

MILLTOWN POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Milltown Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Milltown Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough through the departments recruiting activities. . This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Milltown Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.

Milltown has a residency preference in all hiring matters. Applicants must be a bona fide resident of Milltown Borough at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test. Once Milltown residents have been exhausted from the Civil Service Certification List, Middlesex County residents are then provided with preference. If the Middlesex County list is exhausted, applications will be open to residents of the State of New Jersey. The Chief of Police is responsible for the Recruitment Plan.

Milltown has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination. N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. Class II Special Officers, who hold a full PTC certification, are eligible for hire. There is no Borough residency requirement for those hired under the provisions of N.J.S.A.11A:4-1.3.

Currently employed full time law enforcement officers, from a Civil Service agency, are only eligible for hire utilizing the Civil Service Intergovernmental Transfer program. Currently employed full time law enforcement officers, from a non-Civil Service agency, are not eligible for hire under the provisions of N.J.S.A.11A:4-1.3.

The Borough of Milltown is an equal opportunity employer in all facets of the personnel process.

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CURRENT DEMOGRAPHICS:

The demographics composition of the service area and agency are represented in the following table:

BOROUGH OF MILLTOWN						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	5,555	79%	16	76%	0	0%
BLACK or AFRICAN AMERICAN	178	3%	0	0%	0	0%
HISPANIC - ANY RACE	810	12%	3	18%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	5	0%	0	0%	0	0%
ASIAN	246	3%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE ALONE	29	0.41%	1	6%	1	6%
POPULATION OF TWO OR MORE RACES	214	3.04%	0	0%	0	0%
TOTAL	7,037	100%	17	100%	1	6%

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RECRUITMENT ACTIVITIES:

Activity #1: 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:

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Milltown Borough Website to attract qualified candidates to the agency.

Activity #2: Advertise on the New Jersey Civil Service website, the Milltown Police Department's *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #3: When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates or waiver-eligible Class II Special Police Officers.

Activity #4: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from Milltown and other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid off officers to employ such officers as to meet the agency's recruiting goals.

Activity #5: Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.

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ANNUAL REVIEW, EVALUATION AND REPORTING

- 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.
- 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.

[Promoting Diversity in Law Enforcement Recruiting and Hiring](#)

- The reporting form can be found at:

[Appendix A](#)