



OCEANPORT POLICE DEPARTMENT

OPERATING DIRECTIVE

SUBJECT:

PROMOTING DIVERISTY IN LAW ENFORCEMENT RECRUITING AND HIRING

<i>NUMBER:</i>	<i>TYPE:</i>	<i>ISSUED:</i>	<i>EFFECTIVE:</i>	<i>DISTRIBUTION:</i>	<i>CANCELS:</i>
OPD-149	Directive	4-20-2024	4-20-2024	All	
<i>REVISIONS:</i>					
<i>DATE:</i>	<i>SECTION:</i>	<i>APPROVED BY:</i>	<i>DATE:</i>	<i>SECTION:</i>	<i>APPROVED BY:</i>
		Chief of Police			

I. POLICY:

It is the policy of the Oceanport Police Department to strive for a workforce that reflects the diversity of the Borough of Oceanport.

II. PURPOSE:

The purpose of this procedure is to ensure our agency is making every effort to have a workforce who reflect the diversity of the population of the Borough of Oceanport.

III. DEFINITIONS:

Applicant: An “applicant” is an individual who has applied for employment as a law enforcement officer with our agency, regardless of whether the individual has undergone an examination, a background check, or any other prerequisites to employment used by our agency.

Law enforcement agency: 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: 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 persons 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.52:17B-66 et seq.).

IV. PROCEDURE:

A. Establishing a program

1. The goal of the program is to ensure our agency is comprised of law enforcement officers who reflect the diversity of the population of the Borough of Oceanport. Our 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.

2. Our agency will be responsible for establishing its own specific program goals. The program goals will be set based on the outcome of our agencies annual recruitment report which will be completed by the Chief of Police or his/her Designee by January 31st of each year. Our agency will 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 Borough of Oceanport based on the most recent US Census data.
3. The program goals will be outlined in our Annual Recruitment Program (Appendix A) which will be posted on our department website.

B. Addressing underrepresentation

1. Addressing the identified underrepresentation which is detailed in the program goals will be outlined in the Action Plan of the Annual Recruitment Program (Appendix A). The means of addressing underrepresentation shall not include quotas or any other legally impermissible provisions.

C. Methods of Evaluation

1. Each year the Oceanport Police Department will evaluate whether the goals of the recruitment program are achieved by reviewing the Annual Recruitment Report. If the report reveals that any substantial disparities have been reduced or increased our agency will revise the program goals accordingly. The Police Administration will recommend new recruitment program goals annually based on the results of the previous year and forward them to the Chief of Police for approval.

D. Public Posting

1. The program, including a description of the data used to determine the existence of any underrepresentation, shall be posted on our department website.

E. Annual Reporting

1. By January 31st of each year, the chief of Police, or his/her Designee, will complete the annual recruitment report and forward the report to the Monmouth County Prosecutor's Office.
2. The data collected for the annual recruitment report shall be published in the Oceanport Police Departments Annual Report.
 - a. The Oceanport Police Department Recruitment Program shall be updated annually to reflect the findings of the Annual Recruitment Report.

<p>Michael P. Kelly <i>Chief of Police</i></p> <p>Michael S. Chenoweth <i>Captain</i></p> <p>Michael R. Fagliarone <i>Lieutenant</i></p>	<p>BOROUGH OF OCEANPORT</p>  <p>POLICE DEPARTMENT</p> <p>930 OCEANPORT WAY, OCEANPORT, NEW JERSEY 07757</p>	<p>732.222.6300 <i>Main</i></p> <p>732.222.6301 ext 3015 <i>Records</i></p> <p>732.222.0945 <i>Fax</i></p>
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OCEANPORT POLICE DEPARTMENT RECRUITMENT PLAN 2024

GOALS AND OBJECTIVES

The goal of the Oceanport Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Oceanport Police Department. Recognizing that objective is inclusive of achieving racial and gender composition that is comparable to the gender and racial diversity of the municipality that we serve. Our recruiting activities are in accordance with that goal. The Oceanport Police Department recruitment efforts will be in good faith to meet these stated goals and to recruit a diverse workforce in terms of color, gender, and ethnicity. These goals and objectives will be cultivated through various recruitment activities that will be enumerated in the Oceanport Police Department Recruitment Activities Plan 2023.

ACKNOWLEDGEMENT

The Oceanport Police Department is subject to and responsible for the provisions of the New Jersey Statutes Annotated 40: A14-118, et seq. and the municipal ordinance in all facets of the recruitment and the selection process. The Chief of Police is responsible to enact and adhere to the Recruitment Plan

The Oceanport Police Department is an equal opportunity employer in all facets of our personnel process.

ANNUAL REVIEW EVALUATION AND REPORTING REQUIREMENTS

The Chief of Police, or his designee, will conduct an annual review of the Recruitment Plan and shall include, but not limited to, an annual agency demographic review, to determine in good faith if any disparities exist, if they have been addressed and if there is a need to revise, or redress the Annual Oceanport Police Department Recruitment Plan.

N.J.S.A. 52:17B-410 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. That data required to be reported is listed in the New Jersey Attorney Generals Guidelines “Promoting Diversity in Law Enforcement Recruiting and Hiring” Paragraph III.

APPENDIX A

OCEANPORT POLICE DEPARTMENT OFFICER DEMOGRAPHICS INFORMATION

Data from 2020 Census	POPULATION 6,150 52.4% Female	Current Sworn Male officers 14	Current Sworn Female officers 1
Race/Ethnicity	%	%	%
White	91.1	93.3	100
Black	0.6	6.6	0
Native American	0.0	0.0	0
Asian	3.9	0.0	0
Pacific Islander	0.0	0.0	0
Hispanic	4.9	0.0	0

RECRUITMENT ACTIVITIES

Activity #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.

Activities include, but are not limited to:

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of the students formal education.
- Attend Career Days at local schools and community colleges. Through job fares, such as the annual outreach event held by the Monmouth County Chiefs of Police at Brookdale Community College or Monmouth University, and community and faith-based events, we will further our recruitment efforts within, and outside our Oceanport community.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the Oceanport Police Department.
- Post information on our social media sites.

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- Make maximum use of the Oceanport Police Department Website and social media to attract qualified candidates.

Activity #2: Advertise on Policeapp.com, the Oceanport Police Department’s Facebook page and other social media platforms, as well as any other appropriate media market, for candidates meeting eligibility requirements.

Activity #3: When applicable, contact the State of New Jersey Civil Service Commission and obtain the “Rice list” of eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

- Conducting interviews with eligible laid off officers to employ such officers as to meet the agency’s recruiting goals.

Activity #4: When applicable contact the county police academy and post vacancy or position announcements for current active police officer’s and Alternate Route candidates.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey
- Intergovernmental Transfer Program website.

Activity #5: Advertise in local media markets and veteran’s associations for candidates meeting the Oceanport Police Department’s minimal eligibility requirements.

OCEANPORT POLICE DPEARTMENT RECRUITMENT PROCESS

The hiring process will involve the following phases which occur in successive order: Written Examination and Physical Agility Test (County Chiefs of Police Annual Written Exam list and Monmouth County Physical Agility Test), Interview, Conditional Offer of Employment, Background Investigation (including Medical and Psychological Examinations), and Formal Offer of Employment.

Candidate List

- Applicants who successfully pass the written examination will be placed on a candidate list. Notifications of written examination results will be made to all applicants via [the Policeapp.com](http://Policeapp.com).

Interview

- The eligibility list established after the Written Examination and Physical Agility Testing will be used to select candidates for a formal interview. The nature and duration of the interview will be determined by the Chief of Police and the Oceanport Police Command Staff. Candidates will be notified of their respective interviews via the Police Administration and/or PoliceApp.com.

Conditional Offer of Employment/Background Investigation

- After the interview process, and at the discretion of the Chief of Police, a candidate may be given a conditional offer of employment. At that point, the candidate will be required to complete a background employment application which will be routed to the Detective Bureau for a thorough background investigation. The candidate will also undergo an extensive Medical and Psychological Examination, under the direction of the assigned medical doctor and Psychological Services.

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