

HAMILTON POLICE DIVISION RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Hamilton Police Division's Recruitment Plan is to attract qualified individuals to pursue a career with the Hamilton Police Division. The objective is to achieve an overall racial and gender composition of the Division in comparison to the service population of the Township through the Divisions recruiting activities. This Division will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Hamilton Police Division is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.

Hamilton Township has a residency preference in all hiring matters. Applicants must be a bona fide resident of Hamilton Township at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. Once Hamilton Township residents have been exhausted from the Civil Service Certification List, Mercer County residents are then provided with preference. If the Mercer County list is exhausted, applications will be open to residents of the State of New Jersey.

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

The Chief of Police is responsible for the administration of the Recruitment Plan.

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CURRENT DEMOGRAPHICS:

The demographics composition of the service area and the Division are represented in the following table:

HAMILTON TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	55,199	60%	158	92%	8	5%
BLACK or AFRICAN AMERICAN	11,724	13%	5	3%	1	1%
HISPANIC - ANY RACE	18,279	20%	6	4%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	67	<1%	0	0%	0	0%
ASIAN	4,121	4%	2	1%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	14	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	348	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	2,545	3%	0	0%	0	0%
TOTAL	92,297	100%	171	100%	9	5%

RECRUITMENT ACTIVITIES:

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 Division following completion of their formal education.
- Attend Career Days at local schools, universities and colleges.

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- Draft, print, and distribute informational brochures that may attract qualified candidates to the Division.
- Make use of the Hamilton Township Website and the Police Division Facebook page to attract qualified candidates to the Division through posting of CSC testing information, test dates and eligibility requirements.

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

Activities include, but are not limited to:

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

Make use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

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

ANNUAL REVIEW, EVALUATION AND REPORTING

- 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 Division demographic review, determining whether any substantial disparities have been reduced, and if need be, revising the Recruitment Plan accordingly if the goals and objectives are not met.
- 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>

- The reporting form can be found at:

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