



**For Internal Department Use Only**

4 	<h2 style="margin: 0;">Ewing Police Department General Order</h2>		Issued Date: <b>10-12-2006</b>
	Title: <b>Recruitment and Selection</b>		Order Number: <b>0</b>
	Section: <b>8</b>		Effective Date: <b>10-12-2006</b>
Issuing Authority:  Albert F. Rhodes, Chief of Police			Accreditation Standard:
References New Jersey Attorney General Use of Force Policy			
Revision Date <b>3-24-2022</b>	Number of Pages <b>8</b>	Distribution <b>B</b>	Supersedes

**I. Purpose**

The purpose of this general order is to establish policy and procedures regarding the process used in the selection of individuals to fill full time sworn positions within the police department. It will be the goal of the Ewing Township Police Department to attract and encourage qualified individuals/candidates to pursue a career with the Ewing Township Police Department. The department will also place a special emphasis on recruiting any demographic group for which there is a substantial disparity between the citizens of Ewing and the makeup of the police department.

**II. Policy**

The Ewing Police Department is governed by civil service statutes and regulations, specifically N.J.S.A. 11A:1-1 et seq. and N.J.S.A. 4A: 1-1.1 et seq. The Ewing Police Department recruits from a candidate pool open to all residents of Ewing Township in accordance with civil service statutes. Ewing Township is an equal opportunity employer in all facets of the personnel process. It will be the policy of the department to identify and employ the best candidates available to fill full time sworn positions. The selection process utilized by the department will consist of those elements that have been documented as bearing validity through job relatedness, utility through usefulness, and a minimum adverse impact through fairness. The application of these concepts in the selection process will result in the appointment of individuals who possess the skills, knowledge, and abilities necessary to ensure that the department will remain an effective, professional, and respected law enforcement agency.

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### III. Procedure

#### A. Administration

1. The Chief of Police will be responsible for ensuring the administration of the selection process. All phases of the process handled by the Ewing Police Department shall be administered, scored, evaluated, and interpreted in a uniform manner and the operational elements of the selection process shall be identical for all candidates.
2. The Chief of Police will be responsible for securing all materials used in rating candidates. Access will be limited only to command level personnel or personnel directly involved in the rating process.
3. The Chief of Police will also be responsible for insuring that all records for candidates, those appointed, as well as those not appointed, are secured in compliance with current NJ Civil Service rules and regulations, and applicable state and federal laws.

#### B. NJ Civil Service Eligibility List

When preparing to fill a vacancy, the Chief of Police, adhering to the strict New Jersey Civil Service Commission rules, will request the most current eligibility list. The list is compiled by the NJCSC and lists the names of those candidates who received passing scores on the standardized written examination for entry-level police officers. These candidates must also be township residents as dictated by ordinance. Those with the highest qualifying scores (veteran's preference taken into account) are listed first and the list continues in descending order. The department will use this list as a starting point for the selection process

#### C. Intergovernmental Transfer Program

1. Entry level positions only with no seniority carry over.
2. If employment is offered, all transfer forms shall be completed following NJ Civil Service guidelines.

#### D. Accepting Applications

1. Utilizing Civil Service rules, the Chief of Police will determine the number of eligible candidates from applications that will be accepted based on the number of positions available. Applicants will be advised of the following:
  - a) Elements of the selection process may include (not necessarily in order)
    - (1) Background Investigation
    - (2) Drug Screening
    - (3) Oral Review Boards

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- (4) Medical Examination
- (5) Psychological Examination
- (6) Physical Qualification Test
- b) Number of openings and expected duration of the selection process.
- c) Reapplication procedures for candidates not selected
  - (1) Candidates who are not selected may remain on the eligibility list for the life of the list if they are not removed for cause.
  - (2) Acceptance of subsequent applications will depend on the candidate's position on the list.
- 2. A review of the application will be conducted by the Chief of Police, or his designee and /or the Training Bureau Supervisor. A candidate may be rejected for any omission or deficiency in the application, whether by intention or unintentional.
- 3. Officers trained in gathering information and conducting investigations will normally be assigned to conduct applicant background investigations. They will also serve as the applicant's point of contact and liaison with the department throughout the selection process.
- 4. A conditional offer of employment is extended, if appropriate, prior to any medical or psychological testing.

### E. Background Investigation

- 1. Background investigations will be conducted on all applicants. The investigation will include but may not be limited to the following:
  - a) Age: Verify date and place of birth
  - b) Citizenship: Verify citizenship or alien status
  - c) Residency
    - (1) Verify past and current residence
    - (2) Interview roommates, neighbors, landlords, etc.
  - d) Education: Contact schools attended for personal information and transcripts
  - e) Employment: Contact employers to verify employment and obtain performance evaluations and comments regarding work habits
  - f) Military Service
    - (1) Verify dates of service

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- (2) Confirm date and type of discharge
- g) Criminal History: Local, state, and federal records checks, SBI and FBI fingerprint checks, NJ Central Drug Registry and Domestic Violence Registry.
- h) Driver history records
- i) Credit history
  - (1) Financial status
  - (2) Status of all open and closed accounts
  - (3) Indebtedness
- j) Personal references
  - (1) Interview family members to include, spouse, parents, etc.
  - (2) Interview at least three personal references provided by applicant
  - (3) Interview others such as friends and co-workers
- 2. Background investigations for other positions within the department will be conducted in accordance with the general orders specific to those positions.
- 3. Background investigations will be maintained as follows:
  - a) Candidates appointed: Retained as part of personnel file for duration of service. Disposed of six years after separation.
  - b) Candidates not appointed: Retained for a period of at least three years.

### F. Drug screening

- 1. All applicants will be required to undergo drug screening by submitting a urine sample for analysis by the NJ State Medical Examiner's Office. All samples will be collected in compliance with procedures established by that office.
- 2. Applicants will be provided with a written explanation of the screening, the penalties of positive results, and the appeals process.

### G. Oral review boards

- 1. The Oral review board will generally consist of command level personnel; but could include other officers at the Chief's discretion.
- 2. The oral review board will review the background investigation packet completed by the Training Bureau and may request additional information to the individual candidate's pre-service history.

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3. Each applicant will be asked the same series of general non-police related questions, approved by the Chief of Police, designed to reveal traits such as integrity, resourcefulness, tolerance, adaptability, decision making process, and verbal communication skills. Additional questions may be asked based on each candidate's background information.
4. The oral review board will rate applicants based on responses to questions.

### **H. Medical examination**

1. Conducted by physician of the department's choice at the department's expense.
2. Medical examination records will be maintained as follows:
  - a) Candidates appointed- retained as part of personnel file for duration of service and disposed of in accordance with the New Jersey Municipal Agencies General Records Retention Schedule.
  - b) Candidates not appointed- retained and disposed of in accordance with the New Jersey Municipal Agencies General Records Retention Schedule.

### **I. Psychological examination**

1. Conducted by a qualified professional of the department's choice at the department's expense.
2. Psychological examination records will be maintained as follows:
  - a) Candidates appointed- retained as part of personnel file for duration of service and disposed of in accordance with the New Jersey Municipal Agencies General Records Retention Schedule.
  - b) Candidates not appointed- retained and disposed of in accordance with the New Jersey Municipal Agencies General Records Retention Schedule.

### **J. Notification of applicants**

Applicants, those selected, as well as those not selected for appointment, will be contacted by either the background investigator or the Chief of Police, and informed of the results of the selection process. This contact will be made within ten days of the completion of the selection process.

### **K. Probationary period**

1. Applicants selected for appointment will be probationary employees in accordance with the law for a minimum of twelve months following completion of the police academy. Probationary employees may be

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removed from office at any time during their probationary period at the discretion of the appointing authority.

2. Applicants selected for appointment will be hired prior to the start of the police academy. The length of time, prior to the police academy, will be determined by the Chief of Police.
3. Applicants will be sworn in by the township clerk the day of their appointment. A formal ceremonial swearing-in may be set when appropriate.
4. Applicants will be issued one shirt badge and one hat badge prior to the start of the academy. Badges are issued by number in ascending order and are not reissued. Applicants will be issued no weapons until deemed appropriate by an approved police academy. Applicants may, however, be given a familiarization in-service class on the duty weapon, as deemed necessary by the Chief of Police.

### **L. Recruitment**

1. The ultimate goal of recruitment is to attract a diverse pool of the most qualified applicants to ensure the department reflects the demographic makeup of the township.
2. Attempts shall be made to fill positions with qualified applicants of any substantially underrepresented groups within the police department. There shall be no quotas or any other illegal means of addressing underrepresentation.
3. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel have the potential to be an asset to the department. The Chief of Police is responsible for the administration of the Recruitment Plan.
4. This agency will take a proactive role in programs intended to attract qualified people to apply for and take the New Jersey Civil Service Entry Level Law Enforcement Examination (LEE). These programs include but are not limited to:
  - a) Establishing and maintaining contacts with community organizations and educational institutions and providing recruitment materials for display and distribution;
  - b) Participation in career day type programs at educational institutions and other public places and events;
  - c) Police Internship and Ride-Along Programs. Citizen police academies, youth police academies, and other community outreach programs;
  - d) Posting LEE announcements on the Police Department's and Township's websites and local media.

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5. Particular attention should be paid to attracting candidates proportionately to the racial, ethnic, and gender composition of the available workforce in the township.
6. Interactions among police officers and students play a particularly important role in mentoring local youth, especially towards law enforcement careers. As such, one of an officer's more prominent roles is influencing students towards a career with this agency.
7. Personnel selected to recruitment activities should be of a diverse recruitment team. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to:
  - a) Career opportunities
  - b) Salaries, benefits, and training
  - c) Civil Service hiring guidelines
  - d) Community information
  - e) Cultural diversity
  - f) Qualification and selection process
  - g) Physical and academic requirements
8. The following information should prove useful when participating in recruitment activities. All information should be reviewed by a diverse team prior to release:
  - a) Online recruitment information & community outreach events and brochures that reflect visible diversity within the police department
  - b) Agency organizational chart
  - c) Current collective bargaining agreements
  - d) Demographic data
  - e) Entrance examination bulletins
  - f) Information on entry level exam preparation
9. This agency will distribute Civil Service Commission announcement bulletins at police headquarters, the municipal building, schools, and other public places in an effort to encourage qualified individuals to take the LEE. This information will also be posted and regularly refreshed on the agency's website and social media platforms.
10. This agency's recruiting brochure will identify this agency as an equal opportunity employer and will include the following information:
  - a) Hiring process
  - b) Starting salary and pay scale of police officer

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- c) Information on how to apply for the Civil Service exam
- d) Mandatory qualifications for appointment
- e) Availability of test preparation courses (the agency will not endorse any particular course)
- f) List of specialized units
- g) General information on the agency

11. Anyone submitting a resume or inquiry for employment prior to or after the closing date of the Civil Service examination process shall be advised of how the Civil Service examination process works. Those individuals will be given as much information as possible so that they can apply for the next examination.

### M. Review and Evaluation

1. The Chief of Police or designee shall conduct an analysis of the Recruitment Plan annually. The following data shall minimally be reviewed:
  - a) Number of recruiting events attended
  - b) Number of hits on the employment/recruiting page on the agency website and social media accounts (if available)
  - c) Progress towards objectives/goals
  - d) Perform an annual demographic analysis to see if the program needs to be modified to address any substantial disparities in underrepresented groups.

### N. Annual reporting

1. By January 31<sup>st</sup> of each year, this agency shall furnish data to the Mercer County Prosecutor's Office as part of the annual reporting requirement as directed in the New Jersey Attorney General Guideline on Promoting Diversity in Law Enforcement Recruiting and Hiring. This data will be furnished by a member of the Professional Standards Bureau.



Break Down of Ewing Police Department Sworn Personnel by Race and Gender  
as Of February 8, 2022

	TOTAL	MALE		FEMALE		WHITE		BLACK		HISPANIC		NHOPI		ASIAN		AIAN		TWO OR MORE	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
<b># of Sworn Officers</b>	75	65	86.7%	10	13.3%	55	73.3%	9	12.0%	8	10.7%	0	0.0%	2	2.7%	0	0.0%	1	1.3%
<b>2021 Ewing Census Data</b>	37,402	18,327	49%	19,075	51%	22,441	60%	11,220	30%	2,805	7.50%	0	0%	1,907	5.10%	75	0.20%	1,234	3.30%