

GENERAL ORDER GO-117	DATE ISSUED: 04/10/2010	EFFECTIVE DATE: Immediately	Revised:	
			Date:	Section:
SUBJECT: Recruitment For Sworn Positions Policy			05/21/2012	III.C.1.
REFERENCES:				
ISSUED BY CHIEF: Russell W. Leffert				

I. Purpose

The purpose of this policy is to establish the Warren Township Police Department's role in recruiting qualified individuals for entry-level sworn positions.

II. Policy

It is the policy of the Warren Township Police Department to recruit only the best-qualified applicants for sworn law enforcement employment while remaining demographically representative of the available workforce, to the extent possible. It is further the policy of this department to ensure equitable treatment of applicants without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or someone with a physical or mental disability that with a reasonable accommodation could perform the essential functions of the job.

III. Procedure

A. General Standards

1. All phases of the recruitment process must conform to New Jersey Statutes and Municipal Ordinances.
2. Mandatory qualifications for appointment as municipal police officer as listed in NJSA 40A:14-122 are:
  - a. Citizen of the United States.
  - b. Good health to satisfy pension (PFRS) requirements.
  - c. Literacy; read, write and speak the English language.
  - d. Good moral character, based on contemporary standards.
  - e. Free of criminal conviction involving moral turpitude.
3. Ideal applicants will have:

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- a. A history of community service.
- b. Excellent English verbal and written communication skills.
- c. Familiarity with or ability to learn more than one language is highly desirable.
- d. Mature and innovative approaches to collaborating with citizens on neighborhood issues.
- e. Proficiency with electronic communications media.
- f. Respect for and ability to work well with colleagues and citizens regardless of race, ethnicity, gender, age or personal beliefs.
- g. Strong problem solving skills and the ability to work under stress.

B. Recruitment

- 1. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, members shall actively recruit individuals they feel are qualified with the potential to be an asset to the department.
- 2. This department will take a proactive role in programs intended to attract qualified people to participate in the Warren Township Police Department selection process. These programs include, but are not limited to:
  - a. Posting hiring announcements on the police department website. [www.warrenpolice.com](http://www.warrenpolice.com)
  - b. The School Resource Officer will participate in high school career days and will perform recruitment type lessons during the course of his or her classroom interaction with students.
  - c. The Training Officer or his designee will participate in college career fairs and law enforcement days.

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3. This department shall pay attention to attracting candidates in approximate proportion to the racial, ethnic and gender composition of township.
  4. Personnel assigned to recruitment activities will be provided with information so that they are knowledgeable in matters as they pertain to agency management and operation.
    - a. Career Opportunities
    - b. Salaries, Benefits and Training
    - c. Community Information and Cultural Diversity
    - d. Qualification and Selection Process
    - e. Alternate Route Process
  5. The following information may be utilized in recruitment activities.
    - a. Recruitment and Informational Brochures
    - b. Agency Organizational Chart
    - c. Current Contractual Agreements
    - d. Training Catalogs
    - e. Demographic Data
    - f. Employment Applications
- C. Evaluation of the program
1. A demographic matrix will be completed at least once a year in order to assess agency progress in achieving recruitment objectives.
  2. This policy may be revised as needed to enhance the Warren Township Police Department's ability to meet future recruitment goals.