

***FAIR LAWN POLICE DEPARTMENT  
RECRUITMENT PLAN***

**GOALS and OBJECTIVES:**

The goal of the Fair Lawn Police Department Recruitment Plan is to establish a fair, consistent, and proactive procedure designed to enable the Fair Lawn Police Department to attract qualified individuals to pursue a career with the department. The overall goal is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough.

The Fair Lawn Police Department shall make a good faith effort to recruit 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 Fair Lawn 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 Fair Lawn 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 Fair Lawn 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.

Fair Lawn has a residency preference in all hiring matters. Applicants must be a bona fide resident of Fair Lawn at the time of the closing date of the New Jersey Department of Personnel Law

Enforcement Test. Once Fair Lawn residents have been exhausted from the Civil Service Certification List, Bergen County residents are then provided with preference. If the Bergen County list is exhausted, applications will be open to residents of the State of New Jersey.

The Recruitment Plan is prepared realizing the current economic conditions in New Jersey where there are officers that have been laid off due to budgetary constraints. Those officers may be the first recalled for employment pursuant to New Jersey State Statutes and Administrative Code. Furthermore, laid off officers from other jurisdictions listed on a “Rice list” may be considered for employment. The department may also utilize the State of New Jersey Civil Service Commission’s Intergovernmental Transfer Program to attract and hire qualified officers that are employed at other New Jersey Civil Service Commission jurisdictions. Pursuant to N.J.S.A 40A:14-180, the department may also take advantage of the ability to appoint any person who has completed a satisfactory probationary period as a law enforcement officer in a county or municipality which has not adopted Title 11A, Civil Service. When utilizing these avenues to recruit and appoint officers the normal competitive testing selection and recruitment process may be bypassed.

Fair Lawn is an equal opportunity employer in all facets of the personnel process.

The Chief of Police is responsible for the administration of the Recruitment Plan.

**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>28780</b>	<b>82.4%</b>	<b>50</b>	<b>81.9%</b>	<b>1</b>	<b>1.6%</b>
<b>African-American</b>	<b>838</b>	<b>2.4%</b>	<b>2</b>	<b>3.3%</b>	<b>0</b>	<b>0%</b>
<b>Hispanic<sup>1</sup></b> <small>(any race)</small>	<b>4960</b>	<b>14.2<sup>1</sup>%</b>	<b>9</b>	<b>14.8%</b>	<b>1</b>	<b>1.6%</b>
<b>Other</b>	<b>349</b>	<b>1%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>34,927</b>	<b>100.0%</b>	<b>61</b>	<b>100%</b>	<b>2</b>	<b>3.3%</b>

<sup>1</sup>- Not included in total population or % number.

**RECRUITMENT ACTIVITIES:**

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member of the Fair Lawn Police Department 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. The Fair Lawn Police Department will take a proactive role in programs intended to attract qualified individuals to apply for and take the Police Officer Entry Level Law Enforcement Examination offered by the New Jersey Civil Service Commission. These programs include, but are not limited to:
  - i. Establishing and maintaining contacts with police academies, community organizations, and educational institutions with significant diversity,
  - ii. 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.
  - iii. Participation in local career day programs at educational institutions and other public places and events,
  - iv. Participation in career day programs at educational institutions and other public places and events in areas with significant diversity,
  - v. Participation in career/job fairs at educational institutions and other public places and events,
  - vi. Participation in career/job fairs at educational institutions with significant diversity and other public places and events, and
  - vii. 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
  - viii. Posting exam announcements on the Borough's website and in local newspapers.
- C. Particular attention should be paid to attracting capable and qualified local candidates of racial, ethnic, and gender demographics that are underrepresented in the Fair Lawn Police Department.
- 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 Fair Lawn Police Department following the completion of their formal education.
  - iii. Attend career days and career/job fairs at local schools and community colleges.
  - iv. Distribute informational brochures on official social media accounts, newspapers, and the official Police Department website that may attract qualified candidates to the Fair Lawn Police Department.
- E. Personnel assigned to recruitment activities as a representative of the Fair Lawn Police Department at career day programs, career/job fairs, and other similar events

will be provided with information so that they are knowledgeable on matters pertaining to the Police Department's management and operations. These topics include, but are not limited to:

- i. Career opportunities;
  - ii. Career paths and trajectories;
  - iii. Salaries, benefits, and trainings available;
  - iv. State hiring guidelines;
  - v. Information on the Fair Lawn community;
  - vi. Cultural diversity;
  - vii. Application process;
  - viii. Qualification and selection process;
  - ix. Physical and academic requirements;
  - x. Police Department goals, programs, and initiatives; and
  - xi. Opportunities to learn more about joining the Fair Lawn Police Department.
- F. The following information will be made available, and should prove useful, when participating in official recruitment activities:
- i. Recruitment and informational brochures;
  - ii. Department organizational chart;
  - iii. Current contractual agreements;
  - iv. Training catalogs and brochures;
  - v. Demographic data;
  - vi. Police Officer Hiring Announcements;
  - vii. General Employment Applications; and
  - viii. Contact information for interested candidates to inquire further about a career with the Fair Lawn Police Department.

### **REVIEW & EVALUATION:**

- A. An annual review of the Recruitment Plan shall be conducted by the Chief of Police after the annual report is submitted to evaluate areas in need of improvement, provide input, feedback, or recommendations to continue the advancement of the Department's diversity goals.
- B. If necessary based on the annual review, the Recruitment Plan shall be revised and improved if the goals and objectives of the Fair Lawn Police Department 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.

### **ANNUAL REPORTING:**

- A. By January 31<sup>st</sup> of each year, the Fair Lawn Police Department shall report to the Bergen 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;
  - iv. The reasons for denying applicants an appointment to the law enforcement agency (Appendix A contains a list of denial reasons); and
  - v. 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 Fair Lawn 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.

**PUBLISHING:**

In accordance with the N.J. Attorney General's requirements, the Fair Lawn Police Department shall update the description of its Program on its official website accordingly, at least after each annual reporting.