

	<h1>MT ARLINGTON POLICE DEPARTMENT MEMORANDUM</h1>	
2024-01	DISTRIBUTED TO: All Personnel	# OF PAGES: 4
SUBJECT: Annual Recruitment Plan		
ISSUING AUTHORITY: Chief Matthew Green	APPROVED BY: Chief Matthew Green	
EFFECTIVE DATE: 1/1/2024	CANCELLATION DATE: None	

GOALS AND OBJECTIVES:

The goal of the Mt Arlington Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Mt Arlington Police Department. The objective is to achieve an overall composition of the department reflective of the service population of the municipality through the departments recruiting activities. The goals and objectives will be accomplished through various recruitment activities listed in the Action Plan section of this document.

GENERAL:

The Mt. Arlington 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 the selection process. The Mt Arlington Police Department recruits from a candidate pool open to all residents of the state of New Jersey. The Chief of Police is responsible for the Recruitment Plan.

The Borough of Mt Arlington and its police department 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:

Demographics Report

BOROUGH OF MT. ARLINGTON						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
	#	%	#	%	#	%
RACE / ETHNICITY						
WHITE	4,478	75.8%	13	86.67%	0	0%
BLACK or AFRICAN AMERICAN	197	3.3%	0	0%	0	0%
HISPANIC - ANY RACE	719	12.2%	2	13.33%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	3	<1%	0	0%	0	0%
ASIAN	334	5.6%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE ALONE	25	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	153	2.6%	0	0%	0	0%
TOTAL	5,909	100%	15	100%	0	0%

I. RECRUITMENT ACTIVITIES:

A. This agency will take a proactive role in programs intended to attract qualified people to apply for vacancies. These programs include; but are not limited to:

Establishing and maintaining contact with local and state minority organizations and social support groups including but not limited to educational, religious, ethnic, racial, and gender-based organizations.

Provide recruitment materials for display and distribution.

Participate in career day activities at area educational facilities, public places and related events

Posting vacancy announcements on the police department and Borough web sites and social media outlets, Police APP and with the New Jersey State Association of Chiefs of Police, as well as web

sites and social media outlets of the organizations we have established contacts with for recruiting purposes. Additionally, hiring announcements will be sent to PTC training academies for Alternate Route candidates.

- B. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic and gender composition of the available workforce in the Borough.
- C. School liaison 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 the Mt Arlington Police Department.
- D. This agency's recruiting materials will identify this agency as an equal opportunity employer and will include the following information:
 - a. Basic Description of duties
 - b. Responsibilities
 - c. Requisite skills
 - d. Educational requirements
 - e. Other minimum qualifications and requirements

II. ANNUAL REVIEW, EVALUATION AND REPORTING

- A. 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.
- B. 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>

APPENDIX A

Recruitment Posting Contact List

Hispanic American Law Enforcement Association: helea1986@halea.org

Calvary Baptist Church (Morristown), Rev. Scott: hscott914@gmail.com

NOBLE New Jersey: noblenujersey@gmail.com

New Jersey Asian American Law Enforcement Officers Association: pio.njaaleoa@gmail.com

New Jersey Women in Law Enforcement Inc: njwle@yahoo.com

Muslim American Law Enforcement Association: info@maleannj.org

LGBTQ+ Law Enforcement Liaison Group: david.damico@co.middlesex.nj.us

Police App: michael@policeapp.com ; cara@policeapp.com

In addition to the above listed organizations, the Mt Arlington Police Department will also post our hiring notices on our department Facebook and Instagram accounts as well as the Borough sites. We are committed to reaching a diverse group of qualified candidates.