

**VERNON TOWNSHIP POLICE DEPARTMENT
POLICY AND PROCEDURE**

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SUBJECT: Recruitment and Career Opportunities Policy							
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Policy

To establish guidelines within the Vernon Township Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated.

Procedure

I. Responsibility

It is the responsibility of every member of the 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 (See Appendix A).

II. Member Involvement

- A. Recruitment Team representatives shall consist of employees of the Vernon Township Police Department who present a positive professional image and are effective communicators.
- B. The Police Officers or Department Members assigned to the Recruiting 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 the entry level police officer position is located in Appendix C. 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.
- C. The Vernon Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all ethnic and gender backgrounds in order to develop a work force reflective of the community members we serve.

- D. **Recruitment Team Members must exhibit positive motivation, work ethic, and support the Vernon Township Police Department's policies, goals, objectives, and mission at all times.**

III. Recruitment Program

- A. **Upon the direction and under the authority of the Recruitment Team Supervisor, members of the Recruitment Team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance whenever possible.**
- B. **Upon the direction and under the authority of the Recruitment Team Supervisor, Recruitment Team members will make an assertive effort to contact colleges and universities and other sources of potential candidates for the purpose of recruiting quality applicants to the Vernon Township Police Department when job openings arise.**
- C. **Youth Interaction- The Vernon Township Police Department is actively involved in the youth in our community. The specific youth programs include:**
 - 1. **Vernon Township Junior Police Academy: A one week program run in August each year for students entering 6th-8th grade. Recruits attending the junior police academy learn core values, marching in formation, physical training, and different assorted police functions. This highly successful one week program affords the youth in our community the ability to interact with a large majority of our Vernon Township Police Officers.**
 - 2. **LEAD (Law Enforcement Against Drugs) program: The Vernon Township Police Department teach the nationally recognized LEAD program to all students in the Vernon Township School District in the 5th and 7th grade. This program is taught as part of the school curriculum by trained LEAD Instructor Vernon Police Officers. This highly successful program is taught to approximately 500 Vernon students, and offers them an opportunity to interact with Vernon Police Officers in a comfortable, non-stressful school setting.**
 - 3. **The Vernon Township Police Department offers a college sponsored internship to students pursuing a career in Criminal Justice. The internship program offers students an opportunity to have a hands-on approach to seeing day to day operations of the Vernon Township Police Department. The student attends the internship as part of a full semester program in lieu of attending a class at their College or University.**

IV. Action Plan

- A. **To find the best available candidates, we will take several actions to ensure success. First, we are a Civil Service agency. We follow all New Jersey Civil Service guidelines as it relates to the new hire and promotional testing process. Second, in August of 2021 the Township of Vernon adopted an ordinance accepting the hiring practices established in Senate Bill S3220, in which Vernon Township can accept applications from an applicant who has successfully completed the full Basic Course for Police Officers at a New Jersey Police Training Commission approved New Jersey Police Academy.**

2021 VTPD Demographics	Service Population		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%
Caucasian	18,685	85%	29	87.6%	1	3.3%
African- American	791	3.6%	1	3.3%	0	0%
Hispanic	2,044	9.3%	3	9.1%	0	0%
Other	461	2.1%	0	0%	0	0%
Total	21,981	100%	33	100%	1	3.3%

Data from US census bureau 2019 data

- B. The table above has been created to compare the demographics of Vernon Township to that of the Police Department. The Department is aware of the need to diversify our ranks to become streamlined with the population it serves. The Department will review these demographic annually.

The Township website <http://www.vermontwp.com> will be used as an advertising source as well a hiring announcement notification on the site's main page.

- C. The Department uses social media, specifically Facebook for instant notifications to our residents who subscribe. Currently, we have over 16,000 followers. We will employ Facebook alerts to recruit applicants as well. In a similar thread, a press release announcing our entrance examination will be disseminated to area news outlets.

V. Employment Inquiries and Applications

A. General Employment Inquiries

1. Members of the department may likely be asked about how to become a Police 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 (See Appendix A). A Recruitment Team Member must be familiar with the N.J. Civil Service Law Enforcement Entry Level Examination Process.
 - b. Police Officers positions (Alternate Hiring Process for Certified Police Officers)- Employment inquires by interested persons who have completed a full Basic Course for Police Officers (BCPO) at a PTC approved New Jersey Police Academy will be encouraged to provide an application to a Recruiting Team Member so they can be added to an applicant database. People who have this BCPO certification making employment inquiries should be advised of current hiring availability.

- c. During the regular working hours of the municipal building a person who wishes to submit a completed application for a non-police officer position shall be directed to submit their application to the Mayor's Office or via the Township website <http://www.vernontwp.com>.
- d. Completed police officer applications shall be submitted to a Recruiting Team Member. All completed police officer applications will be maintained by the Recruitment Team Supervisor for a period of one year.

B. Employment Inquiries – Advertised Positions

- 1. There are times where the Vernon Township 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 contact a Recruitment Team Member (See Appendix A).

C. Application and Inquiry Record Keeping; Department Response

- 1. All incoming applications and email inquiries for the position of police officer regarding any employment shall be handled by a Recruitment Team Member. The Recruitment Team Member will forward a copy of the application or inquiry information to the Recruitment Team Supervisor for the appropriate documentation in the database.
- 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.

VI. Training

- A. The Recruitment Team Supervisor shall provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. The Supervisor responsible 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.

VII. Annual Reporting

- A. An annual report shall be created by January 31st of each year and forwarded to the Sussex County Prosecutors Office. This report shall include:
 - 1. The current agency demographics.
 - 2. Vernon Township is governed by civil service rules.

3. A brief description of the application process.
 4. The most current U.S. Census information will be used to establish the demographics of Vernon Township.
 5. If applicable, a detailed assessment if there are any identified underrepresented groups.
 6. Any new or modified program goals to be implemented in the upcoming year.
- B. The Vernon Township Police Department shall publish the annual report on its website.



Chief Daniel B. Young