


Sea Bright Police Department			
Standard Operating Procedure			
SUBJECT	Recruitment Plan	FILE NUMBER	
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July 18, 2007	Chief Brett. Friedman <i>Brett M. Friedman</i>	4	
SUPERCEDES ORDER #			

PURPOSE

Governor Murphy recently signed three new bills that aim to increase diversity among police departments. The new laws require the state to implement several actions to increase diversity through a mentorship program, assist members of the minority community to better understand the application process, and create a universal database to track police agency hiring decisions.

The provisions and mandates associated with these new laws will likely take time to be developed and implemented. Additionally, the International Association of Chiefs of Police has reported that many law enforcement agencies are reporting a low number of applicants for police positions. As for those who do apply, the quality of the individual applicants is often poor. Many agencies may be striving now or soon will be to fill vacant positions with qualified individuals. Recruiting qualified candidates may demand immediate attention as police staffing shortages can have many negative impacts ranging from decreased public confidence, crime-fighting challenges, and an overall risk to officer wellness from stress and heightened danger.

This may be an essential time for police leaders to work with their municipal attorneys, governing bodies, and other stakeholders to identify unique, consistent, and well-documented comprehensive recruiting and hiring practices. Law enforcement agencies may be vulnerable to accusations of unfair hiring practices when the agency lacks a formal recruitment and hiring process that is well documented and understood by all agency members.

POLICY

To establish guidelines within the Sea Bright Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive, and dedicated.

PROCEDURES

I) RESPONSIBILITY

- A) It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Recruitment Team

II) MEMBER INVOLVEMENT

- A) Recruitment Team representatives shall consist of employees of the Sea Bright Police Department who present a positive professional image and are effective oral communicators. Such representatives may be supported by the Human Resources Department as needed.
- B) The Police Officers or Department Members assigned to the Recruiting Team shall have a working knowledge of the selection and hiring process, and the skills, knowledge, and abilities necessary to perform the job for all positions within the department. Specific Job Duties and Requirements of all employment positions are located in Appendix D. Additionally, Police Officers or Department Members assigned to the Recruitment Team should have a working knowledge of police department policies and procedures, and community characteristics and demographics.
- C) The Sea Bright Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the many diverse community members we serve.
- D) Recruitment Team Members must exhibit positive motivation, work ethic, and support the Sea Bright Police Department's policies, goals, objectives, and mission at all times.

III) RECRUITMENT PROGRAM

- A) Upon the direction and under the authority of the Recruitment Team Supervisor, members of the Recruitment Team will work with civic organizations, educational institutions, and key community leaders to provide recruitment assistance whenever possible.

- B) Upon the direction and under the authority of the Recruitment Team
 - 1) Supervisor, Recruitment Team members will make an assertive effort to periodically visit colleges and universities and other sources of potential candidates for the purpose of recruiting quality applicants to the Sea Bright Police Department.

 - 2) Recruitment Team Members will erect and staff the designated displays and furnish recruitment materials approved by the Chief of Police to participants at these events.

IV) EMPLOYMENT INQUIRIES AND APPLICATIONS

- A) General Employment Inquiries
 - 1) Members of the department may likely be asked about how to become a Police Officer, Special Law Enforcement Officer (SLEO), Telecommunicator, Records Clerk, Other Civilian Employee, Volunteer, and more. Additionally, members may simply be asked “are you hiring?” When such general inquiries take place department members shall be referred to the Borough of Sea Bright website where the department’s application is located. Once completed they are to return the application to the police department where a member of the recruitment team will be in contact with them.

- B) Employment Inquiries – Advertised Positions
 - 1) There are times where the Sea Bright Police Department will advertise for certain positions. When a police department employee is approached about a current advertised position he/she shall advise the person to contact the Recruitment Team.

C) Application and Inquiry Record Keeping and Department Response

- 1) All incoming applications and email or social media inquiries regarding any employment shall be processed and handled by the Recruitment Team Supervisor.
- 2) All applicants and those that were interviewed for positions should receive at a minimum a written letter acknowledging their application if they were not offered an interview. Additionally, those that were interviewed should receive a written letter acknowledging their interview. Such letters may be in addition to other notifications such as telephonic or in-person.

V) TRAINING

- A) The Recruitment Team Supervisor shall provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B) The Supervisor responsible for the Recruitment Team shall ensure officers and agency members assigned to the unit have a working knowledge of the selection and hiring process, the skills, knowledge, and abilities necessary to perform the job for all positions.