

HOPATCONG BOROUGH POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Hopatcong Borough Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Hopatcong Borough Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough 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 Hopatcong Borough Police Department 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.

Hopatcong Borough has a residency preference in all hiring matters. Applicants must be a bona fide resident of Hopatcong Borough at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test. Once Hopatcong Borough residents have been exhausted from the Civil Service Certification List, Sussex County residents are then provided with preference. If the Sussex County list is exhausted, applications will be open to residents of the State of New Jersey. The Chief of Police is responsible for the Recruitment Plan.

The Borough of Hopatcong is an equal opportunity employer in all facets of the personnel process.

The Borough of Hopatcong has adopted the provisions of N.J.S.A.11A:4-1.3 which allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. There is no Borough residency requirement.

Currently employed law enforcement officers, from a Civil Service agency, are only eligible for hire utilizing the Civil Service Intergovernmental Transfer program. Currently employed law enforcement officers, from a non-Civil Service agency, are not eligible for hire under the provisions of N.J.S.A.11A:4-1.3.

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CURRENT DEMOGRAPHICS:

HOPATCONG BOROUGH						
Data is based on the Census Bureau V2024	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	11,560	76%	22	78%	3	10%
BLACK or AFRICAN AMERICAN	543	3%	5	18%	0	0%
HISPANIC - ANY RACE	3245	22%	3	11%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	74	<1%	0	0%	0	0%
ASIAN	443	3%	1	4%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	3	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	154	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	1973	11%	0	0%	0	0%
TOTAL	14,750	100%	28	100%	3	10%

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RECRUITMENT ACTIVITIES:

Activity #1: 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 agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Hopatcong Borough Website to attract qualified candidates to the agency.

Activity #2: Advertise on Policeapp.com, the Hopatcong Borough Police Department's *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #3: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from Hopatcong Borough and other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid off officers in an effort to employ such officers as to meet the agency's recruiting goals.

Activity #4: 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.

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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 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>