



# TRENTON POLICE DEPARTMENT GENERAL ORDER



<b>SUBJECT:</b> Trenton Police Department Recruitment Plan		<b>GENERAL ORDER NO:</b> 2024-06
<b>SUPERCEDES:</b>	<b>DATE:</b> June 10, 2024	<b>SECTION CODE:</b>

## **PURPOSE:**

The purpose of the Trenton Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Trenton Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the 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.

## **POLICY:**

The Trenton Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code (40A:14-118, et seq.) in all facets of the recruitment and selection process.

The City of Trenton has a residency preference. Applicants for a competitive exam must be bona fide residents of the City of Trenton at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Trenton residents have been exhausted from the Civil Service Certification List, Mercer County residents are then provided with preference. If the Mercer County list is exhausted, applications will be open to residents of the State of New Jersey.

The City of Trenton is an equal opportunity employer in all facets of the personnel process.

The Police Director or their designee is responsible for the administration of the Recruitment Plan.

## I. CURRENT DEMOGRAPHICS REPORT:

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

City of Trenton						
Data is based on the 2020 Census	Service Population		Current Sworn Officers Male		Current Sworn Officers Female	
Race / Ethnicity	#	%	#	%	#	%
American Indian and Alaska Native alone	144	0.16%	0	0.00%	0	0.00%
Asian alone	592	0.65%	1	0.40%	0	0.00%
Black/African American alone	38,386	42.24%	33	13.31%	17	6.85%
Hispanic or Latino	40,905	45.01%	66	26.61%	17	6.85%
Native Hawaiian or Pacific Islander alone	24	0.03%	0	0.00%	0	0.00%
Some other Race alone	440	0.48%	0	0.00%	0	0.00%
Two or More Races	1,870	2.06%	0*	0.00%	0*	0.00%
White alone	8,510	9.36%	102	41.13%	12	5.94%
<b>Total</b>	<b>90,871</b>	<b>100%</b>	<b>202</b>	<b>81.45%</b>	<b>46</b>	<b>19.65%</b>

\*The Trenton Police Department does not currently keep statistics of this category.

## II. RECRUITMENT ACTIVITIES:

If an open competitive test is to be announced:

**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, community colleges, and universities.

- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Trenton Police Department and City of Trenton websites to attract qualified candidates to take the Civil Service Examination.

**Activity #2:** When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

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

**Activity #3:** 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.

**Activity #4:** Advertise on the Trenton Police Department's Facebook page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

### **III. ANNUAL REVIEW, EVALUATION AND REPORTING**

- The Police Director, or their designee, shall conduct an annual review of the Recruitment Plan. This review shall include, but is 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. 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. 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.

### **IV. EFFECTS OF THIS ORDER**

This order takes effect immediately and supersedes any previous memorandums or orders which are in conflict.

By Order Of:

Steve E. Wilson  
Police Director