

	<b>S.O.P.</b>		Eff. Date: <b>10/15/99</b>
	<b>Title: Selection and Recruitment</b>		Number: <b>22</b>
<b>Issuing Authority: Chief Thomas R. Ryan</b>			
<b>Accreditation: 2 The Personnel Function</b>			
<b>Accreditation Standards: 2.4.1, 2.5.1-2.5.4</b>			
Revision Date <b>06/01/2022</b>	Page Numbers <b>1-8</b>	Sections	Approved

SOP 22 Selection

I. Purpose

The purpose of this policy is to establish policy and procedures in regards to the process used in the selection of individuals to fill sworn positions within the police department.

II. Policy

It will be the policy of the department to identify and employ the best candidates available to fill sworn positions. The selection process utilized by the department will consist of those elements that test validity through job relatedness, utility through usefulness, and a minimum adverse impact through fairness. The application of these concepts in the selection process will result in the appointment of individuals who possess the skills, knowledge, and abilities necessary to insure that the department will remain an effective, professional, and respected law enforcement agency.

III. Procedure

A. Recruitment

1. The Chief of Police shall designate an individual that will be responsible for the recruitment function of the Woodbury City Police Department.
2. Prior to the commencement of recruitment activities, the designated recruitment officer shall conduct research into some or all of the following areas in an effort to achieve a comprehensive understanding of the needs of the department as they relate to the recruitment function.

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- A. Community and workforce demographic data.
  - B. The current demographic composition of the police department.
  - C. Legal. Ethical and cultural/ethnic issues associated with the recruitment process.
  - D. Characteristic likely to disqualify certain candidates.
  - E. The basis of successful recruitment programs utilized by other law enforcement agencies.
3. The primary goal of department recruitment activities will be to attract qualified candidates for employment that will enable the department to work toward its long-range goal of employing a sworn workforce that is representative of the overall available workforce in the department's service area.
  4. The department shall establish, annually review and, if necessary, modify a written recruiting plan (see plan below) that is designed to assist the department in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the department's service area.
  5. The written recruitment plan shall include the following:
    - A. Statement of objectives
    - B. A plan of action designed to achieve the stated objectives; and
    - C. A process to ensure annual review of the plan in order to evaluate the success of the plan in terms of meeting the objectives.
    - D. A mechanism to indicate when the strategy shall be revised and reissued.
  6. As a general rule, the Woodbury City Police Department will not engage in continuous recruitment activities. Active periods of recruitment shall only occur when deemed necessary to fill existing vacancies and then only to the extent necessary to fulfill the requirements of the aforementioned written recruitment strategy. However, the department will continuously solicit resumes from interested candidates by publishing the following information on the township's website:
    - A. The current criteria for employment eligibility,
    - B. A job description for the position of police officer,
    - C. A statement announcing the City's commitment to the principle's of equal employment opportunity.
    - D. An invitation for qualified candidates to submit a resume for consideration when one or more vacancies occur within the department.

## B. Administration

1. The Chief of Police will be responsible for administering the selection process. He will insure that the phases of the process are administered, scored, evaluated, and interpreted in a uniform manner and that the operational elements of the selection process are identical for all candidates.

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2. The Chief of Police will be responsible for securing all materials used in rating candidates. Access will be limited only to command level personnel or personnel directly involved in the rating process. Materials will be secured in the Chief's office.
  - a. Rating materials to be disposed of will be disposed of in such a manner as to restrict unauthorized access.
3. The Chief of Police will also be responsible for insuring that all records for candidates, those appointed as well as those not appointed, are secured in compliance with applicable state and federal laws.

### C. Accepting Applications

1. The Chief of Police will determine the number of eligible candidates from whom applications will be accepted based on the number of positions available. Applicants will be advised, in writing, of the following:
  - a. Elements of the selection process
    - Background Investigation
    - Drug Screening
    - Oral Review Boards
    - Medical Examination
  - b. Number of openings and expected duration of the selection process
2. No candidate will be rejected for any omission or deficiency in the application that can be corrected prior to the interview process and without affecting the testing or any other element of the process.
3. Detectives trained in gathering information and conducting investigations will normally be assigned to conduct applicant background investigations. They will also serve as the applicant's point of contact and liaison with the department throughout the selection process.
  - a. The Detective Supervisor will oversee the conducting of all background investigations.

### D. Background Investigation

1. See SOP 22.1 Background Investigations
2. Background investigations will be maintained as follows:
  - a. Candidates Appointed
    - Retained as part of personnel file for duration of service. Disposed of two years after separation.
  - b. Candidates Not Appointed

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- Retained for a period of at least five years.

### E. Drug Screening

1. All applicants will be required to undergo drug screening by submitting a urine sample for analysis by the NJ State Medical Examiners Office. All samples will be collected in compliance with procedures established by that office.
2. Applicants will be provided with a written explanation of the screening, the penalties of positive results, and the appeals process.

### F. Oral Review Boards

1. The composition of the review panel is to be determined by the Chief of Police.
  - a. The panel will ask each applicant a series of general non-police related questions, approved by the Chief of Police, designed to reveal traits such as integrity, resourcefulness, tolerance, adaptability, decision making process, and verbal communication skills.
    - All applicants will be asked the same series of questions.
  - b. The board will rate applicants based on responses to questions.
2. Chief's Review Board
  - a. The Chief of Police may choose to personally interview applicants.
  - b. He will ask each applicant a series of general non-police related questions designed to reveal traits such as integrity, resourcefulness, tolerance, adaptability, decision making process, and verbal communication skills.
    - All applicants will be asked the same series of questions.

### G. Medical Examination

1. Medical examinations will be conducted by a physician of the department's choice at the department's expense. The primary purpose of examination will be to determine applicant's ability to participate in physical fitness training during basic police training.

Examination will also determine general health and identify any medical problems that may affect future work performance, affect career length, or contribute to work related disabilities.

2. Medical examination records will be maintained as follows:
  - a. Candidates Appointed

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- Retained as part of personnel file for duration of service. Disposed of two years after separation.
- b. Candidates Not Appointed
  - Retained for a period of at least five years.

### H. Psychological Examination

1. Psychological examinations will be conducted by a qualified professional of the department's choice at the department's expense. The primary purpose of examination is to determine applicant's emotional and psychological suitability for police work and the stresses associated with this career choice.
2. Psychological examination records will be maintained as follows:
  - a. Candidates Appointed
    - Retained as part of personnel file for duration of service. Disposed of two years after separation.
  - b. Candidates Not Appointed
    - Retained for a period of at least five years.

### I. Notification of Applicants

1. Applicants, those selected as well as those not selected for appointment, will be contacted personally by either the Chief of Police or his designee and informed of the results of the selection process. This contact will be made with ten days of the completion of the selection process. Within 30 days of initial contact, the Chief of Police will follow up the initial contact with a letter.
  - a. Only the Chief of Police may provide reasons or justifications as to why a candidate was or was not selected.

### J. Probationary Period

1. Applicants selected for appointment will be probationary employees in accordance with law for a maximum of twelve months following appointment. The Chief of Police may extend this probationary period. Probationary employees may be removed from office at any time during their probationary period at the discretion of the appointing authority.

### K. Alternate Process

1. When an opening for a full – time, sworn officer becomes available, the Chief of Police may, at his discretion, authorize the appointment of a current Class II Special Law Enforcement Officer (SLEO II) to the full – time position.

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2. SLEO II, upon their hiring, will have undergone the same elements of the selection process as a full-time sworn officer, i.e. background investigation, medical examination, and psychological examination.
3. The City of Woodbury employs a number of SLEO II Officers. These officers participated in and successfully completed the Field Training Program upon their hire.
4. The work ethic, professionalism, and competence of these SLEO II Officers is measured in the same way as full – time officers and will be utilized in determining if a SLEO II Officer is the appropriate choice for full – time status. If no currently employed SLEO II Officer possesses the requisite qualities, the Chief of Police may employ the prescribed selection process.

### L. Civilian Employees

Civilian employees of the Woodbury City Police Department must;

Be motivated, hardworking, and determined candidate for the positions of civilian employment. The selection process will result in the appointment of an individual who will possess the skills, knowledge, and abilities necessary to ensure that the department will remain an effective, professional, and respected law enforcement agency. They must also;

1. Be a citizen of the United States and a resident of New Jersey
2. Is able to read, write, and speak the English language well and intelligently.
3. Is of good moral character and has not be convicted of any criminal offense involving moral turpitude.
4. Possess a valid New Jersey Driver's License; if required.
5. Obtains a High School Diploma or its equivalent

## **Woodbury Police Department** **Recruitment Plan**

Upon the announcement of an opening for the position of Patrol Person in the Woodbury Police Department, the following will be accomplished:

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1. Postings for the position with its requirements will be forwarded to local newspapers.
2. The administrative staff will make contact with various community groups and religious leaders to personally advise them of the opening in the police department.
3. Copies of the announcement will be forwarded to Rowan College at Gloucester County, Rowan University, and the Gloucester County Institute of Technology.
4. The Officers of the Quality of Life Unit will personally announce the opening at community events and meetings.
5. Post job openings on Policeapp.com and various Woodbury Police social media accounts.
6. A diverse recruitment team will hold recruitment events in the City, local job fairs, etc to attract local applicants and allow for the recruitment team to assist any local applicants with applying via computer or by providing them with the paper application.
7. The administrative staff will reach out to Police Academies who have alternate route programs and will obtain records of potential candidates that have been recently certified and/or are currently in the police academy.

### **Goals and Objectives:**

The goal of this recruitment plan is to notify and attract qualified applicants from all demographic sections of society. The emphasis is to personally notify qualified persons who may not otherwise be aware of openings in the police department. These actions will be made to create a diverse police department.

The objective of this recruitment plan is to hire the best overall candidate within the applicant pool that will best serve the residents of the City of Woodbury and the police department while creating a department that is representative of the population that it serves

### **Characteristics likely to disqualify certain candidates:**

1. Criminal Background
2. Domestic Violence History
3. Suspended/No Driver's License
4. Mental or Physical Disability
5. Poor Work History
6. Drug/Alcohol History
7. Inappropriate Social Media Posts
8. Poor Personal and Professional Reputation
9. Violent Tendencies
10. Age Disqualification 35 years or older

**Current Demographics:**

**Woodbury Police Department Statistics – As of 06/01/2022**

<b>Male</b>			<b>Female</b>		
<b>30</b>			<b>3</b>		
<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Other</b>	
<b>30</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	

**Woodbury City Statistics according to 2020 Census-Population 9,839**

[\(https://censusreporter.org/profiles/06000US3401582120-woodbury-city-gloucester-county-nj/\)](https://censusreporter.org/profiles/06000US3401582120-woodbury-city-gloucester-county-nj/)

<b>Male</b>				<b>Female</b>			
<b>47%</b>				<b>53%</b>			
<b>White</b>	<b>Black</b>	<b>Native</b>	<b>Asian</b>	<b>Islander</b>	<b>Other</b>	<b>Two+</b>	<b>Hispanic</b>
<b>53%</b>	<b>23%</b>	<b>0%</b>	<b>2%</b>	<b>0%</b>	<b>1%</b>	<b>6%</b>	<b>16%</b>

**Review, Evaluation and Reporting:**

The department shall establish, annually review and, if necessary, modify this written recruiting plan that is designed to assist the department in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the department’s service area.

NJSA 52:17B-4.10 et seq. and the New Jersey Attorney General Guidelines “Promoting Diversity in Law Enforcement Recruiting and Hiring” requires each law enforcement agency to report certain law enforcement applicant data annually, by January 31st, for the preceding year:

<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>

The Woodbury City Police Department provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.