

	<h1>Standard Operating Procedure</h1>		Effective Date: 6/6/2022
			Number: Volume 2 Chapter 22.1
Title: Police Recruitment Strategy			
Issue Date: 6/6/2022	Issuing Authority: Chief Joseph A. Morgan III		
Revision Date: 4/21/2023	Page Numbers: 2,3	Sections:	Approved: Chief Morgan

Purpose:

The Woolwich Township Police Department is committed to provide quality law enforcement services for the Township of Woolwich, Borough of Swedesboro, and Township of South Harrison. It is the goal of the Woolwich Township Police Department is to recruit the most qualified candidates, for openings within the department, that are also diverse and representative of the residential population of the Township.

General:

The Woolwich Township Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance in all facets of the recruitment and hiring process. The Woolwich Township Police Department recruits from a candidate pool open to all residents of the state of New Jersey.

The Woolwich Township Police Department seeks its applicants from several potential applicant pools:

1. When applicable, the Township will conduct an open competitive hiring process to recruit Police Academy Recruits; or
2. When applicable, accept existing PTC certified officers from other law enforcement agencies pursuant to NJSA 40A: 14-180, et seq.; or
3. When applicable, accept alternate route applicants from NJ PTC certified academies.

Woolwich Township is an equal opportunity employer in all facets of the personnel process.

Demographic Data:

The present demographic composition of the population of the Township of Woolwich and sworn law enforcement personnel of the Woolwich Township Police Department are represented in the following report:

Woolwich Township, Borough of Swedesboro, and South Harrison Township						
Based on 2020 Census Data	Residential Population		Total Sworn Officers (Current 4/2023)		Female Sworn Officers (Current 4/2023)	
Race / Ethnicity	#	%	#	%	#	%
American Indian or Alaska Native	36	1.8%	0	0%	0	0%
Asian	647	3.87%	0	0%	0	0%
Black of African American	1,325	9.42%	1	3.23%	0	0%
Hispanic – Any Race	651	6.44%	1	3.23%	0	0%
Native Hawaiian or Pacific Islander	1	0.02%	0	0%	0	0%
White	9,623	71.34%	28	90.31%	1	3.23%
Some Other Race Alone	175	2.43%	0	0%	0	0%
Population of two or more races	795	6.29%	1	3.23%	0	0%
TOTAL	19,969	100%	31	100%	1	3.23%

Under-Represented Group: Is any racial, ethnic, or gender group that has 15% or greater discrepancy from the combined total residential population of Woolwich Township, South Harrison Township, and the Borough of Swedesboro compared to the number of Sworn Police Officers, in the Woolwich Township Police Department.

I. Procedure

A. Recruitment Activities

1. Identify and maintain contact with local minority organizations and social support groups, including, but not limited to, educational, religious, ethnic, racial, and gender-based organizations.

These activities may include, but not be limited to, the following:

- a. Providing recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- b. Attending career fairs in the local and Gloucester County school districts.
- c. Draft, print, and distribute informational brochures, pamphlets, posters and/or other materials which may attract qualified persons to the agency.
- d. Making maximum use of the Woolwich Township Police Department's website and social media platforms to attract qualified candidates to the agency.
- e. Advertise for open positions on PoliceApp.com
- f. When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates or waiver-eligible Class II Special Police Officers.

B. Review, Evaluation and Reporting

1. The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan, to include an annual agency demographic review, to identify whether any substantial disparities exist or have been reduced, and if need be, revise the Recruitment Plan to meet its goals and objectives.
2. NJSA 52:17B-4.10 et seq. and the New Jersey Attorney General Guidelines "Promoting Diversity in Law Enforcement Recruiting and Hiring" requires each law enforcement agency to report certain law enforcement applicant data annually, by January 31st, for the preceding year.

<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>