

**STANHOPE POLICE DEPARTMENT
RECRUITMENT PLAN**

GOALS and OBJECTIVES:

The goal of the Stanhope Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Stanhope Police Department that achieves an overall racial and gender composition of the department in comparison to the service population of the Borough.

GENERAL:

The Stanhope 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.

Stanhope has a residency preference in all hiring matters. Applicants selected off the standard civil service list must be a bona fide resident of Stanhope at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. Once Stanhope residents have been exhausted from the Civil Service Certification List, Sussex County residents are then provided with preference. If the Sussex County list is exhausted, applications will be open to residents of the State of New Jersey.

The Recruitment Plan is prepared realizing the current economic conditions in New Jersey where there are officers that have been laid off due to budgetary constraints. Those officers may be the first recalled for employment pursuant to New Jersey State Statutes and Administrative Code. Furthermore, laid off officers from other jurisdictions listed on a "Rice list" may be considered for employment pursuant to New Jersey State Statutes and Administrative Code and the normal competitive testing selection and recruitment process is bypassed.

Stanhope is an equal opportunity employer in all facets of the personnel process.

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

CURRENT DEMOGRAPHICS: (<https://data.census.gov/cedsci/table?q=stanhope%20nj&tid=DECENNIALPL2020.P1>)

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

	Service Population		Current Sworn Officers		Current Sworn Officers Female	
	#	%	#	%	#	%
White alone	2,822	80.03%	9	100%	1	11.1%
Black alone	79	2.24%	0	0%	0	0%
Hispanic ¹	492	13.95%	0	0%	0	0%
Asian alone	95	2.69%	0	0%	0	0%
Other alone	216	6.13%	0	0%	0	0%
Two or more races	314	8.91%	0	0%	0	0%

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Totals	3,526	100%	9	100%	1	11.1%
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¹ Hispanic is not included in totals row

RECRUITMENT ACTIVITIES:

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Chief and Sergeants of the police department.

Activity #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 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 #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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Stanhope Website to attract qualified candidates to the agency.

If an open competitive test is to be announced:

Activity #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.

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Activity #4: Stanhope participates in the program to exemption to civil service hiring procedures. This allows the Borough to hire a certified police officer to be hired without civil service testing. If utilized the recruitment team may:

- Contact NJ Police Academies for alternate route candidates and encourage applying.
- Advertise the open position and that it is open to non civil service applicants.

EMPLOYMENT INQUIRIES AND APPLICATIONS

Members of the department may likely be asked about how to become a Police Officer, Special Law Enforcement Officer (SLEO), Telecommunicator, Records Clerk, Civilian Employee, Volunteer, and more. Additionally, members may simply be asked “are you hiring?” When such general inquiries take place department members shall:

- Police Officer Positions: Inform the person that the Department is a Civil Service Police agency and encourage them to visit the Nj Civil Service web site and to contact a supervisor by email.
- Other Stanhope Police positions: Inform the person of the correct agency to inquire (eg. Telecommunicator). If the position is within Stanhope Police advise them they may complete an application during business hours at the station and encourage them to contact a supervisor by email to learn more.
- All applicants and Resumes shall receive an email or mail receipt acknowledging the application. Any person interviewed shall receive a letter acknowledging their interview.

RECORD RETENTION

Resumes and applications submitted to the department during periods when there is no intent of hiring for a position will be scanned into a PDF and the original destroyed. The document will be considered active for one year after receipt for any possible openings and/or considerations.

Resumes and Applications submitted to the department during an active hiring session for a position will be stored in a single container, with the exception of any appointed parties whose documents will be moved to personal files.

REVIEW & EVALUATION:

- The Chief of Police shall conduct an annual review of the Recruitment Plan.
- As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.