



BERLIN TOWNSHIP POLICE

POLICY AND PROCEDURE

TITLE:	Diversity and Recruitment Policy				NEW	REVISED
					X	
ORDER #:	2022-01		INITIAL ISSUE DATE:	02/28/2022	REVISED ISSUE DATE:	
POLICY REVIEW SCHEDULE:	3 MONTHS	6 MONTHS	1 YEARS	2 YEARS	OTHER	
			X			
# OF PAGES:	6	ISSUING AUTHORITY:		OIC LT. RONALD SILVESTRO		
ELECTRONIC DISTRIBUTION:	ALL PERSONNEL		SWORN PERSONNEL		CIVILIAN PERSONNEL	
	X					
PAPER DISTRIBUTION:	POLICY MANAGEMENT SYSTEM		CHIEFS OFFICE		OTHER	
	X		X			
OBLIGATION TO REVIEW POLICY AND SEEK ASSISTANCE AS NEEDED						
It is the policy of the Berlin Township Police Department that all officers and applicable employees will thoroughly review and fully familiarize themselves with the attached policy and will adhere to the procedures as described in this policy. Any employee shall request assisting from their supervisor if they should be in need of further explanation or training regarding this policy.						
CONTINGENCIES AND UNFORESEEN CIRCUMSTANCES						
Officers are occasionally confronted with situation where no written guideline exists and supervisor advice is not readily available. As it would be impossible to address all possible situations with written guidelines, considerable discretion is given to the officer handling the situation.						
Faced with the need to make decisions or take an action where no guidelines exist, officers should rely on their experience and training, and the following resources:						
<ol style="list-style-type: none"> 1. Attorney General guidelines, memorandums, and directives 2. Departmental General Order, Special Orders, and Training Bulletins 3. New Jersey Title 39 and 2C 4. Current Search and Seizure directives 						
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.						

PURPOSE: The purpose of this directive is to provide procedural guidelines concerning the recruitment of diversified personnel by the Berlin Township Police Department.

POLICY: To establish guidelines within the Berlin Township Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated, and who represent the racial, ethnic and gender composition of the community.

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 Berlin Township Chief of Police.

II. Member Involvement

- A. Recruitment team representatives shall consist of employees of the Berlin Township Police Department who present a positive professional image and are effective oral communicators. Such representatives may be supported by the Human Resources Department as needed.
- B. The Police Officers assigned to the recruiting team shall have knowledge concerning: minimum selection qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, community characteristics that make Berlin Township an attractive place to live and work.
- C. The Berlin Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the many diverse communities we serve.
- D. Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.
- E. The Berlin Township Chief of Police shall select and assign a recruitment team for the Police Department.
- F. The Berlin Township Police Lieutenant shall supervise the recruitment team after it is assembled.

III. Recruitment Program

- A. Members of the recruitment team will work with civic organizations, educational Institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The recruitment team members should speak to interested students and supply them with any requested information.
- B. Recruitment team members will make a conscious effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Berlin Township Police Department. Recruitment Team Members will set up displays and potentially pass out recruitment materials at these events. The Berlin Township Police Lieutenant will ensure materials are updated and readily available as well as periodically promote recruitment on community notification systems.
- C. The recruitment program will be evaluated annually to determine if diversity goals are met with revisions to the program made as needed.
- D. The Berlin Township Police Department will advertise on the Township website and also any potential social media official Township Pages.
- E. The Berlin Township Police will also contact the Camden County Police Academy to seek qualified candidates through the Alternate Route Program.

IV. 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 police officer, telecommunicator, etc. Additionally, members may simply be asked, "Are you hiring?" When such general inquiries take place department members shall:
 - a. (Police Officer Positions) Inform the person that the Department is a Title 40 agency and encourage them to contact a Recruitment Team Member so that they may be provided with updated information.
 - b. (Non-Police Officer Positions – Including SLEO, clerk, etc.) – Inform the person that the Township accepts applications for these positions at any time by visiting the Berlin Township Municipal Building. The person shall be provided with a number or email to contact a recruitment team member.
 - 2. During the working hours Monday – Friday between the hours of 9:00AM-5:00PM a person who wishes to submit a completed

employment application shall be directed to submit their application to the Police Record Services Window. If it is after hours, an accepting officer shall take the application and place in the Lieutenant's Mailbox.

B. Employment Inquiries – Advertised Positions

1. There are times where the Township will advertise for certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to either contact the Lieutenant or the Human Resources Department.
2. Any person who wishes to submit a completed application shall be directed to submit their application to the Police Records/Services Department, who is to forward the application to the Lieutenant and retain applications for a period of one year.

C. Application Tracking Process and Email Inquires

All incoming applications and email or social media inquiries regarding any employment shall be processed and handled in accordance with the procedures as set forth in Appendix B unless otherwise directed by the Chief of Police.

V. Training

- A. The Berlin Township Police Lieutenant will provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. All members, especially recruitment team members, shall be familiar with the job duties of a Police Officer

VI. Annual Reporting

- A. The department should annually analyze the demographics of its law enforcement officers and determine if there is a substantial disparity 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. 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. The annual review will assist in determining if the recruitment program goals of identifying underrepresented groups and addressing the underrepresentation are met within an intended time frame.
- B. By January 31st of each year, the agency shall report to the Camden County Prosecutor the following information for the preceding calendar year. The information should not include the names of each individual.

1. The age, gender, race, and ethnicity of the permanent full-time law enforcement officers currently appointed to the agency as of December 31 (or, if that data is unavailable, data from a different date reasonably close to year-end) of the preceding calendar year, and
2. The age, gender, race, sexual orientation (if provided) and ethnicity of applicants for a permanent full-time law enforcement officer position in the preceding calendar year, and
3. The age, gender, race, and ethnicity of applicants appointed to the agency in the preceding calendar year, with transfer applicants listed separately, and
4. The reasons for denying applicants an appointment to the law enforcement agency; and
5. The age, gender, race, and ethnicity of each law enforcement officer eligible for promotion and promoted within the agency in the preceding calendar year, including the position to which the officer was promoted.

C. Demographic data collection. The data collected should follow the below standards. Demographic information should be collected from applicants and promotion candidates in a manner so as to remain separate from the selection process.

1. Race:

- i. American Indian or Alaska Native
- ii. Asian
- iii. Black or African American
- iv. Native Hawaiian or other Pacific Islander
- v. White
- vi. Two or more races
- vii. Other

2. Ethnicity:

- i. Hispanic or Latino
- ii. Not Hispanic or Latino

3. Gender:

- i. Male
- ii. Female
- iii. X or Non- Binary

4. Sexual orientation (for applicant reporting only):

i. Do you identify as LGBTQ+, yes or no?

D. Additional Requirements. The annual reports should also include the agency's summary of the data based on:

1. Whether the agency is governed by civil service rules;

2. A description of the agency's application process, to include when in the hiring process a formal application is submitted, and when appointment occurs if hired.