

# **HIGHLANDS POLICE DEPARTMENT RECRUITMENT PLAN**

## **GOAL AND OBJECTIVES:**

The goal of the Highlands Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Highlands 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 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 Borough of Highlands 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 Highlands has two methods to select candidates for full time police officer positions.

1. Competitive Examination Process - the Borough of Highlands has a residency preference. Applicants for a competitive exam must be a bona fide resident of Monmouth County at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Borough residents have been exhausted from the Civil Service Certification list, Monmouth County residents shall be considered. Once Monmouth County residents have been exhausted from the Civil Service Certification List, residents of the State of New Jersey shall be considered.
2. Non-Competitive Process- the Borough of Highlands 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. Additionally, N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. There is no Borough residency requirement.

The Borough of Highlands 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.

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**CURRENT DEMOGRAPHICS:**

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

<b>HIGHLANDS</b>						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	3,928	85%	14	93%	1	7%
BLACK or AFRICAN AMERICAN	80	2%	0	0%	0	0%
HISPANIC - ANY RACE	343	7%	1	7%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	3	<1%	0	0%	0	0%
ASIAN	55	1%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE ALONE	31	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	181	4%	0	0%	0	0%
TOTAL	4,621	100%	15	100%	1	7%

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### **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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Borough of Highlands website to attract qualified candidates to take the Civil Service Examination.

**Activity #2:** Advertise on the New Jersey Civil Service website, the Highlands Police Department's *Facebook* page, and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

**Activity #3:** When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates or waiver-eligible Class II Special Police Officers.

**Activity #4:** 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 Borough of Highlands website to attract qualified candidates to the agency.

**Activity #5:** 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:

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

### **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 31<sup>st</sup> 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>