

**PHILLIPSBURG POLICE DEPARTMENT
RECRUITMENT PLAN**

GOAL AND OBJECTIVES:

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

The Town of Phillipsburg has a residency preference. Applicants for a competitive exam must be a bona fide resident of Phillipsburg at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Phillipsburg residents have been exhausted from the Civil Service Certification List, Warren County residents are then provided with preference. If the Warren County list is exhausted, applications will be open to residents of the State of New Jersey. Intergovernmental transfers and candidates on the Civil Service Rice list are eligible consistent with Civil Service rules and regulations

The Town of Phillipsburg is an equal opportunity employer in all facets of the personnel process.

The Chief of Police, or designee, is responsible for the administration of the Recruitment Plan.

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CURRENT DEMOGRAPHICS:

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

TOWN OF PHILLIPSBURG						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN FEMALE OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	9,686	64%	36	90%	0	0%
BLACK or AFRICAN AMERICAN	1,907	13%	1	3%	0	0%
HISPANIC - ANY RACE	2,552	17%	3	8%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	6	<1%	0	0%	0	0%
ASIAN	219	1%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	1	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	68	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	810	5%	0	0%	0	0%
TOTAL	15,249	100%	40	100%	0	0%

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RECRUITMENT ACTIVITIES:

If an open competitive test is to be announced:

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 Town of Phillipsburg website to attract qualified candidates to take the Civil Service Examination.

Activity #2: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from 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 #3: 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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Town of Phillipsburg website to attract qualified candidates to the agency.

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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>