

BOROUGH OF STRATFORD DEPARTMENT OF POLICE



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2023-2024 RECRUITMENT PLAN

6/1/2023

GOAL

In compliance with the Attorney General Directive this detailed plan was promulgated and published as required. The primary goal of department recruitment activities will be to attract qualified candidates for employment that will enable the department to work toward its long-range goal of employing a sworn workforce that reflects the diversity of the population of the community the agency is responsible for providing police services to.

OBJECTIVES

Recruitment activities will be a department-wide responsibility and will occur as a matter of course. All members of the agency play a crucial role in this very important function and will have knowledge of the application process as well as the then current Recruitment Plan.

The Administrator and Chief Law Enforcement Officer or designee is tasked promoting employment opportunities with the police department, for sworn officers, special officers, and civilian personnel. Recruitment Plans will be posted on the Police Department website and promoted at civic events and municipal meetings.

Diversity from within the community is the main objective. All employment standards for these positions of public trust must and will remain in place.

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ACTION PLAN

Any and all job announcements shall include that Stratford Borough is committed to Equal Opportunity Employment.

The Police Administrator and or the Chief Law Enforcement Officer or designee shall ensure that following steps are taken in the recruitment of officers throughout the State of New Jersey:

1. Distribute the job announcement for positing in the police department and Borough Hall
2. Distribute the job announcement to members of the Camden County Chiefs of Police Association.
3. Post the job announcement on Department's website.
4. Post job descriptions at Sterling High School for future consideration of high school students.
5. Attend local career fairs and distribute recruitment related material. An effort shall be made to select officers who reflect the identified underrepresented groups, should those officers be interested in recruitment activities.
6. Promote hiring at the National Night Out Event and carnivals.

RECRUITMENT PROCESS

Police Officers and Special Law Enforcement Officers:

Applicants for the position of full-time police officer will be required to submit the Stratford Borough a completed application and be eligible for the position under laws and regulations of the NJ Civil Service Commission.

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INTERVIEW PROCESS

Prior to the scheduled formal oral interview, a member of the interview panel shall meet with the applicant. The member will provide each applicant with a copy of the **Stratford Borough Police Department Employment Requirements** and **Essential Job Functions of a Police Officer** to ensure the potential candidate is able to meet each of the requirements and functions of that particular position and address any concerns or questions. If the applicant meets the requirements and functions, the applicant may proceed with the interview as scheduled.

RETURN OF BACKGROUND PACKETS

The Administrator and or the Chief Law Enforcement Officer or designee will meet with each applicant to ensure that **Personal History Questionnaire** is completed in its entirety. The applicant will then be advised that they will be contacted if they are chosen to move onto the next stage of the hiring process.

BACKGROUND INVESTIGATION

A background investigation will be conducted under the same standards for all applicants.

FINAL DECISION ON HIRING

After the background investigations have been concluded, the Police Administrator will make a recommendation to the Borough Council identifying the candidates who are determined to be most suitable for employment. Upon review and approval by the Municipal Administrator his designee, and or the Police Administrator will issue a conditional offer of employment to those candidates being considered for appointment.

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ANNUAL REVIEW

The recruitment practices will reviewed and amended as necessary.

