	<b><i>Spring Lake Police Department</i></b>	
	Volume: <b>I</b>	Chapter: <b>IV</b>
	Description: <b>Recruitment Program</b>	# of Pages: <b>3</b>
Issuing Authority: <b>Chief Edward M. Kerr, Jr.</b>		Effective Date:

## **SPRING LAKE POLICE DEPARTMENT 2024 RECRUITMENT PROGRAM**

The primary goal of the Spring Lake Police Department recruitment activities will be to attract qualified candidates for employment that will enable the department to work toward its long-range goal of employing a sworn workforce that reflects the diversity of the population of the community the agency is charged with protecting and serving, thereby making the police force more effective at promoting public safety. The standard for determining minority representation is based upon the most recent 2020 census data.

The next Entry Exam date has not been announced.

### **OBJECTIVES**

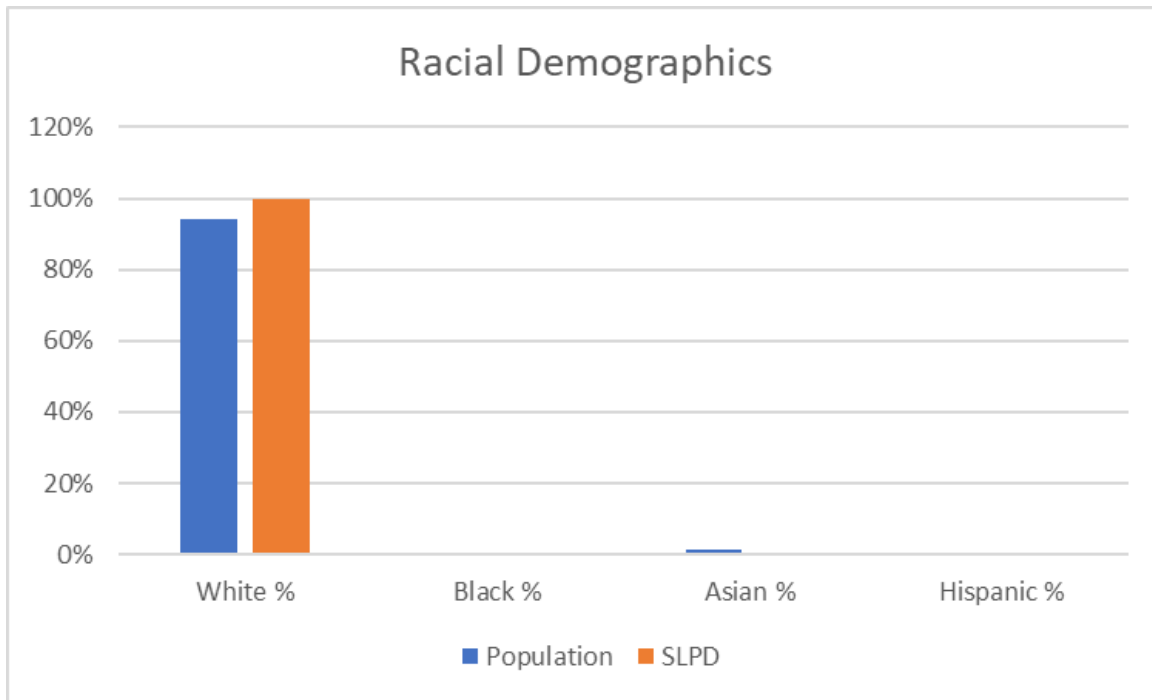
Recruitment activities will be a department-wide responsibility and will occur year-round. All members of the agency play a crucial role in this especially important function and will have knowledge of the application process as well as the then current Recruitment Plan.

The Administration of this Agency is tasked with putting a plan together to coordinate and document all of the agency's recruitment activities for the upcoming hiring process. On an annual basis, the Chief of Police or designee will conduct a written annual analysis and review of the Recruitment Plan to determine if the goals and objectives are being met and if not, what adjustments will be made.

The 2023 Annual Recruitment Plan Analysis, which was completed in January 2024, determined that currently the workforce reflects the diversity of the Borough. Since the completion of the 2022 Recruitment Analysis, the South Brunswick Police Department has hired no full-time police officers.



## 2023 RACIAL DEMOGRAPHICS



## ACTION PLAN

Any and all job announcements shall include that the Spring Lake Police Department is committed to Equal Opportunity Employment.

The Administration of the department shall ensure that the following steps are taken in the recruitment of officers throughout the State of New Jersey:

1. Distribute the job announcement to all active New Jersey Police Academies.
2. Distribute the job announcement to members of the New Jersey Chiefs of Police Association and the County Chiefs of Police Association.
3. Distribute the job announcement through PoliceApp.com.
4. Post the job announcement on the Department’s website and social media platforms.
5. Forward the job announcement to ethnic and gender-based special interest groups and organizations, such as the NAACP, National Center for Women in Policing, The New Jersey Women in Law Enforcement, the National Organization of Black Law Enforcement

**VOLUME I – Law Enforcement Role & Authority**  
**Chapter III – Recruitment & Selection**  
**Vol. I, Ch. III**



Executives, The National Coalition of Latino Officers, and the Committee for Multi-Cultural Understanding.

6. Forward the job announcement to the different civic and community groups within Spring Lake Borough.
7. Forward the job announcement to area colleges and universities that have areas of studies and programs in criminal justice and criminal law as well as sociology.
8. Attend local career fairs and distribute recruitment-related material. An effort shall be made to select officers who reflect the identified underrepresented groups, should those officers be interested in recruitment activities.
9. Recruitment banner to be displayed publically in different locations throughout town and at recruitment events. The locations selected for advertisement should be those that experience high traffic. In addition to other objectives, the banner will highlight the existing diversity within our sworn law enforcement ranks.
10. Coordinate with local military bases to arrange for recruitment activities via the Transition Assistance Program.

The intended time frame for accomplishing goals and objectives will be ongoing.

**SPRING LAKE BOROUGH POLICE**  
**DEPARTMENT**  
**RECRUITMENT PROCESS**

The hiring process will involve the following phases which occur in successive order: Written Examination (including the establishment of the Candidate List), 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 Support Services Division and/or Policeapp.com.

**Interview**

## **VOLUME I – Law Enforcement Role & Authority**

### **Chapter III – Recruitment & Selection**

#### **Vol. I, Ch. III**



The eligibility list established after the Written Examination will be used to select candidates for a formal interview. The nature and duration of the interview will be determined by Chief Edward M. Kerr, Jr. Candidates will be notified of their respective interviews via a member of the Administration of the Department, and/or PoliceApp.com.

#### **Conditional Offer of Employment/Background Investigation**

After the interview process, and at the discretion of 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 Investigations Division for a thorough background investigation. The candidate will also undergo an extensive Medical and Psychological Examination, under the direction of the Borough Doctor.

#### **Formal Offer of Employment**

Upon successful completion of the background check and health examinations, the candidate can be given a formal offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will be scheduled to be sworn in as a police officer, and he/she will be referred to the Administration of the Department for new officer orientation and enrolled in the next available Recruit Class at the Monmouth County Police Academy.