

MONROE TOWNSHIP POLICE DEPARTMENT
RECRUITMENT PROGRAM



GOALS

The primary goal of the Monroe Township Police Department Recruitment Program is to attract qualified candidates for employment that will enable the department to continue its long-range goal of employing a sworn workforce that reflects the diversity of the population of the community. Our agency is entrusted with protecting and serving, thereby making the police force more effective at promoting public safety. This agency shall make a good faith effort to meet specific goals for recruiting a diverse workforce.

At this time, this agency will utilize entry level examinations organized by the Monmouth County Police Chiefs Association. The Police Officer Entry Level Examination will be conducted each year in order to find qualified applicants to fill open positions for Police Officer within the Township of Monroe. The successful applicant at the conclusion of the hiring process will then be required to attend the Basic Course for Police Officers at a Police Academy.

Further, at certain times of hiring, this agency will continue to utilize the Alternate Route process and Certified Officer process. This allows the Monroe Township Police Department to hire applicants who are already Police Training Commission (PTC) certified or certified as a Special Law Enforcement II Officer. The Special Law Enforcement II Officer will then be required to complete waiver training, if eligible.

This agency has established its own specific Recruiting Program goals, and at least annually will analyze the demographics of its law enforcement officers to determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks. This will be 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.

OBJECTIVES

Recruitment activities will be a department-wide responsibility and will occur year-round or on an as-needed basis. All members of this agency play a crucial role in this especially important function and will have knowledge of the application process as well as the current Recruitment Plan.

The Administration Division is tasked with putting a plan together to coordinate and document all the agency's recruitment activities for the hiring processes. On an annual basis, this Department 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 objective of the Monroe Township Police Department Recruitment Program is to establish a program that accomplishes the following:

1. Identify underrepresentation of any group(s) with the agency's personnel
2. Describe the means for addressing the underrepresentation(s).
3. Identify an intended timeframe for addressing the aforementioned.

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

DEFINITIONS

Applicant: 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 the individual has undergone an examination, a background check, or any other prerequisites to employment used by the hiring agency.

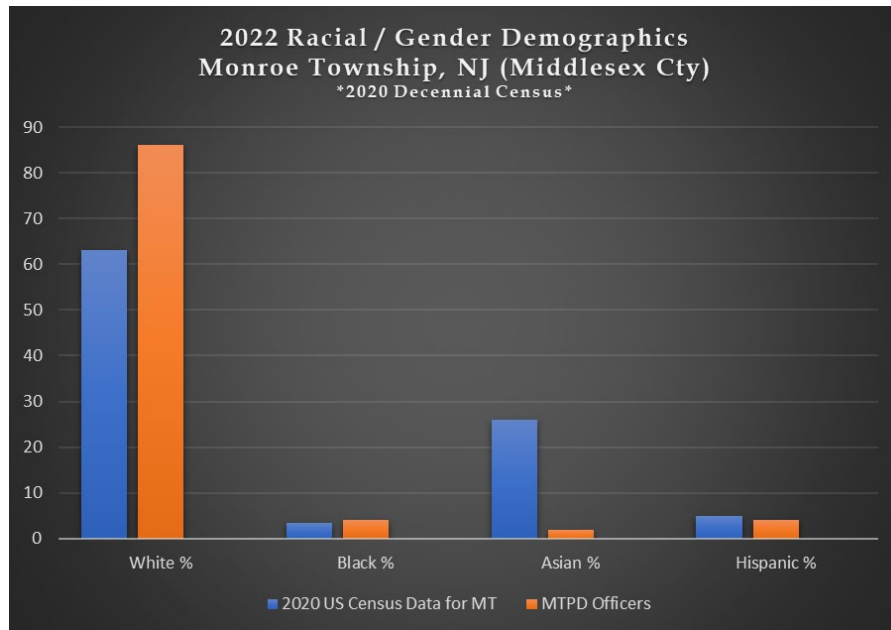
Substantial Disparity: A Substantial Disparity is a noticeable and usually significant difference or dissimilarity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population of the jurisdiction served by the agency.

Monroe Township Police Department

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EQUAL OPPORTUNITY EMPLOYER

DEMOGRAPHICS



The above depicts US Census data compiled in 2020 and staffing for the year of 2022.

Total Sworn Officers: 72

Of the sworn officers (includes retirements and new appointments), 62 (86%) are White, 3 (4%) are Black, 3 (4%) are of Hispanic ethnicity, 2 (3%) are Asian and 2 are listed as two or more ethnicities. The United States Census statistics revealed that Whites represent 63%, Blacks represent 3%, Hispanics represent 5% and Asians represent 26% of the population of Monroe Township.

Of the sworn officers, 67 are male and 5 are female.

ACTION PLAN

Any and all job announcements shall include that the Monroe Township Police Department is committed to Equal Opportunity Employment. The Administration Division shall ensure adequate steps are taken in the recruitment of officers through various methods, which may include but are not limited to the following:

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
4. Post the job announcement on the Department's website and social media platforms.
5. Forward the job announcement to education, religious, ethnic, racial and gender-based organizations.
6. Forward the job announcement to the different civic and community groups within Monroe Township.
7. Attend local career fairs and distribute recruitment related material. *(when applicable)*
8. Recruitment flyer to be displayed publicly in the Department lobby.

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EQUAL OPPORTUNITY EMPLOYER

HIRING PROCESS – ENTRY LEVEL (NON-CERTIFIED)

INITIAL APPLICATION

The candidate will register for the entry-level exam via the Monmouth County Police Academy

Registration / Application fees will apply

WRITTEN EXAMINATION / PHYSICAL CONDITIONING ASSESSMENT

This examination will be conducted / scored by the Monmouth County Police Academy

INTERVIEW PHASE

Successful completion and passing of the previous may move the candidate onto an eligibility list. The eligibility list established will be used to select candidates for a formal interview. The nature and duration of the interview(s) will be determined by the Chief of Police.

PERSONAL HISTORY STATEMENT

This will be completed by the candidate per the eligibility list after the previous have been completed successfully.

BACKGROUND INVESTIGATION

A complete and thorough background investigation will be completed.

CONDITIONAL OFFER OF EMPLOYMENT

Upon successful completion of the background investigation, the candidate may be given a conditional offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will undergo psychological, medical and drug screening.

APPOINTMENT

Upon successful completion of the background check and health examinations, the candidate may be given a formal offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will be scheduled to attend a New Jersey PTC certified Police Academy. After successful completion of the Police Academy, the officer will be referred to the Administration Division for new officer orientation and assignment to the Field Training program.

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EQUAL OPPORTUNITY EMPLOYER

HIRING PROCESS – PTC CERTIFIED OFFICER

This process will be applicable when hiring PTC-Certified candidates. This will include applicants who are already Police Training Commission (PTC) certified or certified as a Special Law Enforcement II Officer, who will then be required to complete waiver training, if eligible.

ACCEPTANCE OF CANDIDATE'S RESUME

CANDIDATE LIST AFTER REVIEW BY STAFF

INTERVIEW PHASE

The eligibility list established will be used to select candidates for a formal interview. The nature and duration of the interview(s) will be determined by the Chief of Police. This may encompass multiple interviews.

PHYSICAL CONDITIONING ASSESMENT

See scoring standards below

PERSONAL HISTORY STATEMENT COMPLETED BY CANDIDATE

BACKGROUND INVESTIGATION

After the interview process, and at the discretion of the Chief of Police, a candidate may be given a personal history statement, which will be routed to the Administration Division for a thorough background investigation.

CONDITIONAL OFFER OF EMPLOYMENT

Upon successful completion of the background investigation, the candidate may be given a conditional offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will undergo psychological, medical and drug screening.

APPOINTMENT

Upon successful completion of the background check and health examinations, the candidate may be given a formal offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will be scheduled to be sworn-in as a police officer, and he/she will be referred to the Administration Division for new officer orientation and assignment to the Field Training program.

Monroe Township Police Department

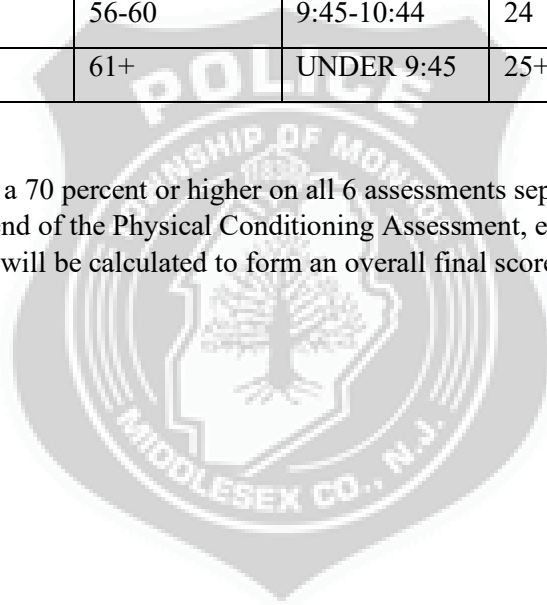
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EQUAL OPPORTUNITY EMPLOYER

PHYSICAL CONDITIONING ASSESSMENT SCORING

POINTS	PUSH-UPS	SIT-UPS	1.5 MILE RUN	VERTICAL JUMP	300 METER RUN
70	24	28-29	14:45-15:55	15	70.1
75	25-35	30-40	13:45-14:44	17	65.1
80	36-45	40-45	12:45-13:44	19	60.1
85	46-55	46-50	11:45-12:44	21	55.1
90	56-65	51-55	10:45-11:44	23	50.1
95	66-80	56-60	9:45-10:44	24	45.1
100	81+	61+	UNDER 9:45	25+	50.1

All candidates must score a 70 percent or higher on all 6 assessments separately in order to pass this phase of the testing. At the end of the Physical Conditioning Assessment, each passing candidate's scores will be calculated to form an overall final score.



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