


**DEPARTMENT RULES AND REGULATIONS / POLICIES AND PROCEDURES**

<p align="center"><b>LOPATCONG</b></p>  <p align="center"><b>POLICE DEPARTMENT</b></p>	<p align="center">EFFECTIVE DATE</p> <p align="center">6/06/2022</p>	<p align="center">Revision Date</p>	<p align="center">Page #</p>	<p align="center">Section</p>	<p align="center">Approved</p>	<p align="center">Volume I</p>
<p align="center">VOLUME TITLE:</p> <p align="center"><b>ADMINISTRATION</b></p>	<p align="center"># Pages</p> <p align="center">5</p>					<p align="center">Chapter 3.1</p>
<p align="center"><b>AG DIRECTIVE:</b></p> <p align="center">N.J.S.A. 52:17B-4.10</p>	<p align="center">Reference</p> <p align="center">VIC3 . 1</p>					<p align="center">Distribution</p> <p align="center">ALL</p>
<p align="center">SUBJECT:</p> <p align="center"><b>Promoting Diversity in Law Enforcement Recruiting and Hiring</b></p>						<p align="center">Evaluation Date</p> <p align="center">Annual</p>
<p align="center">ISSUING AUTHORITY:</p> <p align="center"><b>CHIEF JASON W. GARCIA</b></p>		<p><b>Special Instructions</b></p>				
<p align="center">DEPARTMENT REVISIONS</p>						
<p align="center">PROSECUTOR'S OFFICE REVISIONS</p>						
<p align="center">REFERENCE</p>						

“In order to most effectively serve the communities of New Jersey, it is important for law enforcement agencies to strive for workforces that reflect the diversity of the jurisdictions they serve and that can effectively interact with all community members. With this need in mind, in October 2020 the Legislature passed a law requiring each law enforcement agency in New Jersey to establish a program designed to ensure every agency was “comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting.” N.J.S.A. 52:17B-4.10 et seq. (the “Act”). The Act directed the Attorney General to develop these Guidelines to ensure its uniform application. These Guidelines describe the process by which each agency shall establish a program to (1) identify underrepresented groups and (2) take action to address any underrepresentation. Additionally, in accordance with the Act, these Guidelines set forth procedures for the collection and reporting of demographic data regarding recruiting, hiring, promoting, and other personnel actions concerning law enforcement officers in New Jersey.”

\*This policy accompanies the Selection Process procedure, but supersedes any previous **conflicting** sections.

**GOAL AND OBJECTIVES:**

The goal of the Lopatcong Twp. Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Lopatcong Twp. 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 Township through the department's 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 Township of Lopatcong 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 Township of Lopatcong has a residency preference. Applicants for a competitive exam must be a bona fide resident of Lopatcong Township at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Lopatcong Township residents have been exhausted from the Civil Service Certification List, Warren County residents are then provided with preference. If the Warren County list is exhausted, applications will be open to residents of the State of New Jersey. Intergovernmental transfers and candidates on the Civil Service Rice list are eligible consistent with Civil Service rules and regulations

Lopatcong Township 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.

**CURRENT DEMOGRAPHICS:**

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

<b>Lopatcong Township</b>						
<b>Data is based on the 2020 Census Count</b>	<b>POPULATION</b>		<b>CURRENT SWORN OFFICERS TOTAL</b>		<b>CURRENT SWORN FEMALE OFFICERS</b>	
<b>RACE / ETHNICITY</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
<b>WHITE</b>	<b>7012</b>	<b>79.9</b>	<b>14</b>	<b>87.5</b>	<b>0</b>	<b>0%</b>
<b>BLACK or AFRICAN AMERICAN</b>	<b>737</b>	<b>8.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>HISPANIC - ANY RACE</b>	<b>921</b>	<b>10.5</b>	<b>2</b>	<b>12.5</b>	<b>0</b>	<b>0%</b>
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>ASIAN</b>	<b>369</b>	<b>4.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>NATIVE HAWAIIAN OR PACIFIC ISLANDER</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>SOME OTHER RACE ALONE</b>	<b>NA</b>	<b>NA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>POPULATION OF TWO OR MORE RACES</b>	<b>588</b>	<b>6.7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>8.776</b>	<b>100%</b>	<b>16</b>	<b>100%</b>	<b>0</b>	<b>0%</b>

## **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 Lopatcong Township website to attract qualified candidates to take the Civil Service Examination.
- Utilize the Lopatcong Township Police public Facebook page to attract qualified candidates and encourage phone interaction for transparency in the recruitment process.
- Engage the public at the Lopatcong Township Community Day and National Night Out with the previously listed materials and transparent conversation.

**Activity #2:** 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 #3:** 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 Lopatcong Township website to attract qualified candidates to the agency.
- Utilize the Lopatcong Township Police public Facebook page to attract qualified candidates and encourage phone interaction for transparency in the recruitment process.
- Engage the public at the Lopatcong Township Community Day and National Night Out with the previously listed materials and transparent conversation.

### **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>