

HAZLET POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Hazlet Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Hazlet Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Township through the departments recruiting activities. 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:

All phases of the recruitment, selection, and hiring processes must conform to New Jersey Statutes, the rules and regulations established by the New Jersey Civil Service Commission, and municipal ordinance. The Hazlet Police Department recruits from a candidate pool open to all residents of New Jersey. However, preference is given to Township residents, followed by Monmouth County residents followed by all residents of New Jersey.

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

CURRENT DEMOGRAPHICS:

HAZLET TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	16,173	80%	42	91%	4	9%
BLACK or AFRICAN AMERICAN	330	2%	0	0%	0	0%
HISPANIC - ANY RACE	2,292	11%	4	9%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	16	<1%	0	0%	0	0%
ASIAN	682	3%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	9	0%	0	0%	0	0%
SOME OTHER RACE ALONE	77	0%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	546	3%	0	0%	0	0%
TOTAL	20,125	100%	46	100%	4	9%

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RECRUITMENT ACTIVITIES:

Activity #1: When applicable, contact the State of New Jersey Civil Service Commission and obtain the certified list of eligible candidates. Primary consideration is given for Disabled Veterans, Veterans, and non-Veterans first in accordance with Civil Service Rules and Regulations. Hazlet Township gives preference to residents in accordance with Civil Service Rules and Regulations. Consideration is given to the Rice List and Intergovernmental Transfers after the Civil Service eligibility list.

Activities include, but are not limited to:

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

Activity #2: 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.
- Make maximum use of the Hazlet Township website to attract qualified candidates to the agency.

If an open competitive test is to be announced:

Activity #3: 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 Hazlet Website to attract qualified candidates to the agency.

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ANNUAL REVIEW, EVALUATION AND REPORTING

- The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not 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.

<https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

- The reporting form can be found at:

<https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>