

**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 the current time, this agency will utilize the following process of hiring police officers:***

- 1. Review of resumes of New Jersey Police Training Commission (PTC) certified officers. This will encompass applicants previously PTC certified, as well as applicants with a Special Law Enforcement Officer II certification, who will then be required, when eligible, to complete waiver training as mandated by the PTC.*
- 2. Review of resumes submitted by non-certified potential applicants. This process will be a thorough review of all resumes submitted to this agency. The review will focus on but not limited to education and schooling, training and experience, work history, and any other information provided within the resume. The successful applicants at the conclusion of the hiring process will then be required to attend the Basic Course for Police Officers at a Police Academy.*

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-Civil Service Commission 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.

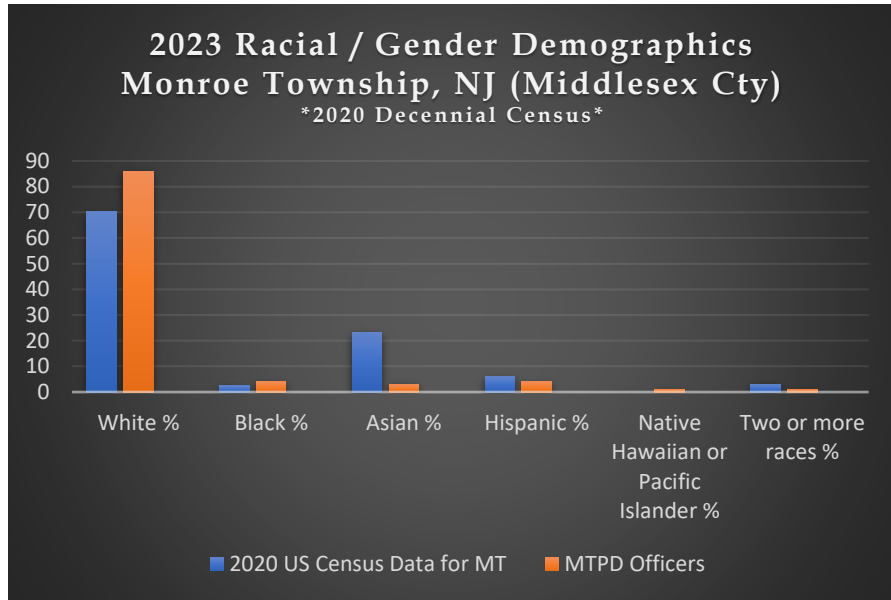
**Substantial Disparity:** A Substantial Disparity is a noticeable and usually significant difference or dissimilarity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population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

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## DEMOGRAPHICS



*The above depicts US Census data compiled in 2020 and staffing for the year of 2023.*

*Total Sworn Officers in 2023: 72 (includes retirements and new appointments)*

*Of the sworn officers during the 2023 calendar year, 61 (86%) are White, 3 (4%) are Black, 3 (4%) are of Hispanic ethnicity, 2 (3%) are Asian, 2 are listed as two or more ethnicities, and 1 (1%) is Native Hawaiian or other Pacific Islander. The United States Census statistics revealed that Whites represent 70.3%, Blacks represent 2.5%, Hispanics represent 6% and Asians represent 23.3%, two or more races represent 3%, and Native Hawaiian or other Pacific Islander represents 0% of the population of Monroe Township.*

*Of the sworn officers in 2023, 66 are male and 6 are female.*

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***As of 03/01/2024 Monroe Twp. Police Department has 67 Sworn Officers (63 are male and 4 are female).***

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## 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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## **HIRING PROCESS – CERTIFIED**

*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**

After the interview process, and at the discretion of the Chief of Police, a candidate may be given a personal history statement.

### **BACKGROUND INVESTIGATION**

The personal history statement 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.

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## **HIRING PROCESS –ENTRY LEVEL (NON-CERTIFIED)**

*This process will be a thorough review of all resumes submitted to this agency. The review will focus on but not limited to education and schooling, training and experience, work history, and any other information provided within the resume. The successful applicants at the conclusion of the hiring process will then be required to attend the Basic Course for Police Officers at a Police Academy*

### **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.

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### **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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## PHYSICAL CONDITIONING ASSESSMENT SCORING

<b>POINTS</b>	<b>PUSH-UPS</b>	<b>SIT-UPS</b>	<b>1.5 MILE RUN</b>	<b>VERTICAL JUMP</b>	<b>300 METER RUN</b>
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	41-45	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+	40.1

Push-ups and sit-ups are counted as individual repetitions, the 1.5-mile run is measured in minutes, the vertical jump is measured in inches and the 300-meter run is measured in seconds.

All candidates must score a 70 percent or higher on all 5 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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