


RARITAN TOWNSHIP POLICE DEPARTMENT POLICIES AND PROCEDURES					
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SUBJECT: Promoting Diversity in Law Enforcement Recruiting and Hiring					
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BY THE ORDER OF: Chief Alfred C. Payne					
SUPERSEDES ORDER #:					

In accordance with N.J.S.A. 52:17B-4.10 et seq. (the “Act”), the Raritan Township Police Department is herein establishing a recruitment and selection program consistent with the guidelines established by the Attorney General.

Definitions

Applicant – An “applicant”, in a non-CSC (New Jersey Civil Service Commission) jurisdiction, is an individual seeking employment as a law enforcement officer who has submitted a completed employment application/personal history statement as provided by the department, regardless of whether or not the individual has undergone an examination, a background check, or any other prerequisites to employment used by the department.

Appointment – A law enforcement officer is “appointed” by the resolution of the Raritan Township Mayor and Council.

Law Enforcement Agency – Defined in the Act as a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which has by statute or ordinance the responsibility of detecting and enforcing the general criminal laws of this State.

Law Enforcement Officer – Defined in the Act as any person who is employed as a permanent full-time member of an enforcement agency, who is statutorily empowered to act for the detection, investigation, arrest, and conviction of person violating the criminal laws of this State and statutorily required to successfully complete a training course approved, or certified as being substantially equivalent to an approved course, by the Police Training Commission pursuant to P.L.1961, c.56 (C.52:17BB-66 et seq.).

Substantial Disparity – Any demographic group for which there is an “underrepresented” group. Agencies should consider whether reducing the disparity would help achieve the Act’s goal of each agency’s police

force “reflect[ing] the diversity of the population of the community the agency is charged with protecting” and thereby making the police force more effective at promoting public safety.

Establishment of Program

1. Purpose

1.1. The Act expressly requires that the department shall establish a program which shall be referred to as the Recruitment Plan “*in furtherance of the goal of the agency being comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting.*” The department shall make a good faith effort to meet the specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. It is recognized that achieving a truly diverse workforce involves numerous other considerations in addition to race, ethnicity, and gender categories specified in the Act as such in the development of the department goal, may be more comprehensive in scope and final analysis. *Note: “Finally, the Act referred to “minorities,” but these Guidelines will refer to “people of color” when referring to racial and ethnic diversity”. (AG Guideline December 7, 2021)*

2. Setting Goals

2.1. At least annually the department will analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation in comparison to the population of Raritan Township.

2.2. In order to determine an accurate disparity comparative analysis between the department composition in relation to the demographics of the population served, the following resources including, but not limited to, will be utilized:

- a) Demographic data for local populations – searchable by municipality and county – is available at the United States Census Bureau website:
<https://www.census.gov/quickfacts/fact/table/raritantownshiphunterdoncountynewjersey/RHI825219#RHI825219>
- b) **Appendix A** – Annual Diversity Reporting Summary, of current officers, from the previous year.

2.3. Upon review of the above (*section 2.2*), a determination will be made on any disparity that may exist and the actions taken to address such underrepresentation (*see section 2.5*).

2.4. The means of addressing underrepresentation shall not include quotas or any other illegal provisions.

2.5. Addressing of underrepresentation may be accomplished by the below-listed actions, as well as others:

- a) Using recruitment methods that target underrepresented demographic groups, especially local recruitment efforts:

1. This approach may include outreach to law enforcement officer organizations based on race, ethnic group, gender, or religion¹;
 2. Local colleges with significant student diversity;
 3. Minority-serving educational institutions²;
 4. And military veterans.
- b) Such methods may also include ensuring recruitment materials that:
1. Reflect visible diversity;
 2. Are reviewed by a diverse team prior to release; and
 3. Are delivered by a diverse recruiting team.
 4. The diversity of those conducting applicant interviews should also be considered.
- c) Recruiting methods may involve establishing pipeline programs that foster and enhance an interest in law enforcement among diverse youth populations as early as middle school.
- d) Implementing standardized forms in the application process that reduce subjective responses that may impact the hiring of underrepresented groups, and training the recruiting and hiring team on explicit and implicit bias.
- e) Instituting clear criteria for hiring and an oversight process for reviewing hiring decisions. Information on such criteria (*i.e. qualifying and disqualifying*) will be publicly available on hiring announcements and the department website recruitment initiative area(s).
- f) Assessing whether particular hiring eligibility requirements adversely affect any underrepresented group and, if so, reassessing whether the requirement is essential. If the requirement is deemed essential, consider developing appropriate supportive initiatives or alternative paths, such as remedial training or deferral options. *i.e. if background checks consistently disqualify an underrepresented group due to prior financial issues such as bad credit history or bankruptcy, consider whether a mechanism for waiving the requirement in appropriate cases is warranted.*
- g) Assessing what the barriers are to applications by underrepresented groups and devising solutions to overcome those barriers. *i.e. underrepresented groups may not submit applications because the process is online and potential applicants do not have ready access to resources to complete the application. In such a case, the Program might seek to address the problem by using mobile units equipped with computers to allow onsite applications.*
- h) Connecting with community stakeholders for underrepresented groups in order to better understand the factors affecting those groups in the application process.
- i) Provide applicants with services that provide support for resume review as well as assisting current officers seeking promotion.

¹ Such organizations include: Hispanic American Law Enforcement Association, Hispanic Law Enforcement Association of Union County, Muslim American Law Enforcement Association, National Coalition of Latino Officers, National Organization of Black Law Enforcement Executives (NJ Chapter), New Jersey Asian American Law Enforcement Officers Association, New Jersey Latino American Trooper Society, New Jersey Muslim Officers Society, and New Jersey Women in Law Enforcement.

² A list of minority-serving institutions is available at <https://cmsi.gse.rutgers.edu/content/msi-directory>.

- j) Raising awareness about the hiring process through flyers, advertising on social media, and appearing at job fairs and community events, when feasible.

2.6. The time frame intended for accomplishing the program goals will be dependent on authorization to hire and ultimate fulfillment of a vacancy.

- a) Identify and address any eligibility requirements or barriers to the application process, that adversely affect any underrepresented group, prior to the commencement of any recruitment initiative.
- b) Establishing mentorship programs for applicants from underrepresented groups for any potential support will be determined prior to any commencement of any recruitment initiative.

3. **Evaluating the Program,**

3.1. Methods for evaluating the Program shall include whether the goals are achieved, which should include, but are not limited to, performing the above demographic analysis described in *Section 2.2* at least annually, determining whether any substantial disparities have been reduced, and revising the Program goals accordingly.

3.2. Additional contingent measures will be taken if the Program goals are not met under the methods for evaluation implemented pursuant to *Section 3.1*.

4. **Public Posting**

The Program “Recruitment Plan” shall be posted on the department website including a description of the data used to determine the existence of any underrepresentation. Additionally, **Appendix A** - Annual Diversity Reporting Summary shall be posted on the department website.

5. **Monitoring**

The County Prosecutor shall, from time to time, review the results of the Program for each county and municipal law enforcement agency within its jurisdiction, and provide input, feedback, or recommendations to the respective agencies as the Prosecutor deems appropriate. The County Prosecutor shall report an annual summary of each agency Program within its jurisdiction for the preceding calendar year to the Attorney General by the last day of February. The Attorney General shall, from time to time, review the results of the Program for each State law enforcement agency, and provide input, feedback, or recommendations to the respective agencies as the Attorney General deems appropriate.

6. **Annual Reporting**

By January 31st of each year, the department shall report to the Hunterdon County Prosecutor (who will in turn gather and transmit the information to the Attorney General) the following information for the preceding calendar year. *The information should not include the names of each individual.*

The department shall utilize **Appendix A** – Annual Diversity Reporting Summary, for the agency reporting form.

- a) The age, gender, race, and ethnicity of the law enforcement officers currently appointed to the department as of December 31 (or, if that date is unavailable, data from a different date reasonably close to year-end) of the preceding calendar year;

- b) The age, gender race, sexual orientation (if provided),³ and ethnicity of applicants for a law enforcement officer position in the preceding calendar year;
- c) The reasons for denying applicants an appointment to the department (*Appendix A contains a list of denial reasons*); and
- d) 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.

7. **Demographic data collection**

The data collected should follow the below standards, as reflected in *Appendix A* (which may be updated in the future). Demographic information should be collected from applicants and promotion candidates on a distinct form from any application so as to remain separate from the selection process.

- a) 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
- b) Ethnicity:
 - i. Hispanic or Latino
 - ii. Not Hispanic or Latino
- c) Gender:
 - i. Female
 - ii. Male
 - iii. X or Non-Binary
- d) Sexual orientation (for applicant reporting only):
 - i. Do you identify as LGBTQ+, yes or no?

8. **Additional Requirements**

The annual reports described in *Section 6* should also include the department’s summary of the data based on the below prompts that are also included in *Appendix A*:

- a) Whether the Agency is governed by civil service rules;
- b) 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;
- c) A description of the data used to determine any underrepresentation;

³ As with all demographic reporting categories, applicants cannot be required to provide sexual orientation. The sexual orientation reporting category applies only to applicants, not current officers.

- d) A detailed assessment as to whether representation has improved for any previously identified underrepresented groups;
- e) Any new or modified Program goals to be implemented in the upcoming year.

9. **Publishing**

The data collected pursuant to *Section 6* shall be published in the respective annual report of the department.

- a) The department shall update the description of its Program on the agency's official website accordingly, at least after each annual reporting.
- b) The Attorney General will gather the information provided under Section III and assemble it into an annual report to be issued to the Governor, the President of the Senate, and the Speaker of the General Assembly, and to be posted on the official Internet website of the Department of Law and Public Safety by April 30 of each year. The Attorney General's annual report will distinguish between jurisdictions governed by Civil Service rules and those that are not.