



Clementon Police Department

Standard Operating Procedures

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SUBJECT: RECRUITMENT AND SELECTION PROCESS			
ISSUED BY: Chief William D. Boyle		APPROVED BY: Chief William D. Boyle	
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<i>Recruitment / Selection / Hiring</i>	21.09.01	3	CHIEF OF POLICE

PURPOSE:

The purpose of this directive is to provide statutory and procedural guidelines concerning the recruitment and selection of all personnel for the Clementon Borough Police Department. The goal of the Clementon Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Clementon Police Department. The objective is to achieve an overall racial and gender composition of the police department in comparison to the service population of the Borough through the department's 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 Borough of Clementon 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 Borough of Clementon has a residency preference. Applicants for a competitive exam must be a bona fide resident of Clementon at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Clementon residents have been exhausted from the Civil Service Certification List, Camden County residents are then provided with preference. If the Camden County list is exhausted, applications will be open to residents of the State of New Jersey.

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

The Chief of Police or designee is responsible for the administration of the Recruitment Plan.

CURRENT DEMOGRAPHICS:

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

CLEMENTON BOROUGH						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN FEMALE OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	2,815	56.5%	9	77%	1	100%
BLACK or AFRICAN AMERICAN	1482	29.8%	1	7%	0	0%
HISPANIC - ANY RACE	790	16%	2	15%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	0	<1%	0	0%	0	0%
ASIAN	99	1.8%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE	296	6.3%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	276	5.6%	0	0%	0	0%
TOTAL	4,988	100%	13	100%	1	7%

RECRUITMENT ACTIVITIES:

If an open competitive test is to be announced:

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 and universities.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Clementon Police and Clementon Borough websites to attract qualified candidates to take the Civil Service Examination.

Activity #2: 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 in an effort to employ such officers as to meet the agency's recruiting goals.

Activity #3: 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 #4:

Advertise on Policeapp.com, the Clementon Police Department's *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

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>