

**MAPLEWOOD TOWNSHIP POLICE DEPARTMENT  
RECRUITMENT PLAN**

**Revised 8/2/2021**

**GOAL**

The goal of the Maplewood Township Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Maplewood Township Police Department with a special emphasis on achieving and maintaining an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in the service community by recruiting underrepresented minorities and females. All employees within the department play a significant role towards the success of the agency's recruitment program, and should capitalize on the daily contact with the general public by informing interested individuals of the opportunities available at the Township of Maplewood Police Department. The Maplewood Township Police Department is an equal opportunity employer in all facets of the personnel process.

**GENERAL**

The Maplewood Township Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance 6-30 as amended and Directive 2.07 in all facets of the recruitment and selection process.

The Maplewood Township Police Department seeks its applicants from any of the following applicant pools:

1. Open testing for qualified New Jersey resident applicants.
2. Police Training Commission (PTC) certified candidates (recruit directly from other law enforcement agencies).
3. Alternate route candidates

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**CURRENT DEMOGRAPHICS (08/2021)**

	Service Population		Available Workforce		Current Sworn Officers		Current Sworn Officers Female	
	#	%	#	%	#	%	#	%
Caucasian	12,334	48.6%	940,000	74.5%	35	55%	2	3%
Black or African-American	9,796	38.6%	193,100	15.3%	18	28%	5	8%
Hispanic	1,979.64	7.8%	276,500	21.9%	8	12%	2	3%
Other	1,421	5.6%	129,000	10.2%	2	3%	0	0%
<b>Total</b>	<b>25,380</b>	<b>100.00%</b>	<b>1,262,100</b>	<b>100.00%</b>	<b>63</b>	<b>100%</b>	<b>9</b>	<b>14%</b>

**Notes:**

1. Females in Available Workforce 14% as extrapolated from National Association of Women Law Enforcement Executives- NAWLEE.
2. Sources U.S. Census Bureau 2019 Estimates & U.S. Dept Labor Projections 2008-2028 persons aged 20-34
3. Service Population is for Maplewood Township Only.
4. Available Workforce includes the entire State of New Jersey.
5. Hispanic Statistics include persons of any race and are not included in "Total Calculations."

**OBJECTIVES & ACTIVITIES**

Based on the above demographic data, the Maplewood Township Police Department seeks to attract the following race, ethnicity, and/or gender categories to its ranks:

- African American
- Hispanic Origin
- Female

**Objective #1:** Provide training to personnel engaged in formal recruitment activities for the department.

**Action Plan:**

The Chief or his designee will be trained and subsequently train other personnel that are utilized to assist in the formal recruitment process in the following areas:

- a. The Department's goals and objectives in relation to the recruitment of qualified applicants.

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- b. The Department's career opportunities, salary structure, benefits, and working conditions.
- c. The Township of Maplewood's benefits programs.
- d. The federal and state equal employment opportunity compliance guidelines.
- e. Cultural awareness that will include an understanding of different ethnic groups or subcultures.
- f. The police selection process, (including procedures involved in conducting background investigations and written, oral and physical agility examinations).
- g. Recruitment programs of other jurisdictions.
- h. Characteristics that disqualify candidates.
- i. Medical and psychological requirements.
- j. Techniques of record keeping systems for candidate tracking with Maplewood's demographic data.

**Objective #2:** Conduct research prior to beginning formal recruitment activities.

**Action Plan:**

Prior to the commencement of recruitment activities, the designated recruitment officer shall conduct research into some or all of the following areas in an effort to achieve a comprehensive understanding of the needs of the department as they relate to the recruitment function.

- a. Community and workforce demographic data.
- b. The current demographic composition of the police department.
- c. Legal, ethical and cultural/ethnic issues associated with the recruitment process.
- d. Characteristic likely to disqualify certain candidates.
- e. The basis of successful recruitment programs utilized by other law enforcement agencies.

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**Objective #3:** Recruit the above identified underrepresented minorities and females from current state, county, and municipal law enforcement agencies and police academies.

**Action Plan:**

- a. Contact the New Jersey State Association of Chiefs of Police to obtain a current mailing list of all member agencies in the State of New Jersey.
- b. Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- c. Make maximum use of the township's and police department's Website to attract qualified candidates to the agency.
- d. Notify all NJSACOP member agencies that the Maplewood Township Police Department is seeking qualified individuals for entry level law enforcement positions; provide brochures for distribution.
- e. Notify all regional, county, and municipal police academies of this agency's desire to recruit minority personnel from possible alternate route candidates. Establish liaison with these academies.

**Objective #4:** Identify, establish and maintain contact with state, county, and locally-based identifiable minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations with special attention to previously identified underrepresented minorities.

**Action Plan:**

- a. Send recruitment brochures to these organizations to stimulate interest in a career with the Maplewood Township Police Department.
- b. Printed recruitment material should consist of brochures, photographs, and informational pamphlets that include police officers who are representative of various minority groups and women.
- c. Liaison with faculty of local colleges and learning institutions. Attend Career Days at local schools, community colleges, and minority organizations regarding law enforcement careers with the Maplewood Township Police Department.
- d. Periodically, organize and host a career or information night at the police department.
- e. The agency will take a proactive role in programs intended to attract qualified persons to apply for, and take, the Department's entrance examination. These programs include,

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but, are not limited to: establishing and maintaining contacts with community organizations and educational institutions and providing recruitment materials for display and distribution; Participation in career day type programs at educational institutions and other public places and events; and sponsorship of citizen police academies, junior police academies and the like.

f. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to: career opportunities; salaries, benefits, and training; state hiring guidelines; community information; cultural diversity; qualification and selection process; and physical and academic requirements

g. The following information should prove useful when participating in recruitment activities: recruitment/informational brochures; agency organizational chart; current contractual agreements; training catalogs; demographic data; and general employment applications.

h. Make maximum use of the Maplewood Police Department Website to attract qualified candidates to the agency.

i. Conduct recruitment activities at township sponsored festivities.

j. Notifying local media, press, and other police departments of current vacancies.

k. The Police Department recognizes the need to nurture student interest in the field of law enforcement and, therefore, will participate in student intern programs with various area schools.

**Objective #5:** Conduct written open tests for qualified candidates through the testing process established by the New Jersey Chiefs of Police Association for Non-civil service agencies.

**Action Plan:**

a. Advertise testing in local and state news media outlets and the Maplewood Township Website.

b. Contract with the New Jersey State Associate of Chiefs of Police to conduct entrance testing through the New Jersey Chiefs of Police Association examination for Non-civil service law enforcement agencies.

c. Attend Career Days at local schools, community colleges, and minority organizations regarding law enforcement careers with the Maplewood Township Police Department prior to posting job announcements.

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**REVIEW & EVALUATION**

The Chief of Police shall cause a review and evaluation of this recruitment plan on an annual basis. The following data shall minimally be reviewed:

- a. Number of applicants vs. the number of targeted minority applicants
- b. Number of applicants hired vs. the number of targeted minority applicants hired
- c. Number of Career Days attended
- d. Number of hits of the agency website (if available)
- e. Progress towards goal

This plan is subject to modification as needed.