

Lower Alloways Creek Police Department		SOP 3-4
Recruiting of Sworn and Non-Sworn Personnel		Replaces:
Signed: Chief Richard W. Venable Jr		CALEA Standard:
Date Effective: 02/25/2008	Revised: 07/22/2021	



- I **Purpose:** To establish a fair and consistent procedure designed to enable the Police Department to recruit and select qualified candidates for employment who will best serve the agency in the capacity of police officer.
- II **Policy:** It is the policy of the Lower Alloways Creek Police Department to actively recruit the best available personnel for actual or forecasted vacancies in this Department. The emphasis is on quality recruitment in full compliance with Equal Employment Opportunity (EEO) regulations. While recruitment is an ongoing process, activities are increased prior to the announcement that a job position has become available with this department. It is the goal of the Lower Alloways Creek Police Department's recruitment efforts to select a workforce that is staffed with the highest caliber personnel and appropriately reflects the ethnic and gender composition of the community to the extent possible. To accomplish this goal, the Department will establish a recruitment plan.
- III **Procedures:** Recruiting efforts by this Police Department shall be the responsibility of the Chief of Police or his designee (Recruiting Coordinator). The Recruiting Coordinator shall have the authority and responsibility to administer the Recruiting Program, as approved by the Chief of Police. The Recruiting Coordinator shall report after each round of hiring personnel, or annually, whichever comes first on the progress towards the objectives of the recruitment program.
- 1) The Recruiting Coordinator shall prepare a recruitment plan for the Chief of Police that shall contain the following information:
 - Outline, in quantitative terms, a proactive program of goals and objectives to be undertaken by the Department to ensure all

applicants and employees are afforded equal opportunity to reach their full potential.

- Provide a course of action to be taken in order to achieve recruitment plan objectives.
- Have goals and objectives of the recruitment plan evaluated annually, with any recommendations for revisions or updates forwarded to the Chief of Police.

A. When vacancies occur within the department or hiring lists for employment need to be established, after authorization from the Township Committee; this department will prepare and distribute the job announcements, which shall:

1. Contain a current description of the duties, responsibilities, requisite skills, educational level, essential minimum physical requirements, and any other minimum qualifications required for the positions to be filled.
2. Advertise application-filing deadlines
3. Be posted through electronic, print, or other media
4. Be posted with or through community service organizations and other locations selected to promote recruitment objectives.

B. The Department shall ensure that equal opportunities in employment are provided to all the persons. There shall be no discrimination against any person in the recruitment, examination, selection, and hiring process because of race, color, sexual orientation, gender, age, religion, national origin, or disability unless a bona fide occupational qualification or statutory requirement exists.

- 1) All employment applications, recruitment materials, and recruitment advertisements shall advertise the Department as an Equal Opportunity Employer.
- 2) The Chief of Police or his designee will review all of the Department's job descriptions in conjunction with the Township of Lower Alloways Creek so that it is representative of the composition of the available work force it serves on a periodic basis to ensure they support recruitment strategies/procedures and accurately reflect the minimum duties and qualifications of the position.

C. The Chief of Police or their designee shall develop a program that analyzes the demographics of its law enforcement officers and determine if there is a significant disparity between the representation of minorities and females within the law enforcement ranks compared with:

1. The representation of minorities and females in the population of the jurisdiction served by the department
2. The representation of minorities and females in the relevant work force.
 - 1) This program shall determine if there is any demographic group for which there is a significant disparity, in terms of less

representation on the police force. If a disparity is found the program goals shall describe

- a) the identified underrepresentation of any group
- b) the means for addressing the underrepresentation
- c) the intended time frame for doing so

D. Prospective applicants seeking information about job opportunities, or seeking to apply for employment, shall be referred to the Township Clerk.

- 1) When applications or resumes are received when no openings are available the application/resume will be maintained by this department for the period of time required by the records retention schedules.

E. The responsibility for administering the department's role in the selection process shall be The Chief of Police or his designee. Other Department employees may assist and help coordinate this activity as necessary.

- 1) Shall be responsible for scheduling, posting, administering, and getting the written test results.
- 2) Ensure that all elements of the selection process meet the requirements of validity, utility, and minimum adverse impact.
- 3) Ensure that testing materials are properly stored to maintain their integrity prior, during and after testing.

a. The Chief of Police or his designee shall:

- 1) Make sure that applicants are appropriately scheduled for the various screening processes, other than the written test and physical fitness assessment (if applicable) i.e. psychological exam, interview board, medical exam, etc.
- 2) Identify the measurement criteria of the various screening processes which will help determine the applicant(s) who best meets the needs and criteria of this Department.
- 3) Ensure that all elements of the selection process for sworn personnel use only job related rating criteria.
- 4) Prepare an evaluation of the overall recruitment process to delineate the activities that took place and any concerns or actions which may have an impact on future recruitments. This shall be accomplished within sixty (60) days after the applicant is employed.
- 5) Ensure all elements of the selection process be administered, scored, evaluated, and interpreted in a uniform manner.
 - Operational elements of the selection process, such as time limits, oral instructions, practice problems, answer

sheets, and scoring formulas shall be clearly set forth and carried out identically for all applicants.

- Personnel who are representative of the race, gender, and ethnic groups of the township should be used to carry out the selection process whenever possible.

F. The selection process consists of the following separate and distinct procedures, in the following order (Some steps may be omitted at the chiefs discretion):

- 1) position posting and recruitment/application process
- 2) written exam (non-certified selection)
- 3) Verification of certificate (certified selection sworn)
- 4) background investigation
- 5) oral interview board
- 6) physical fitness assessment (sworn)
- 7) Chief of Police interview and recommendation
- 8) medical exam and drug screening (prior to appointment)
- 9) Psychological exam (prior to appointment, sworn)

G. Although selection is based upon the successful completion of all the above applicable procedures, the nature of the selection process allows any single procedure, to cause the elimination of the applicant from further consideration.

- 1) Any applicant not eligible for employment on the basis of any single procedure shall be notified in writing by the Chief of Police within 30 calendar days.
- 2) Reapplication for future exams is permitted for applicants who met the minimum selection criteria standards at the time the application is made.
- 3) Records of applicants for employment shall be the responsibility of the Chief of Police, and shall be maintained according to the proper records retention requirements.

H. Any applicants who successfully completes all phases of the selection process, up to the contingent job offer, but are not appointed due to a limited number of job openings:

- 1) Applicants who successfully completes all selection procedures shall remain on the eligibility list in effect for a period of not less than six(6) months or more than twelve(12) months from the date of the exam, unless the names on the list have been exhausted.
- 2) Eligible applicants not offered employment due to limited positions shall be notified of their standing on the list.

- 3) The Chief of Police is responsible for the records of all applicants; and shall be maintained according to the record retention requirements.
- I. The selection process is designed to allow the Department to obtain qualified personnel to fill specific needs. Included are patrolman, dispatchers, record coordinators and all reserve officers but not limited to. The final determination of the attributes and skills that an applicant should possess and who will be selected for employment is the responsibility of the Chief of Police.
 - J. The minimum qualifications for appointment to this department are established by NJSA Title 40 (if applicable), the Township of Lower Alloways Creek, and this Department.
 - K. Applicants may be disqualified for any of the following items (if applicable):
 - 1) Falsification of information provided to the Department by any means, including employment application, personal history statement, or any related documentation submitted.
 - 2) A history of conduct that would jeopardize public trust in the law enforcement profession.
 - 3) Conviction of any crime above a disorderly person's crime or federal statute or petty disorderly/disorderly person's crime within the last ten years.
 - 4) Discharge from the United States Armed Services under any conditions other than "honorable".
 - 5) Illegal use of marijuana for any purpose within the past 5 years or illegal use of any Scheduled drug according to the NJSA 2C.
 - 6) Pattern abuse of prescription medications
 - 7) Failure to meet the minimum driving standards as established by this department
 - 8) Failure to meet the minimum standards established under the background investigation portion of the selection process.
 - L. Selection procedures are as follows:
 - 1) Application - see section C above
 - 2) Written Examination:
 - a) The administered exam shall be a validated written entry-level selection test that inquires into the applicant's general education and mental ability.
 - b) Applicants must achieve a minimum passing score of 70 out of a possible score of 100.

- c) This only applies to candidates that will have to attend a certified police academy.
 - d) Applicants who fail to achieve passing scores shall be disqualified from further testing in the current recruitment process.
- 3) Verification of Certificate:
- a) When the department is hiring certified personnel only, a check will be conducted with the academy the candidate attended and with the NJ PTC to verify certification.
- 4) A thorough background investigation shall be performed on each applicant by the Chief of police or his designee. This check of each applicant's personal history shall be based on information supplied by the applicant in the background packet, and shall be conducted prior to the applicant's appointment to probationary status.
- a) Only personnel trained in collecting the required information shall be used to conduct background investigations.
 - b) The background investigation shall include:
 - Verification of information supplied on the application and on the Lower Alloways Creek Police Department background questionnaire.
 - A review of the applicant's criminal history, if any, through SCIC/NCIC.
 - A review of the applicant's driving record and/or status
 - Verification of at least three of the applicant's personal references
 - Contact with police agencies in the cities/towns where the applicant has lived
 - A review of the applicant's employment history
 - Personal contact, whenever possible, with references, neighbors, family, school administrators, etc., of the applicant
 - c) Background investigators shall use whatever legal means at their disposal, including teletype, computers, agency records, phones, personal contacts, etc, to thoroughly verify and investigate information.
 - d) Investigators shall follow leads and information to further the scope of the investigation, and are not limited by the information supplied by the applicant.

- e) Verification of all information shall be supported by written notations.
- f) A record of each applicant's background investigation shall be securely maintained in accordance with the record retention requirements.
- g) Background files of successful applicants who are hired shall be maintained in the employee's personnel file maintained by the Chief of Police.
- h) Background files of unsuccessful applicants shall be maintained by the Chief of Police.
- i) The background investigator assigned to complete the investigation shall ensure that this police departments Background Checklist is completed and attached to the background investigation so that the requirements have been met and documented.

5) Oral Interview Board

- a) Results of the oral interview shall be recorded on the standardized forms and shall be maintained on file in accordance with the proper record retention requirements.
- b) The oral interview shall consist of a minimum of two interviewers per applicant, as appointed by the Chief of Police.

6) Physical Fitness Test:

- a) A physical fitness assessment (if applicable) shall be administered and scored as a pass/fail. All applicants must be able to complete the fitness assessment at the 30th percentile of the Cooper Institute's national fitness norms.

7) Applicants successfully completing all phases of the selection process shall be scheduled for an informal interview with the Chief of Police who has the final say to recommend to the Township Committee the hiring of an applicant(s)

8) The Township of Lower Alloways Creek or at their direction the Chief of Police will contact the applicant and extend a final job offer. The applicant will be given a start date and when to meet with the Chief of Police or his designee to receive department orientation

9) Psychological Examination:

- a) Only after the applicant has been extended a job offer for a sworn position will he/she attend a psychological exam prior to appointment to probationary status.
 - b) Only qualified professionals shall assess the emotional and psychological condition of the applicant, using valid, useful, and nondiscriminatory procedures.
 - c) A battery of psychological tests shall be administered to each applicant prior to appointment to probationary status.
 - d) A record of the results of the test shall be securely maintained on file at the Department. When the applicant is hired, the record shall be maintained in the confidential file of the applicant/employee by the Chief of Police.
- 10) A medical and physical examination shall be administered to each applicant to determine the applicant's ability to perform the essential functions of the job as determined by a licensed medical practitioner. Examinations will be conducted prior to appointment to probationary status, but after the contingent job offered has been made.
- a) A drug screening examination to determine the presence of illegal drugs shall be administered.
 - b) Results of the tests shall be provided directly to the Chief of Police and maintained as per the requirements.

M. Appointment to Probationary Status:

- 1) Applicants employed by this department shall remain on probation for a period of:
 - a) **Sworn personnel**- 1 year after graduating from a PTC certified police academy, and/or 1 year after their hire date, which ever comes later.
 - b) **Civilian employees**- 1 year after their hire date.
- 2) Employees on probation must:
 - a) **Sworn personnel**- successfully complete a PTC certified police academy, Department's post-academy training, and Field Officer training program.
 - b) Upon completion of the FTO program, the probationary officer will be evaluated for the remaining time until 1 year

after completing the police academy by their immediate supervisor. The proper evaluation form will be utilized.

- c) **Civilian employee's-** successfully complete their department training and will be evaluated on a monthly basis until their 1 year employment date is reached.
- d) All probationary members/employees will be allowed to appeal their evaluations as per the guidelines in SOP 3-6.1.
- e) If an applicant is hired, but has not yet completed the basic training course, can conduct activities not requiring the carrying of a weapon, enforcing the law or making arrests.

M. Responsibility for administering the Department's role in the selection process for civilian personnel shall be the Chief of Police. Other department personnel may assist and help coordinate this activity. The process shall be the same as directed above where applicable.

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