



**Recruitment:**

The efforts of the recruitment team will be to attract a large number of candidates, while at the same time, include as many women and minority candidates as possible, so as to broadly represent all people.

**I. Responsibility**

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the designated Diversity Recruitment Officers.

**II. Member Involvement**

A. Recruitment team representatives shall consist of employees of the Waterford Township Police Department who present a positive professional image and are effective oral communicators. Such representatives may be supported by the Human Resources Department as needed.

B. The Police Officers assigned to the recruiting team shall have knowledge concerning: minimum selection qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, community characteristics that make Waterford Township an attractive place to live and work.

C. The Waterford Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the many diverse communities we serve.

D. Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.

E. Selection for a recruitment team will depend heavily upon the operational requirements of the Community Policing Officer.

F. The Community Policing Officer shall supervise the recruitment team after it is assembled.

**III. Recruitment Program**

A. Members of the recruitment team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The recruitment team members should speak to interested students and supply them with any requested information.

B. Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Waterford Township Police Department. Recruitment Team Members will set up displays and pass out recruitment materials at these events. The recruitment team will ensure materials are updated and readily available as well as periodically promote recruitment on community notification systems.

C. The recruitment program will be evaluated annually to determine if diversity goals are met with revisions to the program made as needed.

- **IV. Employment Inquiries and Applications**

- **A. General Employment Inquiries**

- 1. Members of the department may likely be asked about how to become a police officer, special police officer, telecommunicator, etc. Additionally, members may simply be asked, “Are you hiring?” When such general inquiries take place department members shall:
  - a. (Police Officer Positions) Inform the person that the Department is a Title 40 agency and encourage them to contact the Community Policing Officer so that may speak with a recruitment team member.
  - b. (Non-Police Officer Positions – Including SLEO, Telecommunicator, clerk, etc.) – Inform the person that the Township accepts applications for these positions at any time by visiting the Township website and can visit our police website under Job Opportunities. The person should also be informed to contact the Community Policing Officer so that may speak with a recruitment team member.
- 2. During the working hours Monday – Thursday between the hours of 830AM-430PM a person who wishes to submit a completed employment application shall be directed to submit their application to the Police Services Window. If it is after hours, an accepting officer shall take the application and place in the Community Policing Officer’s mailbox or in the mailbox of the duty sergeant.

- **B. Employment Inquiries – Advertised Positions**

- 1. There are times where the Township will advertise for certain positions. When a police department employee is approached about a current advertised position he/she shall advise the person to either contact the Community Policing Officer or the Human Resources Department.
- 2. Any person who wishes to submit a completed application shall be directed to submit their application to the Human Resources Department, who is to retain applications for a period of one year.

- **C. Application Tracking Process and Email Inquiries**

- All incoming applications and email or social media inquiries regarding any employment shall be processed and handled in accordance with the procedures as set forth or otherwise directed by the Chief of Police.

- **V. Training**

- **A.** The Community Policing Officer will provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- **B.** All members, especially recruitment team members, shall be familiar with the job duties listed of specific positions listed in departmental rules and regulations.

## **Annual Review, Evaluation and Reporting •**

The Chief of Police or his/her designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limit to, performing an annual agency demographic review, determining whether any substantial disparities have been reduced, and if need be, revising the Recruitment Plan accordingly if the goals and objectives are not met.

N.J.S.A. 52:17B-4. 10 et seq. It requires that each law enforcement agency must report certain law enforcement applicant data required to be reported is listed in the New Jersey Attorney General Guidelines “Promoting Diversity in Law Enforcement Recruiting and Hiring” in Paragraph III.

Diversity in LE recruiting and hiring - FINAL ([nj.gov](http://nj.gov))

- the reporting form can be found at:

Police Recruiting Data Dashboard - New Jersey Office of Attorney General ([njoag.gov](http://njoag.gov))