


<b>DEAL POLICE DEPARTMENT</b>				
<i>Standard Operating Procedure</i> <b>008</b>	# OF PAGES: 7			
<b>SUBJECT: RECRUITMENT AND SELECTION PROCESS</b>				
<b>EFFECTIVE DATE:</b> October 8, 2009	<b>NJSACOP ACCREDITATION STANDARDS:</b> 2.4.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.6.1	<b>REVISION DATE</b> August 10, 2022	<b>PAGE #</b> 3 – 7	
<b>BY THE ORDER OF:</b> Chief of Police Ronen Neuman				
<b>SUPERSEDES ORDER #:</b>				

**PURPOSE** To establish a fair and consistent procedure designed to enable the Deal Police Department to recruit and select qualified candidates for employment who will best serve the Borough of Deal in the capacity of Police Officer.

**POLICY** It will be the policy of the Deal Police Department to identify and employ the best candidates available to fill full-time positions. The selection process utilized by the department will consist of those elements that have been documented as bearing validity through job relatedness, utility through usefulness, and a minimum adverse impact through fairness. The application of these concepts in the selection process will result in the appointment of individuals who possess the skills, knowledge, and abilities necessary to ensure that the department will remain an effective, professional, and respected law enforcement agency. This policy will establish procedures in regard to the process used in the selection of individuals to fill full-time positions within the police department.

## PROCEDURES

### I. ELIGIBILITY

- A. In order for a candidate to be considered for employment as a full time Police Officer in the Borough of Deal, he or she must meet the following eligibility requirements:
1. A citizen of the United States.
  2. Of mental and bodily health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey that he or she would be eligible for membership in the retirement system.
  3. Able to read, write, and speak English well and intelligently.
  4. Of good moral character and free from conviction of any crime constituting an indictable offense or any crime or offense involving moral turpitude.
  5. Able to pass such written, oral, physical, and physiological examinations as may be approved by the Mayor and meet essential job performance requirements.
  6. Must possess a minimum of an Associate's Degree from an accredited institution. *Note – Two years of active military service (including Coast Guard) with an honorable discharge may be substituted for the Associate's Degree requirement.*
  7. The holder of a valid New Jersey driver's license.
  8. Otherwise meet all the requirements of N.J.S. 40A:14-122 to N.J.S. 40A:14-127.

### II. ADMINISTRATION (ALL PERSONNEL)

- A. The Chief of Police will be responsible for administering the selection process. He will ensure that all phases of the process are administered, scored, evaluated, and interpreted in a uniform manner and that the operational elements of the selection process are identical for all candidates.
- B. The Chief of Police will be responsible for securing all materials used in rating candidates. Access will be limited to command level personnel or personnel directly involved in the rating process.
- C. The Chief of Police will also be responsible for ensuring that all records for candidates, those appointed as well as not appointed, are secured in compliance with applicable state and federal law.
- D. The department shall continuously monitor the workforce to ensure that its composition reflects that of the community. Should the agency fail to meet the approximate proportion which fairly represents the community, the department shall establish, periodically review and, if necessary, modify a written recruiting strategy that is designed to assist the department in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the department's service area.

### **III. ACCEPTING APPLICATIONS (ALL PERSONNEL)**

- A. The Chief of Police will determine the number of eligible candidates from whom applications will be accepted based on the number of positions available.
  - 1. Applicable elements of the selection process:
    - a. Submission of resume;
    - b. Oral interview;
    - c. Physical assessment test;
    - d. Submission of background application packet;
    - e. Secondary or "Phase II" interview;
    - f. Background investigation;
    - g. Psychological examination;
    - h. Medical examination; and
    - i. Drug screening.
- B. No candidate will be rejected for any omission or deficiency in the application that can be corrected prior to the interview process and without affecting the testing of any other element of the process.

### **IV. ORAL EXAMINATION / INTERVIEW (ALL PERSONNEL)**

- A. Conducted by members of the Deal Police Department.
- B. Each applicant will be asked a series of questions designed to reveal traits such as integrity, resourcefulness, tolerance, adaptability, decision making skills, and verbal communication skills.
  - 1. All applicants will be asked the same series of questions.
- C. Applicants will be rated based on their responses to the question.

### **V. PHYSICAL ASSESSMENT TEST (FULL-TIME POLICE OFFICER & SPECIAL LAW ENFORCEMENT OFFICER - CLASS II)**

- A. The physical assessment test shall be completed in order to check the mental and physical ability of each candidate.
- B. This phase of the examination process consists of the following exercises with minimal rest between:
  - 1. 300-meter sprint must be completed within 70.1 seconds or less;
  - 2. Vertical jump of at least 15 inches or more;

3. At least 28 proper pushup repetitions in 1 minute or less;
  4. At least 30 proper sit-up repetitions in 1 minute or less;
  5. 1.5-mile run must be completed at or before 15 minutes;
  6. Pullups; and
  7. Dips.
- C. Each exercise has a minimum requirement and failure to meet that requirement will result in the recruit failing the test.

## **VI. BACKGROUND INVESTIGATION (ALL PERSONNEL)**

- A. Background investigations will be conducted on those applicants selected who successfully passed the written and oral examination and scored highest during the interview process. The investigation will review the candidates' application to confirm/verify that he/she meets the eligibility requirements. The investigation will include but may not be limited to the following:
1. Age:
    - a. Verify date and place of birth.
  2. Citizenship:
    - a. Verify citizenship or alien status.
  3. Residency:
    - a. Verify past and current residence.
  4. Education:
    - a. Contact schools attended for personal information and transcripts.
  5. Employment:
    - a. Contact employers to verify employment and obtain performance evaluations and comments regarding work habits.
  6. Military History:
    - a. Verify dates of service.
    - b. Confirm date and time of discharge.
  7. Criminal History:
    - a. Local, state, and federal records checks.
    - b. SBI and FBI fingerprint checks.
    - c. Driver history checks.

8. Credit History (sworn positions):
  - a. Financial status.
  - b. Status of all open and closed accounts.
  - c. Indebtedness.
9. Personal References:
  - a. Interview family members to include spouse, parents, etc.
  - b. Interview at least three (3) personal references provided by the applicant.
  - c. Interview others such as friends and co-workers.
10. Data Base Checks (sworn positions):
  - a. Candidates will be checked against the New Jersey Central Drug Registry.
  - b. Candidates will be checked against the Domestic Violence Registry.

**VII. PSYCHOLOGICAL EXAMINATION (FULL-TIME POLICE OFFICER & SPECIAL LAW ENFORCEMENT OFFICER - CLASS II)**

- A. Conducted by a qualified professional of the department's selection and at the department's expense. The primary purpose of the examination is to determine the applicant's emotional and psychological suitability for police work and the stresses associated with this career choice.

**VIII. MEDICAL EXAMINATION (FULL-TIME POLICE OFFICER & SPECIAL LAW ENFORCEMENT OFFICER - CLASS II)**

- A. Conducted by a physician of the department's selection and at the department's expense. The primary purpose of the medical examination will be to determine the applicant's ability to participate in physical fitness training during basic police training. The medical examination will also determine general health and identify any medical problems that may affect future work performance, affect career length, or contribute to work related disabilities.
- B. Drug Screening:
  1. The applicant will be required to submit a urine sample for drug use analysis as part of the pre-employment selection process. The department will immediately remove from consideration any applicant who tests positive for illegal drug use or refuses to submit to the drug test.

**IX. NOTIFICATION OF APPLICANTS**

- A. Applicants, those selected as well as those not selected for appointment, will be contacted by the Office of the Chief of Police and informed of the results of

the selection process. This contact will be made upon the completion of the selection process.

1. Only the Chief of Police may provide reasons or justifications as to why a candidate was or was not selected.

**X. PROBATIONARY PERIOD**

- A. Applicants selected for appointment will be probationary employees for twelve (12) months following appointment for trained personnel or twelve (12) months from graduation from a New Jersey Police Training Commission approved Police Academy for untrained personnel. Probationary employees may be removed from office at any time during their probationary period at the discretion of the appointing authority.

**XI. ANNUAL REVIEW**

- A. The Chief of Police or his designee shall conduct an annual review of the recruitment plan to determine the progress towards its objectives, identify any needed revisions, and the agency's current status as a representation of the demographics served.

## APPENDIX – A

### *Deal Police Department Recruitment Plan*

#### **Goal:**

The department shall continuously monitor the workforce to ensure that its composition reflects that of the community. Should the agency fail to meet the approximate proportion which fairly represents the community, the department shall establish, periodically review and, if necessary, modify a written recruiting strategy that is designed to assist the department in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the department's service area.

#### **Objectives:**

- Post all qualifications, job announcements, and application process on the department website.
- For all potential job opportunities, utilize a local newspaper to advertise open positions.
- When vacancies occur and hiring is authorized, post announcements on the bulletin board at the Monmouth County Police Academy.

#### **Action Plan:**

The Deal Police Department services a unique community of which the overwhelming majority belongs to a single specific ethnic, racial, and socio-economic group. Public safety is held in high regard within this community, but is often not a desirable choice for employment by their culture. With that in mind the Department focuses on recruiting the best and most qualified applicants to serve the community. Although openings are rare in our small agency, when one does become available the following guidelines should be followed to maximize the advertisement to the community:

- Prepare a statement outlining the job title, minimum qualifications, number of hours, and application process.
- Contain a statement within the advertisement that the Deal Police Department is committed to Equal Employment Opportunity.
- Distribute the advertisement to the Monmouth County Police Academy and ask them to post on their bulletin board.
- Post the updated job announcement on the Deal Police website.
- Advertise across all social media platforms.
- Contract with *PoliceApp* webservice for application submittal.

In addition to advertisement, officers involved with the DARE program at the school will utilize this opportunity to encourage students to pursue a career in law enforcement.