**Sample Recruitment and Career Opportunities**

**Policy and Program**

**November 2021**

**Updated July 2022**

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**General Statement of Purpose**

Governor Murphy [signed three new pieces of legislation](https://www.nj.gov/governor/news/news/562021/20210928b.shtml) in September 2021 aimed at increasing diversity among police departments. The new laws require the state to implement several actions to increase diversity through a mentorship program [(S-2765),](https://www.njleg.state.nj.us/2020/Bills/S3000/2765_R1a.PDF) assist members of the minority community to better understand the application process [(S-2766),](https://www.njleg.state.nj.us/2020/Bills/S3000/2766_R2.PDF) and create a universal database to track police agency hiring decisions [(S-2767)](https://www.njleg.state.nj.us/2020/Bills/S3000/2767_R2.PDF).1 Additionally, the New Jersey Attorney General issued a new Attorney General Guideline in December 2021, [Promoting Diversity in Law Enforcement Recruiting and Hiring.](https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf)

The International Association of Chiefs of Police has reported that many law enforcement agencies are reporting a low number of applicants for police positions. As for those who do apply, the quality of the individual applicants is often poor.2 Many agencies may be striving now, or soon will be, to fill vacant positions with qualified individuals. Recruiting qualified candidates may demand immediate attention as police staffing shortages can have many negative impacts ranging from decreased public confidence, crime-fighting challenges, and an overall risk to officer wellness from stress and heightened danger.

It is essential that leaders work with their municipal attorneys, governing bodies, and other stakeholders to identify unique, consistent, and well-documented comprehensive recruiting and hiring practices, some of which are required to be posted to the agency website. Furthermore, law enforcement agencies may be vulnerable to accusations of unfair hiring practices when the agency lacks a formal recruitment and hiring process that is well documented and understood by all agency members.

1Kanik, H. (2019, September 29). *New laws aim to boost reacial diversity among New Jersey police departments*. Retrieved from Philly Voice: https://www.phillyvoice.com/new-jersey-police-racial-diversity-law-enforcement-state-database/

2International Association of Chiefs of Police. (n.d.). *The State of Recruitment: A Crisis for Law Enforcement.* Alexendria, VA: IACP.

### Policy

To establish guidelines within the ABC Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive, and dedicated. The ABC Police Department has established a Recruitment Program in furtherance of the goal of this agency being comprised of law enforcement officers who reflect the diversity of the population of the community that this agency is charged with protecting. The ABC Police Department shall make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity.

1. **Definitions**
2. **Non-civil service jurisdictions:** An “applicant” in a non-CSC jurisdiction is an individual seeking employment as a law enforcement officer and who has submitted a completed employment application as provided by the hiring law enforcement agency, regardless of whether or not the individual has undergone an examination, a background check, or any other prerequisites to employment used by the hiring agency.
3. **Civil service jurisdictions:** An “applicant” in a CSC jurisdiction is an individual seeking employment as a law enforcement officer and who is included on a CSC certified list of eligible candidates received by a hiring law enforcement agency and responded timely to the hiring agency with an expression of interest in the position. “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 hiring agency.
4. **Appointment**. A law enforcement officer is “appointed” by the resolution of

the agency’s governing body.

1. **Law enforcement agency**. Defined in the Act (N.J.S.A 52:17B-4.10) as 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 general criminal laws of this State. (See New Jersey Attorney Guideline, [Promoting Diversity in Law Enforcement Recruiting and Hiring.](https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf) Page 2, Footnote 2 indicating that a N.J. Department of Corrections does not fall within the act’s definition of a law enforcement agency)
2. **Law enforcement officer**. Defined in the Act (N.J.S.A 52:17B-4.10) as 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.).
3. **Recruiting Program Establishment**
4. **Setting goals**. This agency has established its own specific Recruiting Program goals, and at least annually will analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population of the jurisdiction served by this agency. Any demographic group for which there is a substantial disparity, in terms of less representation on the police force, should be considered an “underrepresented” group. In determining whether a disparity is substantial, agencies should consider whether reducing the disparity would help achieve the goal of the act (N.J.S.A. 52:17B-4.10) to have each law enforcement agency’s police force reflect the diversity of the population of the community the agency is charged with protecting and thereby making the police force more effective at promoting public safety. The Program goals should describe (1) the identified underrepresentation of any group, (2) the means for addressing the underrepresentation, and (3) the intended time frame for doing so. (A sample Recruitment Program and Goals are listed in Appendix F)
5. **Addressing underrepresentation**. Identified underrepresentation may be addressed by some or all of the below-listed actions as well as those detailed in the Recruitment Program under the direction of (Insert agency specific designations or positions, such as Chief of Police, Recruitment Team Leader, or other) (The Chief of Police in consultation with the Municipal Attorney should determine what actions should be included in the agency Recruitment Policy and Program). The means of addressing underrepresentation shall not include quotas or any other legally impermissible provisions.
6. Using recruitment methods that target underrepresented demographic groups, especially local recruitment efforts. This approach may include outreach to law enforcement officer organizations based on race, ethnic group, gender, or religion; local colleges with significant student diversity; minority-serving educational institutions; and military veterans. Such methods may also include ensuring recruitment materials that (1) reflect visible diversity, (2) are reviewed by a diverse team prior to release, and (3) are delivered by a diverse recruiting team. The diversity of those conducting applicant interviews should also be considered. Finally, recruiting methods may involve establishing pipeline programs that foster and enhance an interest in law enforcement among diverse youth populations as early as middle school.
7. Implementing standardized forms in the application process that reduce subjective responses that may impact the hiring of underrepresented groups and training the recruiting and hiring team on explicit and implicit bias.
8. Instituting clear criteria for hiring and an oversight process for reviewing hiring decisions. With respect to hiring, consider making publicly available information on examples of background-check issues that can disqualify applicants.
9. Assessing whether hiring eligibility requirements adversely affect any underrepresented group and, if so, reassessing whether the requirement is essential. If the requirement is deemed essential, consider developing appropriate supportive initiatives or alternative paths, such as remedial training or deferral options. For example, if background checks consistently disqualify an underrepresented group due to prior financial issues such as bad credit history or bankruptcy, consider whether a mechanism for waiving the requirement in appropriate cases is warranted.
10. Assessing what the barriers are to applications by underrepresented groups and devising solutions to overcome those barriers. For example, underrepresented groups may not submit applications because the process is online and potential applicants do not have ready access to resources to complete the application. In such a case, the Recruitment Program might seek to address the problem by using mobile units equipped with computers to allow onsite applications.
11. Connecting with community stakeholders for underrepresented groups in order to better understand the factors affecting those groups in the application process.
12. Establishing mentorship programs for applicants from underrepresented groups that provide support for resume review and physical training requirement preparation, as well as mentorship for current officers seeking promotion. In civil service jurisdictions particularly, working with the CSC’s mentoring program for applicants pursuant to P.L.2021, c.235.
13. Raising awareness about the police officer testing and hiring process through flyers, advertising on social media, and appearing at job fairs and community events. In civil service jurisdictions, partnering with the CSC itself may be beneficial.
14. In civil service jurisdictions, partnering with community stakeholders, including law enforcement organization affinity groups or the CSC itself (see P.L.2021,c.234 (requiring CSC to aid exam prep in certain low-income communities)), to identify and encourage free civil service test preparation programs, and encouraging diverse potential applicants to attend.
15. **Methods of evaluation**. The Recruitment efforts and Program of the ABC Department includes methods for evaluating whether the goals are achieved, which should include, but are not limited to, performing the above demographic analysis described in Section I.B at least annually, determining whether any substantial disparities have been reduced, and revising the Program goals accordingly. It is the responsibility of (Insert agency specific designations or positions, such as Chief of Police, Recruitment Team Leader, or other).
16. **Additional contingent measures**. Additional contingent measures will be taken under the authority of the Chief of Police if the Recruitment Program goals are not met under the methods of evaluation.
17. **Public posting**. The Program, including a description of the data used to determine the existence of any underrepresentation, has been posted on the official Internet website of this agency. (New Jersey Attorney General Guideline, Promoting Diversity in Law Enforcement Recruiting and Hiring required such posting no later than June 7, 2022)
18. **Monitoring**
19. The County Prosecutor will, from time to time, review the results of this agency’s Recruitment Program and provide input, feedback, or recommendations as the Prosecutor deems appropriate. The County Prosecutor will report an annual summary of this agency’s Recruitment Program for the preceding calendar year to the Attorney General by the last day of February.

**V. Required Agency Annual Reporting**

1. **Data to be included**. By January 31st of each year, this agency (Insert agency specific designations or positions, such as Chief of Police, Recruitment Team Leader, or other) will report to the County Prosecutor the following information for the preceding calendar year. The information should not include the names of each individual.
   1. The age, gender, race, and ethnicity of the law enforcement officers currently appointed to this law enforcement agency as of December 31st (or, if that data is unavailable, data from a different date reasonably close to year-end) of the preceding calendar year;
   2. The age, gender, race, sexual orientation (if provided) \*, and ethnicity of applicants for a law enforcement officer position in the preceding calendar year; (\*As with all demographic reporting categories, applicants, cannot be required to provide sexual orientation. The sexual orientation reporting category applies only to applicants, not current officers. It is recognized that in civil service jurisdiction, it may not be possible to capture the sexual orientation category);
   3. The age, gender, race, and ethnicity of applicants appointed to this agency in the preceding calendar year, with transfer applicants listed separately;
   4. The reasons for denying applicants an appointment to this law enforcement agency. (See Appendix A of New Jersey Attorney General Guideline, Promoting Diversity in Law Enforcement Recruiting and Hiring for denial reasons);
   5. The age, gender, race, and ethnicity of each law enforcement officer eligible for promotion and promoted within this agency in the preceding calendar year, including the position to which the officer was promoted;
2. **First reporting date**. The first reporting date shall be January 31, 2022, and the information reported should cover the time period from the effective date of these Guidelines through December 31, 2021. The person responsible for completing this report is (Insert agency specific designations or positions, such as Chief of Police, Recruitment Team Leader, or other).
3. **Demographic data collection.** (Consult with your Municipal Attorney regarding specific guidance for any and all of the data collection listed below)The data collected should follow the below standards. Demographic information will be collected from applicants and promotional candidates on a distinct form from any application so as to remain separate from the selection process.
   1. Race:
      1. American Indian or Alaska Native
      2. Asian
      3. Black or African American
      4. Native Hawaiian or other Pacific Islander
      5. White
      6. Two or more races
      7. Other
   2. Ethnicity:
      1. Hispanic or Latino
      2. Not Hispanic or Latino
   3. Gender:
      1. Female
      2. Male
      3. X or Non-Binary
   4. Sexual orientation (for applicant reporting only):
      1. Do you identify as LGBTQ+, yes or no?
4. **Additional requirements**. The annual required annual reports in Section V.A should also include this agency’s summary of the data based on the below prompts that are also included in Appendix A, of the New Jersey Guideline, Promoting Diversity in Law Enforcement Recruiting and Hiring. The person responsible for completing this reporting is (Insert agency specific designations, such as Chief of Police, Recruitment Team Leader or other).
   1. Whether the agency is governed by civil service rules;
   2. A description of the agency’s application process, to include when in the hiring process a formal application is submitted, and when appointment occurs if hired;
   3. A description of the data used to determine any underrepresentation;
   4. A detailed assessment as to whether representation has improved for any previously identified underrepresented groups;
   5. Any new or modified Recruitment Program goals to be implemented in the upcoming year.
5. ***Publishing***. The data collected pursuant to Section V.A will be published in the respective annual reports of this agency. The person responsible for completing this reporting is (Insert agency specific designations, such as Chief of Police, Recruitment Team Leader or other).
   1. This law enforcement agency will update the description of its Program on the agency’s official Internet website accordingly, at least after each annual reporting. This update is the responsibility of The person responsible for completing this reporting is (Insert agency specific designations, such as Chief of Police, Recruitment Team Leader or other).

### Procedures to Enhance Recruitment

1. Responsibility
2. It is the responsibility of every member of the ABC Police Department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Recruitment Team (Insert the specific supervisor or commander’s position designated as being responsible for the Recruitment Team or Program. List in Appendix A, those members of the agency who have been assigned to the specific Recruitment Team, unit or duties. In most agencies, such duties will be in addition to other regular assigned duties.)
3. Member Involvement
   * 1. Recruitment Team representatives shall consist of employees of the ABC Police Department who present a positive professional image and are effective oral communicators. Such representatives may be supported by the Human Resources Department as needed.
     2. The Police Officers or Department Members assigned to the Recruitment Team, shall have a working knowledge of the selection and hiring process, and the skills, knowledge, and abilities necessary to perform the job for all positions within the department. Specific Job Duties and Requirements of all employment positions are located in Appendix D. Additionally, Police Officers or Department Members assigned to the Recruitment Team should have a working knowledge of police department policies and procedures, and community characteristics and demographics.
     3. The ABC Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the many diverse community members we serve.
     4. Recruitment Team Members must exhibit positive motivation, work ethic, and support the ABC Police Department’s policies, goals, objectives, and mission at all times.
4. Recruitment Program
5. Upon the direction and under the authority of (Insert specific agency title or designation here such as the Chief of Police, the Recruitment Team Leader, or other) members of the Recruitment Team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance whenever possible.

See Appendix E for a Sample Recruitment Program

VIII. Employment Inquiries and Applications

1. General Employment Inquiries

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| 1.Members of the ABC Police Department may be asked about how to become a Law Enforcement Officer, Special Law Enforcement Officer (SLEO), Telecommunicator, Records Clerk, Other Civilian Employee, Volunteer, and more. Additionally, members may simply be asked “are you hiring?” When such general inquiries take place department members shall: | |
| a | (Police Officer Positions – Civil Service) Inform the person that the Department is a Civil Service Police agency and encourage them to contact a Recruitment Team Member. (Agencies should specify guidance to officers on which methods people may utilize to contact a Recruitment Team Member. Such methods may include a specific person, phone number, email or printed cards or materials with direct contact information. If the agency accepts applications for the position of Police Officer at any time, see the section immediately below.) |
| b | (Other Police Positions – Including SLEO, Telecommunicator, Clerk, Volunteer, Other Civilian Employee, and Non-Civil Service Police Officer Positions) Inform the person that the ABC Police Department accepts applications for these positions at anytime by visiting the ABC website (if applicable or specify the specific procedure). The person should also be informed to contact a member of the Recruitment Team in the established manner. (Agency leaders should consult with their municipal attorney to determine the parameters for accepting applications.) |
| c | During the regular working hours of the Borough Hall or Municipal Building a person who wishes to submit a completed application shall be directed to submit their application to the (Insert the designated location here such as Human Resources, Clerk’s Office, Police Records, Chief’s Office, or etc.) If it is after hours (Insert the designated location here – for example, if police HQ is not staffed at all times, can an officer accept an application? This should be detailed so all officers know what their responsibilities are. If they are permitted to accept a completed application, officers should be informed of the proper manner in which a person can submit an application) |

B.Completed application shall be…(Insert specific details for your organization of where applications are forwarded to, retained, and how for how long. It is imperative that all applications are handled in the same manner in terms of their receipt and retention, for what time period or duration incoming applications will be considered for employment.)

* 1. Employment Inquiries – Advertised Positions
     + 1. There are times where the ABC Police Department will advertise for certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to either contact the Recruitment Team per the established methods listed in Section VIII(A)(1)(a)(b)(c) or the Human Resources Department, if applicable. (Insert specific organizational parameters here)

* 1. Application and Inquiry Record Keeping and Department Response
     + 1. All incoming applications and email or social media inquiries regarding any employment shall be processed and handled in accordance with the procedures as set forth in Appendix B unless otherwise directed by the Chief of Police (Agency leaders in consultation with their municipal attorney should consider establishing a procedure of how incoming employment inquiries and applications are recorded for future reference. Such a procedure may help safeguard the agency from claims that they intentionally dismiss or lose applications submitted by members of any specific group.)
       2. All applicants and those that were interviewed for positions should receive at a minimum a written letter acknowledging their application if they were not offered an interview. Additionally, those that were interviewed should receive a written letter acknowledging their interview. Such letters may be in addition to other notifications such as telephonic or in-person. The agency leader in consultation with their municipal attorney should draft specific narrative templates and insert the final narrative template in Appendix C of this policy. Several sample letters that may be used as a guide in consultation with your municipal attorney are included in the Sample Recruitment Policy Supplemental Considerations.

1. Training
   1. The (Insert agency specific designations here such as the Recruitment Team Supervisor, Chief of Police, or other) shall provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
   2. The (Insert agency specific designations here such as Recruitment Team Supervisor, Chief of Police, or other) for the Recruitment Team shall ensure officers and agency members assigned to the unit have a working knowledge of the selection and hiring process, the skills, knowledge, and abilities necessary to perform the job for all positions.

Additional Consideration

Although specific details regarding the agency background investigation process and criteria is not addressed in this sample policy, it is imperative that agency leaders collaborate with their municipal attorney in documenting the specific background procedures utilized by the agency which should include the standardized questions that applicants will be asked. The ability to produce such procedures and questions may be vital if an applicant challenges the process or claims unfair treatment.

**Appendix A**

**Recruitment Team Members**

**(Insert the current member(s) of the Recruitment Team here)**

**Appendix B**

**Employment Inquiries and Applications Received Record Keeping**

**The agency leader in consultation with their municipal attorney should consider establishing a procedure of how incoming employment inquiries and applications are recorded for future reference. Such a procedure may help safeguard the agency from claims that they intentionally dismiss or lose applications submitted by members of any specific group.**

**Appendix C**

**Sample Response Letters**

**Each agency should prepare in consultation with the municipal attorney specific response templates as this helps ensure interested parties receive consistent responses. It is important that any person making employment inquires, submitting an application, or attempting to learn about potential career options receive consistent information. Sample letters that may be considered in consultation with the agency municipal attorney are located in the Sample Recruitment Policy Supplemental Considerations.**

**Appendix D**

**Job Duties – Requirements – Job Descriptions**

**Each agency should clearly define and delineate their specific job descriptions in this Appendix as clearly defining and making available the established job duties, description, and requirements available ensure the hiring process is transparent. Additionally, by detailing the required duties of all positions in policy, it ensures that all members of the agency have access to this information, including Recruitment Team members. Several sample lists of job duties and requirements are contained in the Sample Recruitment Policy Supplemental Considerations that agencies may wish to review in consultation with their municipal attorney.**

**Appendix E**

**Record Keeping –Background Investigation Materials**

**The agency leader in consultation with their municipal attorney should consider establishing a procedure for the retention of background investigation records and any materials or documents relating to any applicant.**

**Appendix F**

**(SAMPLE) Recruitment Program**

**2022 (SAMPLE) Recruitment PROGRAM**

The primary goal of department recruitment activities will be to attract qualified candidates for employment that will enable the department to work toward its long-range goal of employing a sworn workforce that reflects the diversity of the population of the community the agency is charged with protecting and serving, thereby making the police force more effective at promoting public safety.

**OBJECTIVES**

Recruitment activities will be a department-wide responsibility and will occur year round. All members of the agency play a crucial role in this especially important function and will have knowledge of the application process as well as the then current Recruitment Plan. The current Recruitment Plan will be published through Power DMS.

The (Insert specific agency designation here such as Chief of Police, Commander, Supervisor, or other) or designee is tasked with putting a plan together to coordinate and document all of the agency’s recruitment activities for the upcoming hiring process. On an annual basis, the (Insert specific agency designation here such as Chief of Police, Commander, Supervisor, or other) or designee will conduct a written annual analysis and review of the Recruitment Plan to determine if the goals and objectives are being met and if not, what adjustments will be made.

The 2021 Annual Recruitment Plan Analysis, which was completed in January 1, 2022, determined that the Black and Asian populations are underrepresented within the sworn law enforcement ranks of the ABC Police Department. Therefore, one of the objectives of the 2022 Recruitment Plan is to attract these particular minority groups and notify them of upcoming employment opportunities. Since the completion of the 2021 Recruitment Analysis, the ABC Police Department has hired 3 additional full-time officers to replace the officers who recently retired. Those officers that were hired since that time consist of: one, White, Hispanic male and two Black, Non-Hispanic males. These numbers have been reflected in the charts below which indicate that the Black and Asian populations are still underrepresented with the sworn law enforcement ranks of the ABC Police Department. Therefore, efforts to attract these particular minority groups will continue. It should be noted that males and females are properly represented in the sown law enforcement ranks of the ABC Police Department.

**2021 Racial Demographics**

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Currently, of the 93 sworn officers, 77 (82.79%) are White, 6 (6.45%) are Black, 7 (7.52%) are of Hispanic ethnicity and 3 (3.22%) are Asian. The United States Census Bureau’s statistics revealed that Whites represent 84.5%, Blacks represent 5.9%, Hispanics represent 5.1% and Asians represent 6% in ABC Town

**ACTION PLAN**

Any and all job announcements shall include that the ABC Police Department is committed to Equal Opportunity Employment.

The (Insert agency specific designations here) shall ensure that following steps are taken in the recruitment of officers throughout the State of New Jersey:

1. Distribute the job announcement to all active New Jersey Police Academies.
2. Distribute the job announcement to members of the New Jersey Chiefs of Police Association and the County Chiefs of Police Association.
3. Distribute the job announcement through PoliceApp.com and Publicsafetyapp.com.
4. Post the job announcement on Department’s website and Facebook page, as well as the ABC Town cable access channel.
5. Forward the job announcement to ethnic and gender-based special interest groups and organizations, such as the NAACP, National Center for Women in Policing, The New Jersey Women in Law Enforcement, the National Organization of Black Law Enforcement Executives, The National Coalition of Latino Officers, and the Committee for Multi-Cultural Understanding.
6. Post the job announcement to NJ Lawmen website.
7. Forward the job announcement to the different civic and community groups within ABC Town, such as the ABC Town Business Association, ABC Town Recreation Council, ABC Town Rotary Club, ABC Town Kiwanis Club, and the faith based congregations identified through the Police Chaplain Program.
8. Forward the job announcement to area colleges and universities that have areas of studies and programs in criminal justice and criminal law as well as sociology.
9. Activate the ABC Town Employment Notification Program so that registered individuals will receive an email notification of the employment opportunity, consecutive with the hiring announcement.
10. Attend local career fairs and distribute recruitment related material. An effort shall be made to select officers who reflect the identified underrepresented groups, should those officers be interested in recruitment activities.
11. Recruitment banner to be displayed publically in different locations throughout town and at recruitment events. The locations selected for advertisement should be those that experience high traffic. In addition to other objectives, the banner will highlight the existing diversity within our sworn law enforcement ranks.
12. Recruitment video which will embody a message of service and purpose and reflect diversity, equity and inclusiveness. The recruitment video will be made available to the public through the Department’s social media forums as well as a scan code on the Recruitment banner that will direct persons to the video.
13. Coordinate with local military bases to arrange for recruitment activities via the Transition Assistance Program.
14. Rolling “Pop-up” recruitment events will occur in order to maintain a consistent recruitment effort. Selected officers will stage in various, pre-selected locations throughout the municipality and conduct recruitment efforts. All pop-up events will be advertised on the Department’s official website and social media forums in advance. Preliminary locations that have been selected are the (Insert specific community locations here)

The intended time frame for accomplishing goals and objectives will be ongoing.

**Annual Review and Reporting**

* The (Insert agency specific designation here such as Chief of Police. Recruitment Team Leader, or other) 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.

[https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-](https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf) [and-Hiring.pdf](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>