



HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT

Subject: Agency Recruitment	General Order No.
To: All Personnel	Standard Operating Procedure No. 2010-02
Dated: July 30, 2010	Special Order No.
Effective Date: August 13, 2010	Training Notice No.
Revision Date: March 8, 2024	Personnel Order No.
References:	Information Statement No.

TO: All Personnel
FROM: Chief Michael McMahon *MM*
SUBJECT: Agency Recruitment

I. INTRODUCTION

A. Purpose

The purpose of this Standard Operating Procedure is to establish the Department's role in recruiting individuals for entry level sworn positions.

B. Goals and Objectives

The goal of the Hillsborough Township Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Hillsborough Township Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the township through the department's 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 section II of this plan.

C. General

The Hillsborough Township Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance in all facets of the recruitment and selection process. The Hillsborough Township Police Department recruits from a candidate pool open to all residents of New Jersey. Hillsborough Township is an equal opportunity employer in all facets of the personnel process.

D. Current Demographics:

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

HILLSBOROUGH TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	26,448	69.1%	53	82.8%	4	4.8%
BLACK or AFRICAN AMERICAN	2,148	4.4%	4	6.3%	0	0%
HISPANIC – ANY RACE*	4,067	8.5%	5	7.8%	2	1.6%
AMERICAN INDIAN or ALASKA NATIVE	79	<1%	0	0%	0	0%
ASIAN	9,907	19.0%	3	4.7%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	11	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	1,475	3.4%	1	1.5%	0	0%
POPULATION OF TWO OR MORE RACES	3,216	5.0%	3	4.7%	1	0%
TOTAL	43,276	100%	64	100%	5	4.8%

* Not included in total population or % number
Department demographics as of 3/7/24

II. RECRUITMENT PLAN

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified with the potential to be an asset to the department. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. This agency will take a proactive role in programs intended to attract qualified people to apply for and take the Police Officer Hiring Announcement. These programs include but are not limited to:
 - 1. Establishing and maintaining contacts with police academies, community organizations and educational institutions and providing recruitment materials for display and distribution.
 - 2. Participation in career day type programs at educational institutions and other public places and events.
 - 3. Posting Police Officer Hiring Announcement announcements on the Township's website and in local newspapers.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the Township.
- D. 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: Career opportunities, salaries, benefits, training, state hiring guidelines, community information, cultural diversity, qualification and selection process, and physical and academic requirements.
- E. The following information should prove useful when participating in recruitment activities: Recruitment/informational brochures, agency organizational chart, current contractual agreements, training catalogs, demographic data, police officer hiring announcement, and general employment applications.

III. ANNUAL REVIEW, EVALUATION AND REPORTING

- A. 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.

- B. 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.

A link to the New Jersey Office of the Attorney General guidelines for "Promoting Diversity in Law Enforcement Recruiting and Hiring" can be found here: <https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

The reporting form can be found here:
<https://www.nj.gov/oag/dcj/agguide/directives/Appenndix-A.xlsx>

Previously issued policies and procedures that conflict with this Standard Operating Procedure shall be considered null and void.