

NUTLEY POLICE DEPARTMENT RECRUITMENT PLAN

GOAL AND OBJECTIVES:

The goal of the Nutley Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Nutley Police Department. The objective is to achieve an overall racial and gender composition of the police department in comparison to the service population of the Township through the departments 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. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Township of Nutley 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.

The Township of Nutley has a residency preference. Applicants for a competitive exam must be a bona fide resident of Nutley at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Nutley residents have been exhausted from the Civil Service Certification List, Essex County residents are then provided with preference. If the Essex County list is exhausted, applications will be open to residents of the State of New Jersey.

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

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

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CURRENT DEMOGRAPHICS:

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

TOWNSHIP OF NUTLEY						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	18,864	63%	63	89%	4	6%
BLACK or AFRICAN AMERICAN	928	3%	1	1%	0	0%
HISPANIC - ANY RACE	5,858	19%	6	8%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	38	<1%	0	0%	0	0%
ASIAN	3,518	12%	1	1%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	13	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	178	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	746	2%	0	0%	0	0%
TOTAL	30,143	100%	71	100%	4	6%

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RECRUITMENT PROCESS:

Process #1:

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.

Process #2: Make maximum 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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Township of Nutley website to attract qualified candidates to the agency.

Prior to an open competitive test is to be announced:

Process #3: Contact our local organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations.

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to address high school students to interest them in a career with the agency following completion of their formal education and encourage them to complete the Civil Service Examination.
- Attend Career Days at local schools and community colleges and the Nutley High School “Introduction to Criminal Justice” classes.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Township of Nutley websites to attract and encourage qualified candidates to take the Civil Service Examination.

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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 agency 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 (“Act”), each law enforcement agency in New Jersey is required to establish a program designed to ensure every agency is “comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting”. Under the “Act”, the Nutley Police Department must report certain law enforcement application data annually by January 31st of the preceding year.

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