

BELLMAWR POLICE DEPARTMENT

POLICY AND PROCEDURE MANUAL

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SUBJECT: Recruitment & Career Opportunities			AUTHORITY: Chief William Walsh
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PURPOSE: The purpose of this policy is to provide procedural guidelines concerning the recruitment of diversified personnel by the Bellmawr Police Department.

POLICY: To establish guidelines within the Bellmawr Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated, and who represent the racial, ethnic and gender composition of the community.

PROCEDURE:

I. Responsibility

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. But the Police Department will assign an officer(s) to be the designated Recruitment Officer(s) for the Bellmawr Police Department.

II. Member Involvement

- A. The recruitment officer shall be a sworn officer of the Bellmawr Police Department who presents a positive professional image and is an effective oral communicator.
- B. The Police Officer assigned shall have knowledge concerning: minimum selection qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures.
- C. The Bellmawr Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds in order to develop a work force reflective of the diverse community we serve.

- D. Officers should exhibit positive motivation, work ethic, and support Police Department policies, goals, and objectives.

III. Recruitment Program

- A. The recruitment officer will work with civic organizations, educational Institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The recruitment officer should speak to interested students and supply them with any requested information.
- B. The Bellmawr Police Department will also utilize the Alternate Route Program from both the Camden County and Gloucester County Police Academies to interview individuals that are available for current vacant positions. As their process includes many diverse individuals from the colleges.
- C. Recruitment officers will periodically visit colleges and other sources of qualified candidates for the purpose of recruiting quality applicants to the Bellmawr Police Department.

IV. Employment Inquiries and Applications

- A. General Employment Inquiries
 - 1. Members of the department may likely be asked about how to become a police officer, special police officer, members may simply be asked, "Are you hiring?" When such general inquiries take place department members shall:
 - a. Police Officer and SLEO II Positions, inform the person that the department accepts resumes and encourage them to contact the Recruitment Officer for further information. The resumes are kept on file for two years.
 - b. During the working hours Monday – Friday between the hours of 8:30 AM-4:00 PM a person who wishes to submit a resume can drop off same at the Police Records Office or they can email the resume to the Chief of Police at police@bellmawr.com
 - c. When the Police Department has the need to hire an officer the individuals that submitted resumes will be contacted and notified of the opening and told how to obtain an application if they wish to be included in the hiring process.

- d. The Police Department utilizing SLEO II officers to supplement patrols and other activities. During their working hours they are monitored, mentored and evaluated for possible selection to be promoted to a Basic Police Officer within the department.

B. Employment Inquiries – Advertised Positions

- 1. There are times where the Borough will advertise for certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to contact the Police Records Office.

V. Training

- A. The recruitment officer will be provided periodic training on the application process, recruitment function, department programs, and appropriate recruitment materials.

VI. Annual Reporting

- A. The department should annually 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 jurisdiction served by the agency. Any demographic group for which there is a substantial disparity, in terms of less representation on the police force, should be considered an “underrepresented” group. The annual review will assist in determining if the recruitment program goals of identifying underrepresented groups and addressing the underrepresentation are met within an intended time frame.
- B. By January 31st of each year, the agency shall report to the NJ Attorney General’s Office and Camden County Prosecutor the Annual Diversity Report created by the NJ Attorney General’s Office the information for the preceding calendar year. The information should not include the names of each individual.