


<b>Bound Brook Police Department General Order</b>			
<b>Chapter:</b> 2	<b>Section:</b> 9	<b># of Pages:</b> 12	
<b>Subject: RECRUITMENT &amp; DIVERSITY</b>			
<b>EFFECTIVE DATE:</b> July 1, 2016		<b>ACCREDITATION STANDARDS:</b> 2.4.1	
<b>BY THE ORDER OF:</b> Chief Richard S. Colombaroni		<small>Disclaimer – "The Written Directives developed by the Bound Brook Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Directives can only be a basis of a complaint by this Department, and then only in an administrative disciplinary setting.</small>	
<b>General Order Number:</b> 16-30	<b>Applicability:</b> ALL PERSONNEL	<b>Last Revised:</b> July 23, 2022	<b>Review Date:</b> ANNUAL

**PURPOSE:** To establish a fair and consistent procedure designed to enable the Bound Brook Police Department to recruit and select qualified candidates for employment who will best serve the Borough of Bound Brook in the capacity of police officer.

**POLICY:** The selection process is generally acknowledged as a key event in the operational effectiveness of a law enforcement agency. The Bound Brook Police Department will attempt to identify and recruit individuals who best possess the proper attitude along with the skills, knowledge and abilities necessary for an effective, respected law enforcement officer. All recruitment efforts will comply with the requirements set forth in prevailing law and [Attorney General Guideline, Promoting Diversity in Law Enforcement Recruiting and Hiring dated December 7, 2021](#). In order to most effectively serve the Borough of Bound Brook, the Bound Brook Police Department is committed to maintaining a workforce that reflects the diversity of the community that can effectively interact with all community members.

A commitment to diversity by the Bound Brook Police Department ensures that careers in law enforcement are visible and available to all eligible qualified candidates. With greater diversity among the Bound Brook Police Department, significant strides can be made to promote effective policing and positively influence the specific activities and practices of law enforcement. Critically, the Bound Brook Police Department is steadfast in its commitment to build on and secure the confidence, respect, and approbation of the public.

**GOALS and OBJECTIVES:**

The goal of the Bound Brook Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Bound Brook Police that achieves an overall racial and gender composition of the department in comparison to the service population of the community the Department is charged with protecting and serving.

The Bound Brook Police Department shall make a good faith effort to meet specific goals for recruiting a diverse workforce in the furtherance of attaining age, gender, race, and ethnic diversity within its ranks.

**(A) Addressing Underrepresentation**

Any demographic group for which there is a substantial disparity, in terms of less representation on the police force, is an “underrepresented” group. Where the composition of the Bound Brook Police Department indicates an underrepresented group, proactive steps will be made to address the underrepresentation in recruitment and retention of capable and qualified individuals in a prompt and appropriate manner.

**(B) Recruitment**

When an underrepresented group is identified, recruitment methods to target the underrepresented demographic will be employed, with a focus on local recruitment efforts. Recruitment efforts will focus on outreach by currently serving officers who identify qualified individuals with potential to be an asset to the Department; outreach to law enforcement officer organizations, community organizations, and educational institutions; participation in career day programs and career/job fairs; and public posting of Police Officer Hiring announcements. The Bound Brook Police Department will make a good faith effort to ensure that all recruitment materials will be circulated to reflect visible diversity, reach diverse audiences, be reviewed by a diverse team prior to release, and are delivered by a diverse recruiting team. Particular attention will be paid to further develop pipeline programs that foster and enhance an interest in law enforcement among diverse youth populations as early as middle school.

**GENERAL:**

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

Bound Brook Borough 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	
	#	%	#	%	#	%
<b>Caucasian</b>	<b>9,051</b>	<b>75.5%</b>	<b>24</b>	<b>96%</b>	<b>0</b>	<b>0%</b>
<b>African-American</b>	<b>587</b>	<b>4.9%</b>	<b>1</b>	<b>4%</b>	<b>0</b>	<b>0%</b>
<b>Hispanic<sup>2</sup></b> <small>(any race)</small>	<b>6,270</b>	<b>52.3%</b>	<b>4</b>	<b>16%</b>	<b>0</b>	<b>0%</b>
<b>Other</b>	<b>2,350</b>	<b>19.6%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>11,988</b>	<b>100.0%</b>	<b>25</b>	<b>100%</b>	<b>0</b>	<b>0%</b>

<sup>1</sup>: Not included in total population/current sworn officers or % number.

## RECRUITMENT ACTIVITIES

- 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 Division. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. This agency will take a proactive role in programs intended to attract qualified people to apply for and take the Police Officer Hiring Announcement. These programs include; but, are not limited to:
- Establishing and maintaining contacts with police academy's, community organizations and educational institutions with significant diversity,
  - Providing recruitment materials for display and distribution that:
    1. Reflect visible diversity;
    2. Are reviewed by a diverse team prior to release; and
    3. Are delivered by a diverse recruiting team.
  - Participation in local career day programs at educational institutions and other public places and events,
  - Participation in career day programs at educational institutions and other public places and events in areas with significant diversity,
  - Participation in career/job fairs at educational institutions and other public places and events,
  - Participation in career/job fairs at educational institutions with significant diversity and other public places and events, and

- Participation in and establishing a pipeline program to foster and enhance an interest in a career in law enforcement among diverse youth populations as early as middle school, and
  - Posting Police Officer Hiring announcements on the Borough's website 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 in the Borough.
- D. Identify and maintain contact with local minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations.

Activities include, but are not limited to:

- i. Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- ii. Contact the local Board of Education to seek permission to address middle school and high school students to interest them in a career with the Bound Brook Police Department following the completion of their formal education.
- iii. Attend career days and career/job fairs at local schools and community colleges.

Distribute informational brochures on official social media accounts, newspapers, and the official Police Department website that

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 requirements
- Police Department goals, programs, and initiatives; and
- Opportunities to learn more about joining the Bound Brook Police Department.

- 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
  - Police Officer Hiring Announcement
  - General Employment Applications
  - Contact information for interested candidates to inquire further about a career with the Bound Brook Police Department.

## **II. REVIEW & EVALUATION**

- A. The Chief of Police shall conduct an annual review of the Recruitment Plan.
- B. As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.
- C. The Chief of Police will periodically request feedback on the Recruitment Plan from currently appointed officers and Department staff to improve the Plan to achieve its goals and objectives.

## **III. ANNUAL REPORTING**

- A. By January 31<sup>st</sup> of each year, the Bound Brook Police Department shall report to the Somerset County Prosecutor (who will in turn gather and transmit the information to the N.J. Attorney General) the following information for the preceding calendar year. The information will not include the names of each individual. See Appendix A for the Agency Reporting Form, which will also generate the Agency's annual report.
- i. The age, gender, race, and ethnicity of the law enforcement officers currently appointed to the law enforcement agency as of December 31<sup>st</sup> (or, if that data is unavailable, data from a different date reasonably close to year-end) of the preceding calendar year;
  - ii. The age, gender, race, sexual orientation (if provided), and ethnicity of applicants for a law enforcement officer position in the preceding calendar year;
  - iii. The age, gender, race, and ethnicity of applicants appointed to the agency in the preceding calendar year, with transfer applicants listed separately;
  - iii. The reasons for denying applicants an appointment to the law enforcement agency (Appendix A contains a list of denial reasons); and

iv. The age, gender, race, and ethnicity of each law enforcement officer eligible for promotion, and promoted within the agency in the preceding calendar year, including the position to which the officer was promoted.

B. In order to comply with the reporting requirement outlined in this section, the Bound Brook Police Department will collect the necessary information using the forms attached as Appendix B. The forms will be collected anonymously from applicants, the workforce, and officers being considered for promotion. The information anonymously collected shall have no bearing on decisions about hiring and/or promotions.

#### IV. **PUBLISHING**

A. In accordance with attorney General requirements the Bound Brook Police Department shall update the description of its Program on the agency's official Internet website accordingly, at least after each annual reporting.

## Appendix A

Instructions Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

Agency Fact Sheet

COLUMNS

Instructions Provide information about your agency's applicant and promotional processes and methods for the time period.

Column D Select "Yes" or "No" for each question or process or method element. These responses will automatically populate in your Annual Report.  
Annual Report

Instructions The Annual Report will automatically populate based on the information entered into the "Agency Fact Sheet", "Applicant Sheet" and "Current Officer Sheet" WITH TWO EXCEPTIONS.

Applicant

COLUMNS

Column C
Column D
Column E
Column F
Column G
Column H
Column I
Column J

Instructions Provide information about all applicants.  
Type the birth year of the applicant formatted as YYYY.

You do not need to enter anything into this field. This field will automatically calculate the age of the applicant as of 12/31 of the previous year.

Select the Race of the applicant from the drop down: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Two or more races, or Other

Select the Ethnicity of applicant from the drop down: Hispanic or Latino, Not Hispanic or Latino

Select the Gender of the applicant from the drop down: Female, Male, X or Non-Binary

Indicate whether the applicant identifies as LGBTQ+: Yes or No

Select the method of application from the drop down: Direct Hire, Transfer, Waiver, or CSC Exam  
Exempt Direct Hire Applicants

Select the Application Outcome for the applicant: Appointed to Agency or Not Appointed to Agency

Column J Select the Reason for not appointing the applicant from the drop down: Academy Failure, Applicant Withdrawal, Defer, Did not meet minimum qualifications, Failed background check, Failed background check- Criminal History, Failed background check-Other, Failed Drug Test, Interview Panel Recommendation, Other, Physical Qualification Exam, Residency Requirement, Written Exam

Should you wish to enter an additional narrative regarding hiring or promotions, you may do so on the last page of the Annual Report.  
NOTE: THESE BOXES WILL REMAIN HIGHLIGHTED UNLESS TEXT IS ENTERED INTO THE BOX. YOU MAY ENTER "N/A" SHOULD YOU NOT WISH TO PROVIDE ADDITIONAL INFORMATION.  
You may also provide a separate document with your assessment of improvement and future goals if more space is needed.

Sheet

Time period	January 1, 2021 to December 31, 2021	period
Agency	Example Police Department	
County	Mercer	

Current Officer Sheet

COLUMNS

Provide information about all current officers.

Type the birth year of the officer formatted as YYYY.

You do not need to enter anything into this field.  
This field will automatically calculate the age of the officer as of 12/31 of the previous year.

Select the Race of the officer from the drop down: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Two or more races, or Other

Select the Ethnicity of officer from the drop down: Hispanic or Latino, Not Hispanic or Latino

Select the Gender of the officer from the drop down: Female, Male, X or NonBinary

Select Yes or No: Was the officer eligible for promotion during the preceding calendar year?

Select Yes or No: Did the officer apply for a promotion during the preceding calendar year?

Select Yes or No: Was the officer promoted during the preceding calendar year?

Select the old rank of the promoted officer.

Select the new rank of the promoted officer.

SAMPLE CURRENT OFFICER FORM

January 1, 2021 to December 31, 2021  
Example Police Department  
Mercer

SAMPLE APPLICANT FORM



No.	Year of Birth	Age	Race	Hispanic Origin?Gender	LGBQ+?	Applicant type	Outcome	Reason for No Appointment	
1	1956	64	Black or African American	Not Hispanic or Latino	Male	Yes	Direct Hire	Not Appointed to Agency	Did not meet minimum qualifications
2	1975	45	American Indian or Alaska Native	Not Hispanic or Latino	X or Non-Binary	No	Transfer	Appointed to Agency	

Applicant Demographics

Application Outcome

No.	Year of Birth	Age	Race	Hispanic Origin?Gender	Eligible for Promotion	
1	1987	33	White	Not Hispanic or Latino	Male	No
2	1990	30	White	Hispanic or Latino	Female	Yes

Officer Demographics

## Annual Summary of Law Enforcement Diversity: Agency Fact Sheet

Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

In compliance with N.J.S.A. 52:17B-4.10 (the "Act") each law enforcement agency in New Jersey to establish a program designed to ensure every agency was "comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting." The Act requires the publication of annual reports detailing the age, gender, race, and ethnicity of law enforcement officers currently appointed to an agency and those promoted within the agency in the preceding calendar year. Additionally, the Act also requires an annual report compiling the age, gender, race, and ethnicity of applicants, applicants appointed, and applicants denied for a law enforcement officer position in the preceding calendar year.

This sheet captures information on the applicant and promotional processes of your agency which will be included in your Annual Report of Law Enforcement Diversity. Please

type  
the  
"Yes"  
into  
the  
boxes  
for

the process elements as applicable for the time period.

← Type agency name here  
← Select county from dropdown menu here

Time period

Agency

County

Type of Agency

### Application Processes

Did your agency receive any applications for employment during the above time period?

(select response from drop down)

Is your agency hiring process governed by Civil Service Regulations?

(select response from drop down)

Please specify which methods your agency hired law enforcement officers during the above time period, by entering "Yes" in the appropriate boxes

- Civil Service Examination Certified List
- Non-Civil Service Examination List
- Inter-governmental Transfer
- Waiver hire
- Direct hire of BCPO certified officer

Please specify which elements were included the application process your agency used during the above time period, by entering "Yes" in the appropriate boxes:

- Return the Card
- Formal Application
- Interview Board
- Written Exam
- Preference for applicants who are "local" or "county" residents
- Preference for veteran applicants
- Drug Testing
- Medical Exam
- Psychiatric Exam

Please specify when an officer was considered "appointed" to your agency used during the above time period, by entering "Yes" in the appropriate boxes:

- Prior to entry in to the Academy
- Upon successful completion of the Academy

### Promotion Methods

Did your agency receive any applications for any promotion during the above time period? (select response from drop down)

Is your agency promotional process governed by Civil Service Regulations? (select response from drop down)

If yes above, do Civil Service Regulations apply to all ranks?



Please specify which methods your agency promoted law enforcement officers during the above time period, by entering "Yes" in the appropriate boxes:


Civil Service Promotional Examination Certified List  
 Non-Civil Service Promotional Examination List  
 Promotional Interview

Annual Summary of

**Law Enforcement Diversity: Non-Civil Service Applicant Entry Sheet**  
 Annual Law Enforcement Diversity Reporting Form | N.J.S.A. 52:17B-4.10

In compliance with N.J.S.A. 52:17B-4.10 (the "Act") each law enforcement agency in New Jersey to establish a program designed to ensure every agency was "comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting." The Act requires the publication of annual reports detailing the age, gender, race, and ethnicity of law enforcement officers currently appointed to an agency and those promoted within the agency in the preceding calendar year. Additionally, the Act also requires an annual report compiling the age, gender, race, and ethnicity of applicants, applicants appointed, and applicants denied for a law enforcement officer position in the preceding calendar year.

**DO NOT DELETE CELLS IN THIS DOCUMENT. TO REMOVE TEXT ENTERED, RIGHT CLICK AND SELECT "CLEAR CONTENTS".**

Time period 0  
 Agency 0  
 County 0

No.	Year of Birth	Age	Race	Hispanic Origin?	Gender	LGBTQ+?	Applicant type	Outcome	Reason for No Appointment
1		-							
2		-							
3		-							
4		-							
5		-							
6		-							
7		-							
8		-							
9		-							
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