


# WEST WINDSOR TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURES

Recruitment (1:45)

<b>WEST WINDSOR POLICE DEPARTMENT</b> <b>Policies and Procedures</b>		
<b>SUBJECT:</b> Recruitment	<b>Number #</b> 1:45	
<b>VOLUME TITLE:</b> Administration And Personnel Regulations (Volume 1)	<b>ISSUING AUTHORITY:</b> <b>By Order Of The Chief Of Police</b>	
<b>DATE ISSUED:</b> 1/1/2008		
<b>DISTRIBUTION TO:</b> All Sworn Personnel		
<b>Revision Date:      Reason:</b>		
3/10 – Demographic chart, objectives, review/evaluation and reissue/revise added.		
9/10 – Workforce population added to service population in chart.		
9/10 – Off. Dyson Retirement computed into chart.		
11/10 – Service Pop. And Avail Workforce amended to not include Hispanic as a race.		
6/2013 – Added Equal Employment Opportunity.		
7/2022 – Entire policy updated.		

**I. Purpose:**

The purpose of this policy is to recruit the best possible candidates available, not merely to eliminate the least qualified. The benefits and purpose of a positive selection policy shall be to manifest a lower rate of personnel turnover, produce fewer disciplinary problems, develop higher morale, better community relations, and contribute toward more efficient and effective operations. The selection process is generally acknowledged as a key activity in determining the operational effectiveness of a law enforcement agency. All jurisdictions necessarily differ in a variety of unique and important ways regarding personnel selection. Nevertheless, basic principles exist for the development of an effective, efficient, and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for an effective, respected law enforcement agency. A job related, useful and nondiscriminatory selection process is dependent upon a number of professionally legally accepted practices and procedures. They include informing candidates of all parts of the selection process at the time of formal application, reapplication and reevaluation of unsuccessful candidates, and ensuring timely notification of candidates about their status at all critical points in the process. These procedures and practices significantly contribute to a more efficient, effective and fair selection process.

**II. Policy:**

The selection process is generally acknowledged as a key contributor to the operational effectiveness of a law enforcement agency. This policy sets forth the basic principles that are necessary to identify individuals who best possess the skills, knowledge and abilities necessary for an effective and respected law enforcement agency. The selection process begins when an application is accepted by the department and ends when the newly appointed officer successfully completes the probationary period. This agency will use a selection process, which complies with applicable standards of the New Jersey State Association of Chiefs of Police.

**III. Eligibility:**

A. No individual shall be appointed as a police officer unless the person:

1. Is a citizen of the United States and a resident of New Jersey;
2. Is not less than eighteen (18) years of age;
3. Is sound in body and of good health sufficient to satisfy the board of trustees of the police and firemen's retirement system of New Jersey as to his/her eligibility for membership in the retirement system;

# WEST WINDSOR TOWNSHIP POLICE DEPARTMENT

## POLICY AND PROCEDURES

## Recruitment (1:45)

4. Shall demonstrate the ability to read, write and speak the English language well and intelligently;
5. Is of good moral character and has not been convicted of a crime or disorderly persons offense that, in the judgement of the Township Mayor, would be prejudicial to the morale or the reputation of the Police Department;
6. Must successfully pass the required, drug and alcohol screening, psychological examination administered by a physician or laboratory of the Township's choosing;
7. Is a successful graduate of a New Jersey certified police academy;
8. Is a holder of a valid New Jersey driver's license;
9. Meets all requirements of N.J.S.A. 40A:14-122 to 4A:14-127.
10. Possess one of the following:
  - a. 60 college credits
  - b. At least two years military experience with honorable discharge
  - c. NJ PTC certification for Basic Police Officer or Class II police officer
  - d. Enrolled in a PTC certified academy

### B. Selection Criteria Interpreted Uniformly

1. All elements of the entire selection process shall be administered, scored, evaluated and interpreted in a uniform manner. There shall be no deviation from this policy for any reason.

## IV. Vacancy and Advertisement of Vacancy:

- A. When a vacancy exists, the Chief of Police will send a notice to the Mayor requesting an advertisement be approved for the vacancy. The vacancy will be posted through available electronic, print, or other media (Refer to the West Windsor Township Township Police Department Recruiting Plan, Appendix A).
- B. The vacancy shall be advertised and include a deadline for return of the application. The advertisement will provide minimum qualifications for eligibility, an outline of hiring process, contractual benefits, and department assignments. Furthermore, the advertisement will state that the agency is an equal opportunity employer.
- C. The candidate will be informed of all elements of the selection process, the duration of the

selection process and the procedure for reapplication.

- D. All applications that are received will be acknowledged in written format. Applicants will be advised of their status in the selection process in writing.
- E. Applications may be disqualified because of omissions or deficiencies.

**V. Selection:**

- A. The Chief of Police shall determine if the positions are to be filled by individuals who have completed the Basic Course for Police Officer, the Alternate Route Basic Course for Police Officers or are eligible to receive a New Jersey Police Training Commission issued certificate.
- B. The selection process shall consist of the following:
  - 1. Prospective candidates will complete and submit documentation through the online portal of policeapp.com.
  - 2. All applicants will be invited to complete a written exam.
    - a. The test is designed and administered by McCann Associates
    - b. A study guide is made available to all applicants
  - 3. Those who pass the written exam will be invited to complete a physical fitness test.
    - a. All applicants shall be informed of the exercises to be completed.
    - b. All applicants shall be provided a video link explaining how to take the physical fitness test and have the best chances for success in passing.
    - c. All applicants are invited to take a mock physical fitness test.
  - 4. Passing scores from the written and physical tests are combined and divided by two. The average score is then ranked. The top 10 applicants are invited to complete a background packet. The Chief of police may authorize more than 10 background packets be completed if he believes that is necessary to fill the number of available positions.
  - 5. The Preliminary Interview is a screening/introductory interview to get to know the applicant. A detective will be assigned to conduct the Preliminary Interview.
    - a. During the course of the Preliminary Interview, the detective will determine if the candidate meets the eligibility requirements for the position of Police Officer with

# WEST WINDSOR TOWNSHIP POLICE DEPARTMENT

## POLICY AND PROCEDURES

## Recruitment (1:45)

- the West Windsor Township Police Department.
- b. At the time of interview, the candidate shall be informed of the elements of the selection process, the expected duration of the selection process and that they may re- apply if not selected.
6. The prospective candidate shall complete and submit the background investigation packet through the PoliceApp website.
- a. The assigned detective or officer instructed on collecting the required background information shall be assigned to complete a background check to include, but not limited to, a check of the following:
    - i. Verification of eligibility credentials;
    - ii. A local, state and federal criminal records check;
    - iii. Verification of at least three personal references; and
    - iv. Drug screening urine analysis.
  - b. The detective or appointed officer, shall prepare a background investigation report and forward it to the Chief of Police for review.
7. All applications submitted to the West Windsor Township Police Department will be reviewed by the police administration for selection to the oral interview phase. Selection to the oral interview phase will be determined by the number of applications received, time constraints and other factors, which would dictate a limit to the number of applicants to be interviewed.
8. The Chief of Police and/or additional personnel, appointed by the Chief of Police shall serve on the interview board to interview the prospective candidates. Each member of the oral board shall score the candidates on their oral communication skills, interpersonal skills and decision-making skills directly related to the job responsibility requirements of a police officer. The oral interview portion of the selection process may be administered over the course of several interviews, as dictated by the Chief of Police.
9. The candidates shall be ranked from highest to lowest.

## **VI. Conditional Offer of Employment:**

- A. When an applicant has completed and passed the written test, physical fitness test and the background investigation, and the Chief of Police has evaluated the candidate, the Chief of Police shall make a recommendation to the Mayor to employ an applicant pending the completion of the psychological evaluation and medical examination.
- B. After receiving approval by the Mayor, the applicant will receive a conditional offer of

employment, pending results of the psychological and medical examination.

- C. The Chief of Police may request that an applicant's name be removed from an applicant list due to disqualification for medical or psychological reasons which would preclude the applicant from effectively performing the duties of a police officer.
- D. The Chief of Police shall furnish to the Mayor, a copy of the physician's or psychiatrist's report along with a recommendation supporting the removal request.

**VII. Psychological Evaluation / Medical Evaluation:**

- A. In accordance with the Americans with Disabilities Act, the Chief of Police may only require a psychological evaluation and medical examination after an offer of employment has been made prior to appointment, and may condition the offer of employment on the results of such evaluation and examination.
- B. All applicants for police officer, to whom an offer of employment is made, are subject to such evaluation and examination.
- C. Information obtained pursuant to this section regarding the medical and psychological condition or history of an employee shall be collected and maintained on separate forms and in separate medical files and treated as confidential medical records, except that:
  - 1. Such information shall be made available to appropriate Police Department and Mayoral representatives in connection with inquiries into the ability of an applicant to perform the essential job functions.
  - 2. Superior officers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations
  - 3. Authorized first aid and safety personnel may be informed, when appropriate, if the condition might require emergency treatment.
  - 4. Government officials investigating compliance with the Americans with Disabilities Act, or any other Federal or State law prohibiting discrimination based on disability or handicap, shall be provided relevant information on request.

5. The results of such examinations are used only in accordance with the Americans with Disabilities Act.
- D. A psychological examination shall be conducted to determine the emotional stability and psychological fitness of the candidate.
- E. The psychological evaluation shall be conducted in strict compliance with the ADA procedures.

**VIII. Law Enforcement Drug Screening Guidelines:**

- A. Each candidate shall submit to a drug screening urine analysis as part of the background check before a conditional offer of employment is issued.

**IX. Probation:**

- A. All applicants hired from the final eligibility list begin employment as probationary police officers.
  1. Probation lasts for one full year.
  2. Applicants who are appointed as a probationary officer and possess a PTC certification for Special Law Enforcement II (SLEO II) from the New Jersey Police Training Commission, must successfully complete the waiver class for Basic Course for Police Officers from a Police Academy to:
    - a. Eligibility for SLEO II waiver class
      - i. SLEO II who was appointed as a regular police officer within three (3) years from the date of graduation from the SLEO II basic class.
      - ii. If the individual is not appointed within three (3) years from the last day of class until the date of appointment, the individual must be completely retrained in the Basic Course for Police Officers.
  3. Applicants who are not PTC certified as Class I or II police officers must attend a PTC certified police academy. The one year probationary period starts after the completion of police academy.

**X. Notification:**

- A. The successful candidate or candidates, if there is more than one position available, will be presented to the Mayor for final approval.
- B. All candidates will be informed that sworn members of this agency are eligible to join Police and Firemen's Retirement System of New Jersey. Information describing the system will be provided to all hired sworn personnel.
- C. All prospective employees will be informed that they are eligible to join the Township's medical insurance program. Information describing the insurance programs will be provided to all hired personnel.
- D. All employees will be informed of the agency's disability and death benefit programs. Information describing these benefits will be provided to all hired personnel.
- E. All candidates will be required, prior to assuming sworn status, to take and subsequently abide by the Oath of Office as issued by the Township Clerk or Administrator.

**XI. Retention and Security of Candidate Records (Sworn and Civilian):**

- A. All applicant records, which include the formal application, background check, medical examination and psychological examination, will maintained in the respective employee's file while employed.
- B. After retirement or termination, the files will be retained for a period of six years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records Management, Records Retention and Disposition Schedule.
- C. In the case of a candidate that was not selected for employment, the records, which includes the background check, medical examination and psychological evaluation, will be maintained to a period of three years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records Management, Records Retention and Disposition Schedule.
- D. The Chief of Police will ensure that all selection materials are stored in a secure location and at the time of destruction are destroyed in a permanent manner.

**XII. Selection Process for Civilian Personnel:**

- A. The Chief of Police, or designee, shall schedule interviews for those applicants whose applications



for employment indicated that they possess the necessary qualifications. Interviews shall be conducted by the Chief of Police, or designee, and, if the position requires specialized knowledge and skills, the cognizant bureau head. During interviews, conditions of employment, duties of the position, and such other information as may be appropriate.

**XIII. Background Investigation for Civilian Personnel:**

- A. Each candidate selected for a background check shall submit to a background check prior to probationary appointment. A trained Detective or Officer instructed on collecting the required background information shall be assigned to complete a background check to include, but not limited to, a check of the following:
  - 1. Verification of eligibility credentials;
  - 2. A locate, state and federal criminal records check; and
  - 3. Verification of all vouchers and personal references.
- B. The Detective or assigned Officer to the background investigation, shall prepare an investigation report and upon completion, said report shall be forwarded to the Chief of Police for review.

Appendix A

**West Windsor Township Police Department  
Recruitment Plan**

**I. Objective:**

- A. To effectively recruit qualified applicants for the position of Police Officer.

**II. Minimum Requirements:**

- A. Outlined in Section III.

**III. Vacancy and Advertisement of Vacancy:**

- A. Will be conducted in accordance with Section IV and shall be posted in any or all of the following social media platforms in an endeavor to recruit qualified candidates for the position of Police Officer:

- 1. West Windsor Township Police Department Website
- 2. West Windsor Township Website
- 3. West Windsor Township Police Department and West Windsor Township Social Media Pages
- 4. PoliceApp.com
- 5. All New Jersey Police Academies hosting Alternate Route Academy Classes

**IV. Periodic Evaluation Including Revision and Reissue of the Plan:**

- A. Upon completion of a selection process, or triennially, the recruitment plan will be evaluated for overall effectiveness.
- B. If successful in achieving the recruitment objective, this recruitment plan will be reissued.
- C. If unsuccessful in achieving the recruitment objective, this recruitment plan will be reviewed, revised and reissued in an attempt to meet the recruitment objective.

# WEST WINDSOR TOWNSHIP POLICE DEPARTMENT

## POLICY AND PROCEDURES

Recruitment (1:45)

## West Windsor Township Police Department Recruitment Plan

### **GOALS AND OBJECTIVES:**

The goal of the West Windsor Township Police Department's Recruitment Plan is to attract qualified individuals to pursue a career with the West Windsor Township Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Township 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 West Windsor Township Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et. seq., and municipal ordinances in all facets of the recruitment and the selection process. The Chief of Police is responsible for the Recruitment Plan.

The West Windsor Township Police Department is an equal opportunity employer in all facets of the personnel process.

### **CURRENT DEMOGRAPHICS:**

#### Demographics Report

West Windsor Township						
Data is based on the 2020 Census Count	Population		Current Sworn Officers Total		Current Sworn Officers Female	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	10,630	38%	44	90.0%	4	100%
BLACK or AFRICAN AMERICAN	1,301	4.6%	1	2.0%	0	0%
HISPANIC – ANY RACE	1,423	5.1%	2	4.0%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	320	1.1%	0	0%	0	0%
ASIAN	13,738	48.9%	1	2.0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
SOME OTHER RACE ALONE	38	.1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	624	2.2%	1	2.0%	0	0%
TOTAL	28074	100%	49	100%	4	100%

# **WEST WINDSOR TOWNSHIP POLICE DEPARTMENT**

## **POLICY AND PROCEDURES**

## **Recruitment (1:45)**

### **RECRUITMENT ACTIVITIES:**

**Activity #1:** Identify and maintain contact with local minority organizations and social support groups including, but no 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.
- Attend career fairs 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 West Windsor Township and West Windsor Township Police Department Websites to attract qualified candidates to apply to the West Windsor Township Police Department during times of open/active recruitment.

**Activity #2:** When applicable, contact police academies and post vacancy announcements for current Alternate Route recruits.

**Activity #3:** Advertise on Policeapp.com, the West Windsor Township's social media platforms, as well as any other appropriate media outlet for persons meeting eligibility requirements.

# **WEST WINDSOR TOWNSHIP POLICE DEPARTMENT**

## **POLICY AND PROCEDURES**

*Recruitment (1:45)*

### **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 annual by January 31<sup>st</sup> 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>