



SOMERDALE POLICE DEPARTMENT EXECUTIVE ORDER



Order Number E.O. 2022-01	Effective Date 02/16/2022	Review Date 01/02/2023	Distribution Code All Personnel	No. of Pages 6
Subject Recruitment & Career Opportunities				Chapter #
Source Document / Authority		Status		
		New		
		Supersedes Order Number		
Author James J. Walsh, Chief of Police		Special Instructions:		
Accreditation Standards				
Signature of Issuing Authority James J. Walsh, Chief of Police				

Disclaimer: The Department created this policy with the intent of internal agency use only; it has no application in any criminal or civil proceeding. It is an internal operations document, the policy shall not in any way be construed as creating substantive legal rights, setting higher legal standards of safety or care in an evidentiary sense, with respect to third party claims. The Department has not promulgated this policy to serve as a measuring stick for litigation regarding police conduct. An officer's violation of any written directive can only be the basis of a complaint by this Department, and then only in an administrative disciplinary setting. Violations of any provision contained herein serves only for departmental; administrative sanctions.

PURPOSE: The purpose of this directive is to provide procedural guidelines concerning the recruitment of diversified personnel by the Somerdale Police Department.

POLICY: To establish guidelines within the Somerdale Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated, and who represent the racial, ethnic and gender composition of the community.

Procedure:

I. Responsibility

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 captain or their designee under the authority of the Chief of Police.

II. Member Involvement

- A. Recruitment team representatives shall consist of employees of the Somerdale Police Department who present a positive professional image and are effective oral communicators. Such representatives may be supported by the Human Resources Department as needed.
- B. The Police Officers assigned to the recruiting team shall have knowledge concerning: minimum selection qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, community characteristics that make Somerdale an attractive place to live and work.
- C. The Somerdale Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the many diverse communities we serve.
- D. Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.

- E. Selection for a recruitment team will depend heavily upon the operational requirements of the Department.
- F. The captain or their designee shall supervise the recruitment team after it is assembled.

III. Recruitment Program

- A. Members of the recruitment team will work with civic organizations, educational Institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The recruitment team members should speak to interested students and supply them with any requested information.
- B. Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Somerdale Police Department. Recruitment Team Members will set up displays and pass out recruitment materials at these events. The captain or their designee will ensure materials are updated and readily available as well as periodically promote recruitment on community notification systems.
- C. The Police Department utilizes SLEO II officers to supplement patrols and other activities. During their working hours they are monitored, mentored and evaluated for possible selection as a Basic Police Officer within the department.
- D. The Police Department participates in the NJ Civil Service Commission's Opt-Out Program to bolster its recruitment, career opportunities and diversity within the Borough of Somerdale. The Opt-Out Program enables the Department to hire qualified candidates who possess a Basic Police Officer certification from the NJ Police Training Commission.
- E. The recruitment program will be evaluated annually to determine if diversity goals are met with revisions to the program made as needed.

IV. Employment Inquiries and Applications

A. General Employment Inquiries

1. Members of the department may likely be asked about how to become a police officer or special police officer, etc. Additionally, members may simply be asked, "Are you hiring?" When such general inquiries take place department members shall:
 - a. (Police Officer Positions) Inform the person that the Department is a Civil Service Police agency and encourage them to contact a recruitment team member.
 - b. (Non-Police Officer Positions – Including SLEO, clerk, etc.) – Inform the person that the Borough accepts application/resumes for these positions at any time by visiting the Borough website and can visit out police website under Job Opportunities. The person should also be informed to contact a recruitment team member.
2. During the working hours Monday – Thursday between the hours of 8AM-4PM a person who wishes to submit a completed application/resume shall be directed to submit their application/resume to the Police Services Window. If it is after hours, an accepting officer shall take the application/resume and place in the captain's Bin.

B. Employment Inquiries – Advertised Positions

1. There are times when the Borough will advertise for certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to either contact a member of the recruitment team or the Human Resources Department.
2. Any person who wishes to submit a completed application/resume shall be directed to submit their application/resume to the Human Resources Department, which is to retain applications for a period of three years.

- C. **Application Tracking Process and Email Inquires**
All incoming application/resumes and email or social media inquiries regarding any employment shall be processed and handled in accordance with the procedures as set forth in Appendix B unless otherwise directed by the Chief of Police.

V. Training

- A. The captain or their designee will provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. All members, especially recruitment team members, shall be familiar with the job duties listed of specific positions listed in Appendix A

VI. Annual Reporting

- A. The department should annually analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population of the jurisdiction served by the agency. Any demographic group for which there is a substantial disparity, in terms of less representation on the police force, should be considered an “underrepresented” group. The annual review will assist in determining if the recruitment program goals of identifying underrepresented groups and addressing the underrepresentation are met within an intended time frame.
- B. By January 31st of each year, the agency shall report to the Camden County Prosecutor the following information for the preceding calendar year. The information should not include the names of each individual.
 - 1. The age, gender, race, and ethnicity of the permanent full time law enforcement officers currently appointed to the agency as of December 31 (or, if that data is unavailable, data from a different date reasonably

close to year-end) of the preceding calendar year, and

2. The age, gender, race, sexual orientation (if provided) and ethnicity of applicants for a permanent full time law enforcement officer position in the preceding calendar year, and
 3. The age, gender, race, and ethnicity of applicants appointed to the agency in the preceding calendar year, with transfer applicants listed separately, and
 4. The reasons for denying applicants an appointment to the law enforcement agency; and
 5. The age, gender, race, and ethnicity of each law enforcement officer eligible for promotion and promoted within the agency in the preceding calendar year, including the position to which the officer was promoted.
- C. Demographic data collection. The data collected should follow the below standards. Demographic information should be collected from applicants and promotion candidates in a manner so as to remain separate from the selection process.
1. Race:
 - i. American Indian or Alaska Native
 - ii. Asian
 - iii. Black or African American
 - iv. Native Hawaiian or other Pacific Islander
 - v. White
 - vi. Two or more races
 - vii. Other
 2. Ethnicity:
 - i. Hispanic or Latino
 - ii. Not Hispanic or Latino
 3. Gender:
 - i. Hispanic or Latino

- ii. Not Hispanic or Latino
- iii. X or Non- Binary

- 4. Sexual orientation (for applicant reporting only):
 - i. Do you identify as LGBTQ+, yes or no?

D. Additional Requirements. The annual reports should also include the agency's summary of the data based on:

- 1. Whether the agency is governed by civil service rules;
- 2. A description of the agency's application process, to include when in the hiring process a formal application is submitted, and when appointment occurs if hired;
- 3. A description of the data used to determine any underrepresentation;
- 4. A detailed assessment as to whether representation has improved for any previously identified underrepresented groups;
- 5. Any new or modified Program goals to be implemented in the upcoming year.

E. Publishing. The data collected shall be published in the department's annual report.

- 1. The department shall update annually the description of its recruitment and career opportunities program on the official Somerdale Police website accordingly.

VII. Appendixes

- a. Appendix A: Job duties for Officer, SLEO 2 and SLEO 1
- b. Appendix B: New employment Inquiry/response procedure
- c. Appendix C: Recruitment team members