

LONG BRANCH POLICE DEPARTMENT 2024 RECRUITMENT AND HIRING PLAN

Pursuant to N.J.S.A. 52:17B-4.10, all law enforcement agencies must establish a recruitment and selection program, with the objective of creating a workforce that reflects the diversity of the population the agency serves. On December 7, 2021, Acting Attorney General Andrew Bruck, issued a *Guideline for Promoting Diversity in Law Enforcement Recruitment and Hiring*, that outlined the process by which each agency shall (1) identify unrepresented groups, and (2) take action to address any underrepresentation. In accordance, the Long Branch Police Department established the following Diversity in Law Enforcement Recruitment and Hiring Plan.

Program Goals:

The primary goal of the Long Branch Police Department Recruitment and Hiring Plan is to attract qualified individuals for employment that will enable the department to achieve an overall racial and gender composition of sworn law enforcement personnel that reflects the diversity of the population of the City of Long Branch, thereby making the police force more effective at promoting public safety. To that end, the department has identified several goals for the recruitment and hiring of law enforcement officers who are part of underrepresented demographic groups, including:

1. The establishment of protocols for demographic measurements of the department's workforce, to be performed on an annual basis.
2. The establishment of methods and protocols to encourage the recruitment and hiring of underrepresented demographic groups.
3. Solidifying protocols for hiring and onboarding candidates in a fair and impartial manner.
4. The establishment and implementation of methods of public information dissemination involving employment opportunities targeted to underrepresented demographic groups.
5. The establishment and maintenance of partnerships with community leaders and other culturally specific groups.
6. Establish protocols for evaluating the success of the program and adjusting, as needed.

Demographic Review and Evaluation:

In order to understand if the department is meeting that goal, we must first survey and review the department's workforce demographic data and our community's population demographic data (July 1, 2023 estimated U.S. Census Bureau report), in order to identify deficiencies.

Thus far, the department can report that as of December of 2023, we employed a total of 91 sworn law enforcement officers. 92% identified as male and 8% identified as female. Additionally, 74% listed their race/ethnicity as White (as compared to 56% of the City's census population); 7% as Black or African American (as compared to 13% of the city's census population); 18% as Hispanic or Latino (as compared to 21% of the city's census population) and 2% as Asian (as compared to 2% of the City's census population).

While additional steps are undertaken to better understand the specific instances in which representation is lacking in the department, we can see from the data collected thus far that the department's law enforcement staff underrepresents women, Black/African Americans and people of Hispanic/Latino heritage, as compared to the City's population. Accordingly, the department has created the following plan to address those disparities and create a workforce more reflective of our community.

Addressing Underrepresentation:

A. Recruitment Efforts:

The department will develop, sponsor and staff outreach initiatives that promote a permanent and meaningful relationship with community stakeholders. Additionally, the department will target our efforts to attract those groups identified as currently being underrepresented within the department. In order to further our recruitment goals, the department will:

- Distribute informational material to community stakeholders.
- Work with school officials for the distribution of informational material with the student population.
- Attend Career Days at local schools and colleges.
- Make full use of electronic media platforms to provide real time information on job announcements, openings and open competitive examinations conducted by the N.J. Civil Service Commission.
- Request information from the N.J. Civil Service Commission regarding candidates eligible for employment.
- Contact schools approved by the Police Training Commission for information on eligible candidates and to provide recruitment information material.
- Work with the community to identify barriers to underrepresented groups seeking to obtain a law enforcement career.
- Ensure that recruitment materials reflect the department's goal to promote and honor diversity.

B. Candidate Selection Process:

The selection and hiring process is a critical element of creating and maintaining a diverse department workforce. Currently, the Long Branch Police Department is an agency governed by N.J. Civil Service Rules. The selection and hiring process will involve the following phases, which generally occur in successive order:

- Issuance of a certified list of eligible candidates from the N.J. Civil Service Commission. Eligible candidates will be notified and will have 5 days to express their interest in writing to the appointing authority.

- Under alternative measures, candidates who meet the requirements will be exempt from the requirement to take a competitive examination or have their names appear in a N.J. Civil Service Commission list of eligible candidates.
- Interested candidates will be required to complete and submit a department employment application packet.
- A background investigation will be conducted to determine if the candidate meets the minimum requirements.
- The candidate will undergo a formal interview with the department's oral board, which is diversely comprised of 5 department members and/or the Director of Public Safety.
- Candidate will undergo illegal substance testing.
- Candidate will be issued a conditional offer of employment.
- Candidate will undergo medical and psychological examinations.
- Candidate will receive appointment to position and N.J. Civil Service Commission is notified of the new appointment.
- If required, candidate will be enrolled in a P.T.C. approved school, in order to complete a basic course for police officers.

C. Mentoring Program:

For candidates from underrepresented groups that are not selected for employment, or need assistance with meeting the requirements for employment, the department will offer a Mentorship Program. The Mentorship Program will consist of periodic sessions (four per year), aimed at identifying the deficiencies that caused the candidate to not be selected for employment. A group of department members will be selected for the purpose of providing advice and guidance to those candidates interested in participating. Additionally, if the area in which the candidate is deficient relates to physical training, the candidate will be referred to the Monmouth County Police Academy's pre-academy physical training preparation program.

Monitoring Progress:

The Director of Public Safety or designee, will conduct an annual review of the Recruitment and Hiring Plan, which will include, but will not be limited to performing a complete assessment of department sworn law enforcement personnel and applicant demographic data, in order to assess whether our goal to achieve a diverse workforce that reflects the diversity of the population of the City of Long Branch is advancing. The Director of Public Safety or designee, will further evaluate the success of our hiring plan annually, after the submission and publication of our law enforcement demographic data. This evaluation will identify if disparities are reduced and if not, the department will re-evaluate, modify and revise its strategies in order to produce the desired results.