TOWNSHIP OF HAMILTON POLICE DEPARTMENT RECRUITMENT PLAN

Goal:

The primary goal of the Township of Hamilton Police Department's recruitment plan is to seek qualified applicants who wish to pursue a career in law enforcement and who reflect the diverse population of the Township of Hamilton. We will continue to work closely with local colleges, universities and police academies, as well as attending career fairs and other employment events, to identify young, motivated candidates who will represent our agency with integrity, courage and excellence.

Current Demographics:

TOWNSHIP OF HAMILTON						
Data is based on 2020 Census	POPULATION		CURRENT SWORN OFFICERS		CURRENT SWORN FEMALE OFFICERS	
RACE/ETHNICITY	#	%	#	%	#	%
WHITE	18,387	66.9%	42	79.2%	9	17%
BLACK	3,628	13.2%	7	13.2%	1	1.9%
HISPANIC	3,271	11.9%	3	5.7%	1	1.9%
AMERICAN INDIAN OR ALASKA NATIVE	357	1.3%	0	0%	0	0
ASIAN AMERICAN PACIFIC ISLANDER	1,457	5.3%	1	1.9%	0	0
OTHER	384	1.4%	0	0%	0	0
TOTAL	27,484	100%	53	100%	11	20.8%

The 2023 Annual Recruitment Plan Analysis determined the Hispanic/Latino, African American Females and Asian American Pacific Islander is underrepresented. One of the objectives of the 2024 Recruitment Plan is to attract applicants from these specific minority groups and notify them of upcoming job openings and hiring announcements.

Objective:

It is the objective of the Township of Hamilton Police Department to coordinate recruitment activities that address the recruitment of previously mentioned, underrepresented minority groups and conduct annual reviews of our agency's recruitment plan to determine if the overall goal of reflecting the diverse population of

the Township of Hamilton is being met. To help accomplish this objective, a detailed action plan has been created to recruit through professional organizations, including but not limited to: the NAACP, National Organization of Black Law Enforcement Officers (NOBLE), New Jersey Women in Law Enforcement, the Hispanic American Law Enforcement Association, National Coalition of Latino Officers, and the New Jersey Asian American Law Enforcement Officers Association. Local colleges, universities and police academies will also be a focused source for recruitment.

Action Plan:

All job announcements shall state the Township of Hamilton Police Department is committed to Equal Opportunity Employment.

The Chief of Police or his/her designee shall ensure the following steps are taken in the Township of Hamilton Police Department's recruitment process:

- Recruiting from colleges and universities throughout the State of New Jersey.
- Recruiting from and posting job announcements at New Jersey police academies.
- Attend local job fairs and career days at local colleges and universities, with special attention to underrepresented minorities (Hispanic/Latino, African American Female and Asian American Pacific Islander). Distribute recruiting materials to organizations including the NAACP, National Organization of Black Law Enforcement Officers, National Coalition of Latino Officers, New Jersey Women in Law Enforcement and the National Organization of Black Law Enforcement Executives (NOBLE), and make efforts to utilize members from previously mentioned underrepresented groups, if those officers are interested in being part of the recruiting process.
- Utilize an electronic application process that is easily obtained and submitted on a smart phone or tablet. Physical applications may also be picked up and submitted at police headquarters.
- Forward job announcements to ethnic and gender-based special interest groups including, but not limited to: the NAACP, NOBLE and New Jersey Women in Law Enforcement, the Hispanic American Law Enforcement Officers Association and the New Jersey Asian American Law Enforcement Officers Association, to address underrepresented minorities.
- Posting job announcements on our agency's social media pages and mass notification system with an emphasis on minorities.
- Attend and conduct community activities throughout the Township of Hamilton.
- Update recruitment materials that reflect visible diversity, are reviewed by a diverse team prior to release, and are delivered by a diverse recruiting group.
- Connect with community stakeholders (Atlantic Cape Community College, Greater Egg Harbor School District and residential complexes), for underrepresented groups.

- Analyze demographics annually and prior to each testing process.
- Distribute job announcements on PoliceApp.com.
- Assigning personnel to attend career day or other pop-up recruiting events and providing them with knowledge in specific topics related to recruitment and employment, such as:

  - Salaries and benefits package
  - Specialized units and training
  - Community information
  - Cultural diversity
  - Qualifications and the hiring process
  - Recruitment brochures
  - Application process

Application Process:

Those who wish to apply for the position of full-time police officer with the Township of Hamilton Police Department will first be required to submit a completed application either electronically or in-person. Applicants who meet the minimum requirements necessary will move forward in the process, which include a written and physical agility test, oral interviews, background investigation, drug screening and psychological testing. This process shall be used to identify the most suitable candidates for employment as a police officer with the Township of Hamilton Police Department while reflecting the diverse population of the community it serves.

The Chief of Police may choose to utilize a hiring process without holding written and physical agility testing.

Review:

The Chief of Police shall cause an annual review to be done of the agency's recruitment plan. The following data shall be minimally reviewed:

- Number of applicants vs. the number of targeted applicants
- Number of applicants hired vs. the number of targeted applicants hired
- Career days attended by the agency
- Review of social media
- Objectives met

The Township of Hamilton Police Department's Recruitment Plan is subject to revision, as needed.