



CARLSTADT POLICE DEPARTMENT RECRUITMENT PLAN

GOAL:

The goal of the Carlstadt Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Carlstadt Police Department with a special emphasis on recruiting underrepresented minorities and females.

GENERAL:

The Carlstadt 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 Carlstadt Police Department recruits from a candidate pool open to all residents of New Jersey.

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

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	4,215	66.15%	21	84%	1	4%
Black or African-American	166	2.61%	0	0	0	0
Hispanic	472	8.0%	0	0	0	0
American Indian or Alaska Native	37	0.58%	0	0	0	0
Asian	610	9.57%	1	4%	0	0%
Native Hawaiian or Pacific Islander	0	0%	0	0%	0	0%
Other Race Alone	607	9.53%	1	4%	0	0%
Two or More Races	737	11.56%	1	4%	0	0%
Total	6,372	100%	24	96%	1	4%
Hispanic Any Race	1,582	24.83%				
Not Hispanic Any Race	4,790	75.17%				
Total	6,372	100%				

Based on the above demographic data, the Carlstadt Police Department seeks to attract the following race, ethnicity, and/or gender categories to its ranks:

- African American
- Hispanic Origin
- Asian
- Female

I. RECRUITMENT

- 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.
- 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 and providing recruitment materials for display and distribution;
 - Participation in career day type programs at educational institutions and other public places and events;
 - Citizen police academies, junior police academies, and intern program.
 - Posting Entrance Examination announcements on the Borough's website, Policeapp.com and in local newspapers.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce.
- D. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to:
 - Career opportunities
 - Salaries, benefits, and training
 - State hiring guidelines
 - Community information
 - Cultural diversity
 - Qualification and selection process
 - Physical and academic requirement

- E. The following information should prove useful when participating in recruitment activities:
- Recruitment/informational brochures
 - Agency organizational chart
 - Current contractual agreements
 - Training catalogs
 - Demographic data
 - Entrance Examination Bulletins
 - General Employment Applications
- F. This agency will distribute Entrance Examination announcement bulletins at police headquarters, the municipal building, schools, and other public places in an effort to encourage qualified individuals to take the test.
- G. 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
- H. Anyone submitting a resume' or inquiry for employment prior to the examination process shall be advised of the Entrance Examination.

II. REVIEW & EVALUATION

- A. The Chief of Police shall cause a review and evaluation of this recruitment plan at least once every three years. The following data shall minimally be reviewed:
- Number of applicants vs. the number of targeted minority applicants
 - Number of applicants hired vs. the number of targeted minority applicants hired
 - Number of Career Days attended
 - Number of hits of the agency website (if available)
 - Progress towards goal
- B. This plan is subject to modification as needed.