


TINTON FALLS POLICE DEPARTMENT STANDARD OPERATING PROCEDURE		
<i>Police Applicant Recruitment Program</i>		
BY THE ORDER OF: Chief of Police	# OF PAGES: 2	
EFFECTIVE DATE: May 2024	ACCREDITATION STANDARDS:	

The primary goal of the Tinton Falls Police Department recruitment activities will be to attract qualified candidates for employment that will enable the department to work toward its long-range goal of employing a sworn workforce that reflects the diversity of the population of the community the agency is charged with protecting and serving. The standard for determining minority representation is based upon the most recent 2020 census data.

OBJECTIVES

Recruitment activities will be a department-wide responsibility and will occur year-round. All members of the agency play a crucial role in this important function and will have knowledge of the application process as well as the current Recruitment Plan.

The Special Services Division is tasked with putting a plan together to coordinate and document all the agency's recruitment activities for the upcoming hiring process. On an annual basis, the Chief of Police or their designee, will conduct a written annual analysis and review of the Recruitment Plan to determine if the goals and objectives are being met and if not, what adjustments will be made.

ACTION PLAN

All job announcements shall include that the Tinton Falls Police Department is committed to Equal Opportunity Employment.

The Special Services Division shall ensure that following steps are taken in the recruitment of officers throughout the State of New Jersey:

1. Distribute the job announcement through PoliceApp.com.
2. Distribute the job announcement through the League of Municipalities.
3. Post the job announcement on the Department's website and social media platform.
4. Our goal is to attend local career fairs and distribute recruitment related materials.

The intended time frame for accomplishing goals and objectives will be ongoing.

TINTON FALLS POLICE DEPARTMENT RECRUITMENT PROCESS

The hiring process will involve the following phases which occur in successive order: Submission of Resume/ cover letter, Interviews, Full Background Investigation (including Medical and Psychological Examinations, drug testing), successful completion of PTC certification, and Formal Offer of Employment as a Probationary Police Officer.

Interview

The nature and duration of the interview will be determined by the Chief of Police or his designee(s). Candidates will be notified of their respective interviews via the Special Services Division.

Conditional Offer of Employment/Background Investigation

After the interview process, and at the discretion of Chief of Police, the candidate will be required to complete a background employment application which will be routed to the assigned background investigators for a thorough background investigation. The candidate will also undergo an extensive Medical, Psychological Examination and drug testing.

Formal Offer of Employment

Upon successful completion of the background check and health examinations, the candidate can be given a formal offer of employment at the discretion of the Chief of Police/ Public Safety Director. Upon acceptance of the offer, the candidate will be scheduled to be sworn-in as a probationary police officer. Upon successful completion of PTC certification, he/she will be assigned to their Field Training Officer to begin our Field Training Program.

