

## **MANVILLE BOROUGH POLICE DEPARTMENT RECRUITMENT PLAN**

### **GOALS AND OBJECTIVES:**

The goal of the Manville Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Manville Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough through the department's recruiting activities. The goals and objectives will be accomplished through various activities listed in the Recruitment Activities section of this plan.

### **GENERAL:**

The Manville Borough Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance in all facets of the recruitment and selection process. The Manville Borough Police Department recruits from a candidate pool open to all residents of New Jersey.

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

The Officer in Charge 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:

	Service Population		Current Sworn Officers		Current Sworn Officers Female	
	#	%	#	%	#	%
Caucasian	8,061	75.76%	22	91.67%	0	0%
African-American	1,243	11.68%	0	0%	0	0%
Hispanic <sup>1</sup> (any race)	1,374	12.91%	2	8.33%	0	0%
Other	1,336	12.56%	0	0%	0	0%
Total	10,640	100%	24	100%	0	0%

<sup>1</sup>Not included in total population or percent number.

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### **I. RECRUITMENT ACTIVITIES:**

**Activity #1:** Make use of the State of New Jersey Alternate Route training program.

- Announce openings at Police Academies to attract qualified candidates to the agency.
- Promote hiring announcements on the PoliceApp.com website.

**If an open competitive test is to be announced:**

**Activity #2:** 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:

- Utilize social media sites to announce vacancies.
- Make maximum use of the Manville Borough website to attract qualified candidates to the agency.
- Attend career days at local schools.
- Draft, print and distribute informational brochures that may attract qualified candidates to the agency.
- Provide recruitment brochures and materials to educational, religious, ethnic, racial and gender-based organizations.
- Contact the Manville 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.

**Activity #3:** Make use of the Somerset County Police Academy Scholarship Program

- Utilize social media sites to announce vacancies.
- Distribute informational materials, including QR codes that will help attract qualified candidates to the agency.

### **II. REVIEW AND EVALUATION**

- A. The Officer in Charge shall conduct an annual review of the Recruitment Plan.
- B. As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.