

HOWELL POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Howell Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Howell Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Township through the departments 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 Howell 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 Howell Police Department recruits from a candidate pool open to all residents of New Jersey. Preference is given to Howell residents.

Howell Township is an equal opportunity employer in all facets of the personnel process.

CURRENT DEMOGRAPHICS:

HOWELL TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	40,545	76%	87	90%	5	5%
BLACK or AFRICAN AMERICAN	1,958	4%	2	2%	0	0%
HISPANIC - ANY RACE	6,359	12%	7	7%	2	2%
AMERICAN INDIAN OR ALASKA NATIVE	39	<1%	0	0%	0	0%
ASIAN	2,621	5%	1	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	10	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	264	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	1,741	3%	0	0%	0	0%
TOTAL	53,537	100%	97	100%	7	7%

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I. RECRUITMENT ACTIVITIES

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified with the potential to be an asset to the department. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. This agency will take a proactive role in programs intended to attract qualified people to apply for and take the Entrance Examination. These programs include; but are not limited to:
- Establishing and maintaining contacts with community organizations and educational institutions;
 - Participation in department sponsored social events/law enforcement meet and greet events;
 - Citizen police academies, junior police academies, and law enforcement explorer posts; and
 - Posting Entrance Examination announcements on department hosted social media outlets.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the Township.
- D. School Resource Officers play a particularly important role in mentoring local youth, especially towards law enforcement careers. As such, one of their more prominent roles is influencing students towards a career with this agency.
- E. Personnel assigned/present at department sponsored social events/law enforcement meet and greet events should be knowledgeable in the below listed topics:
- Career opportunities
 - Salaries, benefits, and training
 - State hiring guidelines
 - Community information
 - Cultural diversity
 - Qualification and selection process
 - Physical and academic requirements
- F. The following information should prove useful when participating in department sponsored social events/law enforcement meet and greet events:
- Recruitment/informational brochures

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- Current contractual agreements
 - Demographic data
 - Entrance Examination Bulletins
- G. This agency will post Entrance Examination announcements on department social media outlets to encourage qualified individuals to take the test.
- H. This agency's recruiting brochure will identify this agency as an equal opportunity employer and will include the following information:
- Basic description of duties
 - Responsibilities
 - Requisite skills
 - Educational level
 - Other minimum qualifications and requirements
- I. This agency shall recruit and employ Special Law Enforcement Officers II in addition to the full-time law enforcement officers. The Special Law Enforcement Officer II program shall also serve as a means of evaluating these officers for potential advancement to a full-time law enforcement officer position in the agency.

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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 31st 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>