

MANCHESTER TOWNSHIP POLICE DEPARTMENT RECRUITMENT PLAN

GOALS & OBJECTIVES:

The goal of the Manchester Township Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Manchester Township Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Township through the department's recruiting activities. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. Doing so will help ensure that the agency has a sworn workforce that closely matches the demographic composition of the population with which it services. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Manchester 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 selection process. The Manchester Township Police Department recruits from a candidate pool open to all residents of New Jersey.

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

CURRENT DEMOGRAPHICS:

MANCHESTER TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	37,442	83%	67	90%	3	4%
BLACK or AFRICAN AMERICAN	1,845	4%	2	3%	0	0%
HISPANIC - ANY RACE	3,503	8%	5	7%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	50	<1%	0	0%	0	0%
ASIAN	1,017	2%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	6	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	123	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	1,129	3%	0	0%	0	0%
TOTAL	45,115	100%	74	100%	3	4%

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I. RECRUITMENT ACTIVITIES

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified with the potential to be an asset to the agency. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. This agency and its members will take a proactive role in programs and activities intended to attract qualified people to apply for and take the Entrance Examination. These programs and activities include; but, are not limited to:
 - Establishing and maintaining contacts with community organizations and educational institutions and providing recruitment materials for display and distribution;
 - Participation in career day type programs at educational institutions and other public places and events;
 - Providing recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations; and
 - Posting Entrance Examination announcements on Social Media, the Police Department's and the Township's website and in local newspapers.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the Township.
- D. School Resource Officers play a particularly important role in mentoring local youth, especially towards law enforcement careers. As such, one of their more prominent roles is influencing students towards a career with this agency.
- E. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to:
 - Career opportunities
 - Salaries, benefits, and training
 - State hiring guidelines
 - Community information
 - Cultural diversity
 - Qualification and selection process
 - Physical and academic requirements

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- F. The following information should prove useful when participating in recruitment activities:
- Recruitment/informational brochures
 - Agency organizational chart
 - Current contractual agreements
 - Training catalogs
 - Demographic data
 - Entrance Examination bulletins
 - General employment applications
- G. This agency will distribute Entrance Examination announcement bulletins at police headquarters, the municipal building, schools, and other public places in an effort to encourage qualified individuals to apply.
- H. This agency's recruiting brochure will identify this agency as an equal opportunity employer and will include the following information:
- Basic description of duties
 - Responsibilities
 - Requisite skills
 - Educational level
 - Other minimum qualifications and requirements
- I. Anyone submitting a resume' or inquiry for employment prior to the examination process being announced shall be advised when the Entrance Examination is advertised/announced, and the registration process is scheduled to open.

II. ANNUAL REVIEW, EVALUATION AND REPORTING

- A. The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limited to, performing an annual agency demographic review, determining whether any substantial disparities have been reduced, and if necessary, revising the Recruitment Plan accordingly if the goals and objectives are not met.
- B. N.J.S.A. 52:17B-4.10 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. The data required to be reported is listed in the New Jersey Attorney General Guideline "Promoting Diversity in Law Enforcement Recruiting and Hiring" in Paragraph III.

<https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

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C. The reporting form can be found at:

<https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>

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