

CLAYTON POLICE DEPARTMENT	
VOLUME NUMBER: 1	CHAPTER NUMBER: 21
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SUBJECT: Diversity Recruitment and Selection Process	
EFFECTIVE DATE: 04/20/2022	GENERAL ORDER# 2022-11
APPLICABILITY: All Employees	REVIEW DATE:
REVISED:	

I. PURPOSE:

- A. To establish a fair and consistent procedure to enable the Clayton Police Department to recruit and select qualified candidates for employment who will best serve the Clayton Police Department in the capacity of Police Officer or Special Law Enforcement Officer. The recruitment plan will establish the agency steps to achieve the goals set forth to attract ethnic, racial, and gender workforce composition in the agency ranks in approximate proportion to the makeup of available population of the agency's service community.

II. POLICY:

- B. In order to strive for a workforce that reflects the diversity of the Borough of Clayton and interact with all community members in an effort to comprise the agency as it reflects the diversity of the population of the community we serve. The Clayton Police Department will attempt to identify and recruit individuals who best possess the proper attitude along with the skills, knowledge, and ability necessary for an effective, respected Police Officer. All recruitment efforts will comply with the requirements set forth in prevailing law, local codes, Attorney General Guideline.
 - 1. For the purpose of this policy the following definitions are applied:
 - a. **Applicant:** *Non-civil service jurisdictions:* An applicant in a non-CSC jurisdiction is an individual seeking employment as a law enforcement officer and who has submitted a completed employment application as provided by the hiring law enforcement agency, during an open hiring process, regardless of whether or not the individual has undergone an examination, background check, or any other prerequisites to employment used by the hiring agency.

III. PROCEDURE:

A. Recruitment.

1. The Chief of Police or his designee will be responsible for the recruitment function of the Clayton Police Department. All reviews and information obtained regarding the program will be coordinated with the Police Captain.
2. Prior to the commencement of recruitment activities, the Chief of Police or his designee shall conduct research in some or all of the following areas in an effort to achieve a comprehensive understanding of the needs of the agency as they relate to the recruitment function.
 - a. Population demographic data for the Borough of Clayton.
 - b. The current demographic composition of the department.
 - c. Based on the demographics of the officers within the agency, determine if there is a substantial disparity between the racial, ethnic, and gender representation within the officer ranks when compared with the racial, ethnic, and gender representation in the relevant population of the Borough of Clayton.
 1. For a demographic group for which there is a substantial disparity (15% or greater) in regards to the department, it will be considered an underrepresented group.
 - d. Legal, ethical, cultural, and ethnic issues associated with the recruitment process.
 - e. Characteristics likely to disqualify certain candidates.
 - f. The basis of successful recruitment for programs utilized by other Law Enforcement Agencies.
 - g. Specific guidelines outlined by Title 40A.
3. The primary goal of the agency recruitment activities will be to attract qualified candidates for employment that will enable the agency to work towards its long-range goal of employing a sworn work force that is representative of overall population in the Borough of Clayton regarding ethnic, cultural, racial, and gender makeup.
 - a. The agency shall annually review and if necessary, modify the recruiting strategy that is designed to assist the agency in achieving the stated recruitment goal of employing a sworn workforce representative of the overall community population.

4. The written recruitment strategies shall include the following:
 - a. Statement of objectives.
 - b. Plan of action designed to achieve the stated objectives.
 - c. Process to ensure periodic review and reissuance of the plan in order to evaluate the success of the plan in the terms of meeting the objectives in addition to the guidelines of Title 40A.
5. Active periods of advertisement and recruitment shall only occur when deemed necessary to fill existing vacancies and then only to the extent necessary to fulfill the requirements of the aforementioned written recruitment strategies.
6. The following programs are conducted by this agency:
 - a. School Resource Officer Program
 - b. Website Accessibility – Claytonnj.com.
 1. The department website will provide a link or have the Minority Recruitment and Selection Policy available to be viewed by interested individuals seeking a sworn position with the police department.
 2. Presence on the Gloucester County Prosecutor's Office Diversity Recruitment Web Page.
 - c. Career Day activities conducted at various schools in the city and or county
 - d. Community Policing Events
 - e. Minority community functions and
 - f. Faith community events;
7. Distribution of agency employment brochure.
 - a. Brochures will be available for distribution in the lobbies of the Clayton Police Department and the Clayton Borough Hall Government Building.
 1. Distributed at community events determined by the Chief.
 2. Conducting recruitment activities outside of the agency's jurisdiction to attract viable candidates.
8. The utilization of minority personnel who are fluent in the community's non-English languages and are aware of the cultural environment, where this would be applicable.
9. The agency will continually solicit resumes from interested candidates by publishing the following information on this agency's website:

Current criteria for employment eligibility.

- a. Job description for the position of Police Officer.
- b. The starting salary and information related to the associated benefits.
- c. A statement announcing the Borough of Clayton's commitment to principles of an equal employment opportunity.
- d. In order for a candidate to be considered for employment as a full time Police Officer he/she must meet the following eligibility requirements:
 1. Must be 18 years of age;
 2. Citizen of the United States;
 3. Meet all of the necessary state pension system requirements;
 4. Able to read, write and speak the English language well and intelligently;
 5. Be of good moral character and free from conviction of any crime constituting an indictable offense or any offense involving moral turpitude;
 6. Able to successfully pass the required oral, physical and psychological examinations that address essential job performance requirements;
 7. Possess a high school diploma or equivalent;
 8. A holder of a valid New Jersey Driver's License.
 9. Meets all the requirements of NJSA; 40A:14-122 to NJSA; 40A:14.127.

B. Planning, Reviewing, and Reporting

1. The Chief of Police or his designee will be responsible for the plan administration and shall conduct an Annual Analysis on the recruitment plan. At a minimum, the report conducted should include:

The progress toward the stated objectives;

- a. The number of applicants vs. the number of targeted minority applicants;

- b. The number of applicants hired vs. the number of targeted minority applicants hired;
 - c. The number of Career Days / hiring Expos attended;
 - d. The number of additional community-oriented programs attended
 - e. Identify impediments and articulate specific steps taken to overcome those impediments;
 - f. Review of the community demographics and compared to the candidates hired in relationship to the makeup of the available workforce
 - g. Recommendations and revisions to the plan will be made as determined by the Chief or his designee.
- 2. The analysis conducted will be to reveal any patterns or trends that could be predictive or could indicate program effectiveness, training needs and /or policy modification needs and the progress towards the stated objectives.
- 3. Additionally, by January 31st of each year, this department shall report to the County Prosecutor the information of the preceding calendar year. The prescribed form provided by the New Jersey AG office will be utilized for this purpose. All information outlined in this report will satisfy the requirements of the New Jersey AG Guidelines dated (12/7/2021).
- 4. Demographic data collection: the data collected should follow the standards listed below. Demographic information should be collected from applicants and promotion candidates and outlined accordingly in writing, and remain separate from the selection process and utilized for the purpose of reporting as required on an annual basis.
 - a. Race:
 - 1. American Indian or Alaska Native;
 - 2. Asian;
 - 3. Black or African American;
 - 4. Native Hawaiian or other Pacific Islander;
 - 5. White;
 - 6. Two or more races

7. Other
- b. Ethnicity
 1. Hispanic or Latino
 2. Not Hispanic or Latin
- c. Gender
 1. Female;
 2. Male;
 3. X or Non-Binary
- d. Sexual orientation (applicant reporting only)
 1. Do you identify as LGBTQ, (yes-no?)
5. Publishing
 - a. The data collected pursuant to the Attorney General's Guidelines and mandates from the County Prosecutor's Office will be published in the annual reports,
 - b. Annually, the department website will be utilized for the description of the program and kept current to the program requirement.

C. Selection.

1. All police officer candidates must meet the minimum requirements posted when hiring notice is published;
2. Meet the minimum legal requirements listed in Title 40A and relevant Borough Ordinance.
3. Participate in a Physical Fitness Exam if deemed necessary by Chief of Police
4. Participate in Oral Interview Process, which may consist of multiple interviews
5. Consent to a full background investigation
6. Pass a Pre-employment medical screening
7. Pass a Pre-employment Psychological Exam
8. Pass a drug screening in which specimen will be analyzed by the appropriate NJSP Laboratory.