

BERGENFIELD POLICE DEPARTMENT

POLICY AND PROCEDURE

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The Bergenfield Police Department **is an equal opportunity employer which ensures equal opportunity and** will, through its recruitment and selection process, identify and employ the best candidates available for the position of Police Officer, **regardless of race, national origin or ancestry, color, sex, sexual orientation, marital status, religion, age, handicap, political affiliations, or other non-job related personal criteria.** Equal Employment Opportunity includes, but is not limited to: recruitment, selection, hiring, training, promotion, transfer, layoff, return from layoff, compensation and fringe benefits. It also includes policies, procedure and programs for **recruitment, employment, training, promotion, and retention of minority, handicapped persons and women.**

The **goal for the Department will be** to place emphasis on quality recruitment, in full compliance with the law, in order to yield benefits in terms of lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more services. Although responsibility for recruitment exists with the Chief of Police, all Department personnel must personally be involved in the recruitment process.

RECRUITMENT

Recruitment for the Borough of Bergenfield is primarily provided by the **New Jersey Civil Service Commission (NJ CSC).** Entrance and promotional exams are researched, reviewed and administered by the **New Jersey Civil Service Commission.** This organization prints and distributes announcements of job openings, set closing dates and processes applications.

The Borough of Bergenfield will maintain an active recruitment campaign in order to have qualified candidates available to fill actual or projected departmental vacancies for the position of Police Officer.

The Chief of Police is responsible for all police personnel actively involved in recruitment and selection. The Chief will call upon selected command and sworn personnel to provide assistance and will coordinate participation, assistance, and support of the recruitment process within the department.

All Department personnel actively involved in recruitment activities will be briefed by the Chief of Police or his/her designee so that they are knowledgeable on personnel matters, especially the departments "Equal Employment Opportunity" policy and its Affirmative Action" plan as it affects the operations of the department. He/she shall also be knowledgeable in the examination process of the [New Jersey Civil Service Commission](#) and the selection process within the department.

- Officers selected for the recruitment activities shall possess excellent communication skills. Since the audience demographics will vary, it is important that these officers have the ability to communicate on a level appropriate to the audience.
- Officers charged with recruitment activities must present a professional, conservative, and impressive personal appearance and will be neatly groomed and attired.

All Department personnel are encouraged to help identify potential police applicants, who may then be actively recruited. Suggestions to possible applicant candidates should be forwarded to the Chief of Police at any time through the chain of command. The Chief will then designate a follow-up officer who will attempt to contact and inform the potential candidate of the hiring and testing procedures of the [New Jersey Civil Service Commission](#).

Where possible, the Chief of Police will involve Departmental minority personnel in the recruitment process.

RECRUITMENT PLAN

The objective of the Bergenfield Police Department recruitment plan is to maintain actual sworn officer strength as close as possible to authorized budgeted strength, by having available a list of fully qualified, high quality applicants at all times.

Authorized and budgeted sworn officer strengths are currently at 46 sworn Officers but has fluctuated periodically over the past few years.

Every three years or more often, if needed, the Chief of Police will have an open application period during which new applicants for the position of Police Officer will be processed. At this time a new standing list will be created, integrating both old and new applicants. The Chief of Police will establish a key activity timetable and will provide this to selected Officers in respect to recruitment activities.

Funds in support of recruitment for publications, written examinations, credit bureau checks, medical examinations, laboratory tests, and psychological evaluations, are included in the Departmental annual budget.

The Chief of Police will ensure full departmental support of the recruitment effort in order to ensure availability of the highest quality applicants possible.

As part of his/her annual staff report, the Chief of Police will include an evaluation of recruitment activities including:

- measurement of recruitment activities against quantitative objectives
- analysis of the effectiveness or ineffectiveness of recruitment
- recommendations and goals for improvement

RECRUITMENT THROUGH COMMUNITY OUTREACH

The Chief of Police or his/her designee will seek recruitment assistance, referrals, and advice from community organizations and key leaders and post job announcements with appropriate community organizations.

Departmental representatives, as selected by the Chief, will participate in all available job fairs, career days, etc., in an effort to recruit within our community service area.

All personnel requested to speak before public groups or events, particularly those involving young adults, will, as part of their programs, mention career opportunities within the police department.

RECRUITMENT THROUGH THE LAW ENFORCEMENT STUDENT INTERN PROGRAM

The Bergenfield Police Department has established a law enforcement Student Intern Program at the college level. Participating interns will be advised of departmental career opportunities.

The Chief of Police, or his/her designee, will attend organized career day programs at the high school and area colleges in order to attract candidates for employment.

ANNOUNCEMENTS AND PUBLICITY

Announcements concerning openings for police officer will include job prerequisites as well as State mandated and physical requirements. A copy of the police department's Duties and Responsibilities for police officers will be distributed to each applicant.

Any job vacancies will be publicized at least ten working days prior to any official application filing deadline. Filing deadlines will be boldly indicated on announcements and advertisements.

At the direction of the Chief of Police, the Public Information Officer will advertise police officer application procedures and filing deadlines in the local newspaper or other appropriate news media. The Public Information Officer, in dealing with media personnel, will request media cooperation in publishing stories, news items, and public service announcements relative to attracting qualified police applicants.

All recruitment information, and any other advertisement published by the Borough of Bergenfield, will indicate that the Police Department is an “Equal Opportunity Employer”.

Any recruitment literature which utilizes pictures will depict women and minorities in law enforcement roles.

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

The Bergenfield Police Department is an equal opportunity employer. In addition, as a member of the New Jersey Civil Service, the Bergenfield Police Department complies with all laws and rules pertaining to EEO as provided for in N.J.S.A. 4A:7-2.

The Chief of Police, or his/her designee, will annually review the agency’s employment policies, practices and procedures relevant to their effective impact on the employment and utilization of minorities and women. After the annual review, if the Chief deems necessary, he/she will revise the plan to enable the department to meet its goals and objectives. The Affirmative Action Plan has a goal of reaching and maintaining a ratio of minority group employees in approximate proportion to the make-up of the community.

- Once the proportional ratio has been met, the Police Department will attempt to maintain that ratio. While following New Jersey Civil Service Commission guidelines, the Department will attempt to hire minority replacements whenever the ratio falls below the proportion.
- Should the need arise, the Chief of Police shall request additional funds in the annual departmental budget, in order to institute or maintain the departmental Affirmative Action Program. These funds may provide for, but are not limited to:
 - recruiting outside the agency’s service area
 - purchasing additional recruitment literature
 - analysis of demographic and geographic features of the agency’s service area for minority recruitment purposes

VIOLATIONS OF THIS POLICY

Any alleged violations of this policy will be investigated by the Internal Affairs Bureau of the Department. Individuals who believe that they have been discriminated against on any basis outlined above should contact the Department’s Internal Affairs Officer. If substantiated, appropriate disciplinary action will be taken against those responsible. Additionally, a mutually satisfactory remedy shall be sought with the aggrieved party to correct the alleged wrong.

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of the Bergenfield Police Department to promote the realization of equal employment opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal employment without regard to age, race, religion, creed, color, national origin, ancestry, marital status, gender or sexual orientation.

To implement these goals and objectives, the Bergenfield Police Department, within the confines of **New Jersey Civil Service Commission**, will continue to:

- A. Periodically monitor area demographics striving to match the sworn workforce with the female and minority community composition.
- B. Use current sworn female and minority officers in recruitment capacities.
- C. Aggressively recruit qualified female and minority officers in an attempt to balance any racial or gender inequalities.
- D. Continually evaluate both recruitment and selection of candidates ensuring that affirmative action objectives are met. This review should occur during periods of anticipated hiring.
- E. All prospective employees will have equal opportunity during agency recruitment, hiring, training and promotion in all positions without regard for age, race, religion, creed, color, national origin, ancestry, marital status, gender, sexual orientation, or physical impairment.
- F. Base decisions on employment so as to further the principle of equal employment opportunity and appropriate community representation while following the guidelines of New Jersey Civil Service Commission.
- G. Ensure that promotion decisions are in accord New Jersey Civil Service Commission principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- H. Ensure that all personnel actions, including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to age, race, religion, creed, color, national origin, ancestry, marital status, gender or sexual orientation.
- I. Seek out appropriate advocate groups when selectively targeting female or minority candidates.

Equal Employment Opportunity is not only the law, but it is a principle of the Bergenfield Police Department's operation. Each employee is expected to cooperate to achieve this goal.