

PARSIPPANY-TROY HILLS TOWNSHIP
POLICE DEPARTMENT
RECRUITMENT PLAN

PURPOSE

A Program shall be established in furtherance of the goal of the Parsippany-Troy Hills Police Department being comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting. A good faith effort shall be made to meet specific goals for recruiting a diverse workforce in terms of people of color and gender diversity.

GOALS & OBJECTIVES:

The goal of the Parsippany-Troy Hills Township Police Department Recruitment Plan is to attract qualified persons to pursue a career with the Parsippany-Troy Hills Township Police Department. The objective is to achieve an overall racial and gender composition of sworn law enforcement personnel which compares to the overall racial and gender composition of the population of the Township of Parsippany-Troy Hills. The goals and objectives shall be accomplished through the various recruitment activities specified herein.

GENERAL:

The Township of Parsippany-Troy Hills recruits candidates from the State of New Jersey. Applicants must be a bona fide resident of the following counties in the State of New Jersey at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test up through time of appointment: Morris, Sussex, Passaic, Essex, Union, Somerset, Hunterdon, and Warren. The Chief of Police, or designee, is responsible for the Recruitment Plan.

The Township of Parsippany-Troy Hills is an equal opportunity employer in all facets of the personnel process.

The Township of Parsippany-Troy Hills 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 but who have successfully completed a Basic Course for Police Officers, at a school approved and authorized by the New Jersey Police Training Commission, to bypass the Civil Service hiring process and be exempted from the Civil Service testing process.

DEFINITIONS:

1. **Applicant (Civil Service Jurisdiction)** – is an individual seeking employment as a law enforcement officer and who:
 - a. is included in a CSC list of eligible candidates received by a hiring law enforcement agency, and;
 - b. responded timely to the hiring agency with an expression of interest in the position.

- c. "Applicant" also includes individuals who are exempted from the CSC examination requirement under N.J.S.A. 11A:4-1.3 and who submit a completed employment application as provided by the Parsippany Police Department.
- 2. **Appointment** – A law enforcement officer is "appointed" by the resolution of the agency's governing body.
- 3. **Law Enforcement Agency** - is a department, division, bureau, commission, board, or other authority of the State or of any political subdivision thereof which has by statute or ordinance the responsibility of detecting and enforcing the criminal laws of this State.
- 4. **Law Enforcement Officer** – is any person who is employed as a permanent full-time member of an enforcement agency, who is statutorily empowered to act for the detection, investigation, arrest, and conviction of persons violating the criminal laws of this State and statutorily required to successfully complete a training course approved, or certified as being substantially equivalent to an approved course, by the Police Training Commission pursuant to P.L.1961, c.56 (C.52:17B-66 et seq.).

CURRENT DEMOGRAPHICS REPORT:

The present demographic composition of the population of the Township of Parsippany-Troy Hills and sworn law enforcement personnel of the Parsippany-Troy Hills Township Police Department are represented in the following report:

PARSIPPANY-TROY HILLS						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	24,960	44%	75	82%	1	1%
BLACK or AFRICAN AMERICAN	1,911	3%	7	8%	0	0%
HISPANIC - ANY RACE	5,631	10%	8	9%	2	2%
AMERICAN INDIAN OR ALASKA NATIVE	77	<1%	0	0%	0	0%
ASIAN	21,694	39%	1	1%	1	1%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	6	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	317	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	1,566	3%	0	0%	0	0%
TOTAL	56,162	100%	91	100%	4	4%

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:

- Connecting with community stakeholders for underrepresented groups to better understand the factors affecting those groups in the application process.
- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Attend available career fairs.
- Draft, print, and distribute informational brochures that reflect visible diversity that may attract qualified candidates to the agency.
- Make maximum use of the Township of Parsippany-Troy Hills and Parsippany-Troy Hills Police Department websites and social media to attract qualified candidates to the agency.

Activity #2: Advertise on Policeapp.com, the Parsippany-Troy Hills 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 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 to employ such officers as to meet the agency's recruiting goals. The diversity of those conducting applicant interviews should also be considered.

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.

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 be 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.

<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>