

ATTACHMENT - RECRUITMENT PLAN

GOAL

The goal of the Northfield Police Department's Recruitment Plan is to attract and retain once hired, qualified individuals to pursue a career with the City of Northfield Police Department, with a special emphasis on recruiting underrepresented minorities (including LGBT&Q) and females.

OBJECTIVE

Recruitment activities will be a department-wide responsibility and the Northfield Police Department recognizes that regardless of the ability to hire personnel immediately, it is in their best interest to have potential candidates consider the Northfield Police Department as a destination for a career.

GENERAL

The City of Northfield Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinances, as well as the agency's directive on Recruitment and Selection Policy in all facets of the recruitment and selection process.

The City of Northfield Police Department seeks its applicants from one of three applicant pools:

1. PTC certified candidates (applicants directly from other law enforcement agencies).
2. Non-PTC certified candidates, but alternate route.
3. All other interested parties.

The City of Northfield Police Department is an equal opportunity employer in all facets of the personnel process.

DEMOGRAPHICS

AGENCY - For 2023, the Northfield Police employs twenty-three (23) sworn officers and two (2) female civilian employees; one (1) white and one (1) African-American. The breakdown of sworn personnel are as follows: Nineteen (19) are white males (83%), One (1) is a Hispanic or Latin Male (4%), One (1) is an Asian male (4%), One (1) is a Black or African-American male (4%) and the remaining officer is a Native Hawaiian or other Pacific Islander male (4%). The Northfield Police Department does not employ a female sworn officer.

CITY OF NORTHFIELD – Northfield's total population is 8434. The breakdown by race is as follows: Caucasian 6467 (76.6%), African-American 210 (2.48%), Asian 467 (5.5%), Hispanic 974 (11.5%), American Indian & Alaska Native 21 (.24 %), Native Hawaiian and Other Pacific Islander 8 (.09%), Other 276 (3.2%). By gender: Male 4187 (49.6 %) and Female 4247 (50.3%). ²

² Census information obtained from: United State Census Bureau:

https://data.census.gov/profile/Northfield_city,_New_Jersey?g=160XX00US3452950#populations-and-people

Based on the above demographic data, the City of Northfield Police Department seeks to attract the following race, ethnicity, and/or gender categories to its ranks:

By Gender

- Females – All races

By Race

- Hispanic Origin
- Asians

OBJECTIVES & ACTIVITIES:

Objective #1: Recruit the above identified underrepresented minorities and females from current state, county, and municipal law enforcement agencies, and police academies.

Activities may include, but are not limited to:

- Contact the New Jersey State Association of Chiefs of Police to obtain a current mailing list of all member agencies in the State of New Jersey.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of appropriate websites to attract qualified candidates to the agency.
- Notify all NJSACOP member agencies that the City of Northfield Police Department is seeking qualified individuals for entry level law enforcement positions; provide brochures for distribution.
- Notify all regional, county, and municipal police academies of this agency's desire to recruit minority personnel from possible alternate route candidates. Utilize established liaisons with these academies.

Objective #2: Identify, establish, and maintain contact with state, county, and municipal-based identified minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations with special attention to previously identified underrepresented minorities.

Activities may include, but are not limited to:

- Send recruitment letters to these organizations to stimulate interest in a career with the City of Northfield Police Department.

- Attend Career Days at local schools, community colleges, and minority organizations regarding law enforcement careers during periods of anticipated hiring.
- Utilize the agency's relationships with the local school system to provide information to future applicants.

Groups considered to be contacted may include but are not limited to: Hispanic American Law Enforcement Association, Hispanic Law Enforcement Association of Union County, Muslim American Law Enforcement Association, National Coalition of Latino Officers, National Organization of Black Law Enforcement Executives (NJ Chapter), New Jersey Asian American Law Enforcement Officers Association, New Jersey Latino American Trooper Society, New Jersey Muslim Officers Society, and New Jersey Women in Law Enforcement.

Objective #3: Continued participation in National Night Out and similar activities to increase the police department's relationships with community shareholders.

Objective #4: Prior to an examination process for hiring, the agency will utilize Objectives #1 and #2, to notify the underrepresented minorities in an attempt to get them to apply for the test. This notification process will include, but is not limited to the internet, local news outlets, college job fairs, etc.

REVIEW & EVALUATION:

The Chief of Police shall conduct a review and evaluation of this recruitment plan annually. The following data shall minimally be reviewed:

- Number of applicants vs. the number of targeted minority applicants
- Number of applicants hired vs. the number of targeted minority applicants hired
- Number of Career Days attended
- Number of hits of the agency website (if available)
- Progress towards goal

Other items that may be reviewed are:

- Are there barriers to applications by underrepresented groups
- Are any of the hiring eligibility requirements adversely affecting any underrepresented group
- Any new software programs or social media to assist the agency in attracting underrepresented groups.

This plan is subject to modification as needed.