

ELMWOOD PARK POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Elmwood Park Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Elmwood Park Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough 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:

The Elmwood Park 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.

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

The Borough of Elmwood Park 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 successfully 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. There is no residency requirement.

The Borough of Elmwood Park is an equal opportunity employer in all facets of the personnel process.

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CURRENT DEMOGRAPHICS:

The demographics composition of the service area and agency are represented in the following table:

ELMWOOD PARK						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	10,928	51%	37	73%	2	4%
BLACK or AFRICAN AMERICAN	1,494	7%	4	8%	1	2%
HISPANIC - ANY RACE	5,898	28%	9	18%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	25	<1%	0	0%	0	0%
ASIAN	2,367	11%	1	2%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE ALONE	238	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	472	2%	0	0%	0	0%
TOTAL	21,422	100%	51	100%	3	6%

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RECRUITMENT ACTIVITIES:

Objective #1: When applicable, contact the State of New Jersey Civil Service Commission and obtain the “Rice list” of eligible officers who were laid off from Elmwood Park and 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.

Objective #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.

Objective #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 Elmwood Park Borough 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>