

# POLICE DEPARTMENT

## TOWNSHIP OF MANALAPAN



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## **Manalapan Township Police Department Recruitment Program 2023**

### **GOALS**

The goal of the Manalapan Township Police Department Recruitment Program is to ensure that this agency is comprised of law enforcement officers who reflect the diversity of the population of the community our agency is charged with protecting. This agency shall make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity.

### **OBJECTIVES**

The objective of the Manalapan Township Police Department Recruitment Program is to establish a program that accomplishes the following:

- 1) Identify underrepresentation of any group(s) within this agency's personnel.
- 2) Describe the means for addressing the underrepresentation(s).
- 3) Identify the intended timeframe for addressing the underrepresentation.

### **ACKNOWLEDGEMENT**

The Manalapan Township Police Department is subject to and responsible to the provisions of the New Jersey Statutes Annotated 40:A14-118, et seq. and the Manalapan Township municipal ordinance(s) in all facets of the recruitment and the selection process. The Chief of Police is responsible to enact and adhere to the Recruitment Plan.

The Manalapan Township Police Department is an equal opportunity employer in all facets of our personnel process.

## **DEFINITIONS**

**Applicant:** An "applicant" in a non-CSC jurisdiction is an individual seeking employment as a law enforcement officer and who has submitted a completed employment application as provided by the hiring law enforcement agency, regardless of whether or not the individual has undergone an examination, a background check, or any other prerequisites to employment used by the hiring agency.

**Substantial Disparity:** A Substantial Disparity is a noticeable and usually significant difference or dissimilarity 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.

## **CONSIDERATIONS**

In determining whether a disparity is substantial, this agency should consider whether reducing the disparity would help achieve the goal of this agency's police force reflecting the diversity of the population of the community the agency is charged with protecting and thereby making the police force more effective at promoting public safety.

## **ANNUAL REVIEW EVALUATION AND REPORTING REQUIREMENTS**

The Chief of Police, or his designee, will conduct an annual review of the Recruitment Program which shall include but are not limited to an annual agency demographic review, to determine in good faith if any disparities exist, if they have been addressed, and if there is a need to revise or redress the Annual Manalapan Police Department Recruitment Program.

N.J.S.A. 52:17B-410 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31<sup>st</sup> for the preceding year. That data required to be reported is listed in the New Jersey Attorney Generals Guidelines "Promoting Diversity in Law Enforcement Recruiting and Hiring" Paragraph III.

**MANALAPAN TOWNSHIP DEMOGRAPHIC DATA**

(As per the census of 2020)

Total Manalapan Population	40,905
White Population	88.5 % (Approximately 36,200 people)
Black Population	2.0% (Approximately 818 people)
Hispanic Population	6.4% (Approximately 2,618 people)
Asian Population	7.1% (Approximately 2,904 people)
American Indian Population	0.3% (Approximately 123 people)

Population percentage by gender	51 % of Manalapan Population is female
	49 % of Manalapan Population is male

The below staffing data is based upon an annual agency demographic review conducted in January of 2023 based upon current staffing levels.

**MANALAPAN TOWNSHIP POLICE DEPARTMENT STAFFING DATA**

Full-Time Sworn Police Officers	59
Special Law Enforcement Officer 2	3
Special Law Enforcement Officer 3	3
Total Personnel	65

**MANALAPAN TOWNSHIP POLICE DEPARTMENT DEMOGRAPHIC DATA 2022**

	Actual	Percentage of Department
White	60	92.3%
Black	2	3.07%
Hispanic	3	4.61%
Asian	0	0.0%
American Indian	0	0.0%

Male Officers	62 (95.3%)
Female Officers	3 (4.61%)

The Manalapan Township Police Department recognizes that the national average of females in law enforcement is approximately 12.5% according to the Federal Bureau of Investigations.

### **UNDERREPRESENTED GROUP(S) IDENTIFIED**

An analysis of the Manalapan Township Police Department’s demographics compared to the demographics of the population of Manalapan Township revealed several disparities.

	Demographics of Police Department	Demographics of Manalapan Township
Asian	0.0%	7.1%
Hispanic	4.61%	6.4%
Female	4.61%	51.0%

### **RECRUITMENT ACTIVITIES**

Recruitment activities should include identifying and maintaining contact with local minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organization.

Activities should include but are not limited to:

- 1) Contact various Police Academies across the State of New Jersey and request they post the vacancy notice or hiring announcement.
- 2) Providing recruitment brochures and materials to education, religious, ethnic, racial, and gender-based organizations.
- 3) Contact the local Board of Education to seek permission to address High School students to interest them in a career with this agency following completion of their formal education.
- 4) Attending Career Days at local schools and community colleges.
- 5) Drafting, printing, and distributing information brochures that may attract qualified candidates from a diverse background to the Manalapan Township Police Department.
- 6) Post a Recruitment video and information on our department’s social media platforms.
- 7) Make maximum use of the Manalapan Township Police Department website and social media platforms.

- 8) Advertise on [www.policeapp.com](http://www.policeapp.com) and other law enforcement media markets that may attract qualified candidates from a diverse background to the Manalapan Township Police Department.
- 9) Contact the State of New Jersey Civil Service Commission and obtain a current “Rice List” of eligible officers who were laid off from other jurisdictions, when applicable.

### **TARGETED RECRUITMENT ACTIVITIES**

- 1) In order to address the underrepresentation of females, recruitment information and hiring announcements may be sent to the New Jersey Women in Law Enforcement.

#### **Contact information for N.J.W.L.E is as follows:**

New Jersey Women in Law Enforcement  
3817 Crosswicks Hamilton Square Road  
Suite 157, Hamilton, NJ 08691  
[NJWLE@YAHOO.COM](mailto:NJWLE@YAHOO.COM)

- 2) In order to address the underrepresentation of individuals of Hispanic origin, recruitment information and hiring announcements may be sent to the Hispanic American Law Enforcement Association. H.A.L.E.A consists of Federal, State, and Municipal Police Officers, Hudson County Sheriff, and Correctional Police Officers, and State Parole Officers.

#### **Contact information for H.A.L.E.A is as follows:**

Hispanic American Law Enforcement Association  
501 (c) 3 Non-Profit Organization  
PO Box 24148  
Jersey City, NJ 07304  
(862) 217-4161  
[halea1986@halea.org](mailto:halea1986@halea.org)

- 3) In order to address the underrepresentation of Asian individuals, recruitment information and hiring announcements may be sent to the New Jersey Asian American Law Enforcement Officers Association. The primary goal of the association is to recruit qualified Asian

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[www.manalapanpolice.org](http://www.manalapanpolice.org)

Americans into law enforcement so that the Asian American community would be adequately represented in local, state and federal law enforcement agencies.

**Contact information for NJAALEAOA is as follows:**

NJAALEAOA  
PO Box 958  
Old Bridge, NJ 08857

- 4) Additional organizations that recruitment material and hiring announcements may be sent is as follows:
  - a) Muslim American Law Enforcement Association
  - b) National Coalition of Latino Officers
  - c) National Organization of Black Law Enforcement Executives (NJ Chapter)
  - d) New Jersey Latino American Trooper Society
  - e) New Jersey Muslim Officers Society
  
- 5) The Manalapan Township Police Department will also develop and post in a public place material by the way of a signs to be placed strategically in Manalapan Township as well as various locations as deemed appropriate, including but not limited to area colleges. This agency should also utilize electric sign boards and local businesses as a way of promoting and recruiting from a diverse group of individuals. This agency shall also develop and post a Recruitment Video to the department's social media platforms.

The Manalapan Township Police Department shall ensure recruitment materials comply with the following:

- 1) Reflect visible diversity
- 2) Reviewed by a diverse team prior to release
- 3) Delivered by a diverse recruiting team

## **METHODS OF EVALUATION**

The Manalapan Township Police Department Recruitment Program shall include a method for evaluating whether the goals of the program are being accomplished, which should include, but are not limited to the following:

- 1) Performing the above demographic analysis at least annually.
- 2) Determining whether any substantial disparities have been reduced.
- 3) Revising the program goals accordingly.

Additional contingent measures will be taken by this agency if the program goals are not being met under the methods of evaluation being implemented.

## **OVERSIGHT PROCESS**

The Manalapan Township Police Department shall institute an oversight process for reviewing all hiring and promoting decisions. The oversight process should include a meaningful review of all matters pertaining to the hiring and promoting of personnel by the department's supervisory recruitment officers to ensure compliance with this program. In situations where the department's supervisory recruitment officer(s) are involved in a promotional process, the meaningful review shall be conducted by the Chief of Police or his/her designee.

## **PUBLIC POSTING**

As part of the Manalapan Township Police Department Recruitment Program, the program including the description of the data used to determine the existence of any underrepresentation, shall be posted to the department's official website not later than January 31<sup>st</sup> of each calendar year.

## **OTHER PROVISION(S)**

This agency maintains the right to make additions, revisions, or modifications to this program as necessary to meet the goals set forth above.