

TRENTON POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Trenton Police Department Recruitment Plan is to attract qualified individuals to pursue careers with the department. The objective is to achieve an overall racial and gender composition and gender diversity in the department that matches those of the City's service population. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Trenton Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.

The City of Trenton has a residency preference in all hiring matters. Applicants must be bona fide residents of Trenton at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test. Once Trenton City residents have been exhausted from the Civil Service Certification List, Mercer County residents are then provided with preference. If the Mercer County list is exhausted, applications will be open to residents of the State of New Jersey. The Police Director, or designee, is responsible for the Recruitment Plan.

The City of Trenton has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination, but who have completed a Basic Course for Police Officers, at a school approved and authorized by the New Jersey Police Training Commission, to bypass the Civil Service hiring process and be exempted from the Civil Service testing process. Additionally, N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry-level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry-level officer before receiving a probationary appointment. There is no City residency requirement.

Trenton is an equal opportunity employer in all facets of the personnel process.

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CITY OF TRENTON DEMOGRAPHICS CHART						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	8,510	9%	103	44.2%	12	5.2%
BLACK or AFRICAN AMERICAN	38,386	42%	49	21.0%	17	7.3%
HISPANIC - ANY RACE	40,905	45%	80	34.4%	14	6.0%
AMERICAN INDIAN OR ALASKA NATIVE	144	<1%	0	0%	0	0%
ASIAN	592	1%	1	0.4%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	24	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	440	<1%	0	0%	0	0%
TOTAL	90,871	100%	233	100%	43	18.5%

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RECRUITMENT ACTIVITIES:

Activity #1: Identify and maintain contact with local minority organizations and social support groups, including, but not limited to, educational, religious, ethnic, racial, and gender-based organizations.

Activities include, but are not limited to:

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the City of Trenton website to attract qualified candidates to take the Civil Service Examination.

Activity #2: Advertise on the New Jersey Civil Service website, the Trenton Police Department's *Facebook* page, and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #3: When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates or waiver-eligible Class II Special Police Officers.

Activity #4: Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.

Activity #5: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid-off officers to employ such officers as to meet the agency's recruiting goals.

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ANNUAL REVIEW, EVALUATION, AND REPORTING

- The Police Director, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not be limited 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 requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. The data required to be reported is listed in the New Jersey Attorney General Guideline “Promoting Diversity in Law Enforcement Recruiting and Hiring” in Paragraph III.

[Promoting Diversity in Law Enforcement Recruiting and Hiring](#)

- The reporting form can be found at:

[Appendix A](#)