

# **HARDYSTON TOWNSHIP POLICE DEPARTMENT**

## **POLICY AND PROCEDURE**

### **Policy**

To establish guidelines within the Hardyston Township Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated.

### **Procedure**

#### **I. Responsibility**

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Recruitment Team (See Appendix A).

#### **II. Member Involvement**

- A.** Recruitment Team representatives shall consist of employees of the Hardyston Township Police Department who present a positive professional image and are effective communicators.
- B.** The Police Officers or Department Members assigned to the Recruiting Team shall have a working knowledge of the selection and hiring process, and the skills, knowledge, and abilities necessary to perform the job for all positions within the department. Specific Job Duties and Requirements of the entry level police officer position is located in Appendix B. Additionally, Police Officers or Department Members assigned to the Recruitment Team should have a working knowledge of police department policies and procedures, and community characteristics and demographics.
- C.** The Hardyston Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all ethnic and gender backgrounds in order to develop a work force reflective of the community members we serve.
- D.** Recruitment Team Members must exhibit positive motivation, work ethic, and support the Hardyston Township Police Department's policies, goals, objectives, and mission at all times.

### III. Recruitment Program

- A. Upon the direction and under the authority of the Recruitment Team Supervisor, members of the Recruitment Team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance whenever possible.
- B. Upon the direction and under the authority of the Recruitment Team Supervisor, Recruitment Team members will make an assertive effort to contact colleges and universities and other sources of potential candidates for the purpose of recruiting quality applicants to the Hardyston Township Police Department when job openings arise.
- C. Youth Interaction- The Hardyston Township Police Department is actively involved in the youth in our community. The specific youth programs include:

1. LEAD (Law Enforcement Against Drugs) program: The Hardyston Township Police Department teach the nationally recognized LEAD program to all students in the Hardyston Township School District in the 5<sup>th</sup> and 8<sup>th</sup> grade. This program is taught as part of the school curriculum by trained LEAD Instructors. This highly successful program is taught to approximately 200 Hardyston students annually, and offers them an opportunity to interact with Hardyston Police Officers in a comfortable, non-stressful school setting.

2. School Resource Officer Program: Hardyston Police currently have two Detectives assigned as School Resource Officers. Their day to day activities put them in contact with the youth from our community.

### IV. Action Plan

- A. To find the best available candidates, we may provide a written examination that is administered by the New Jersey State Association of Chiefs of Police. We will follow all procedures as it relates to the new hire and promotional testing process.

2021 HTPD Demographics	Service Populatio n		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%
Caucasian	6705	85%	20	100%	0	0%
African- American	244	3.6%	0	0%	0	0%
Hispanic	647	9.3%	0	0%	0	0%
Other	529	2.1%	0	0%	0	0%
Total	8,125	100%	20	100%	0	0%

Data from US census bureau 2019 data

- B. The table above has been created to compare the demographics of Hardyston Township to that of the Police Department. The Department is aware of the need to diversify our ranks to become streamlined with the population it serves. The Department will review these demographics annually.

The Township website <http://www.hardyston.com> will be used as an advertising source as well a hiring announcement notification on the site's main page.

- C. The Department uses social media, specifically Facebook for instant notifications to our residents who subscribe. Currently, we have over 6700 followers. We will employ Facebook alerts to recruit applicants as well. In a similar thread, a press release announcing our entrance examination will be disseminated to area news outlets.

## V. Employment Inquiries and Applications

### A. General Employment Inquiries

1. Members of the department may likely be asked about how to become a Police Officer, Special Law Enforcement Officer (SLEO), Telecommunicator, Records Clerk, Other Civilian Employee, Volunteer, and more. Additionally, members may simply be asked "Are you hiring?" When such general inquiries take place department members shall:
  - a. Police Officer positions (Chiefs testing) - Inform the person that the Department is a Chiefs testing agency and encourage them to contact a Recruitment Team Member (See Appendix A). A Recruitment Team Member must be familiar with the New Jersey State Association of Chiefs of Police entry level examination Process. The member should also be familiar with the dates the hiring list becomes active and the date which the test expires.

- b. Police Officers positions (Alternate Hiring Process for Certified Police Officers)- Employment inquires by interested persons who have completed a full Basic Course for Police Officers (BCPO) at a PTC approved New Jersey Police Academy will be encouraged to provide an application to a Recruiting Team Member so they can be added to an applicant database. People who have this BCPO certification making employment inquiries should be advised of current hiring availability.
- c. During the regular working hours of the municipal building a person who wishes to submit a completed application for a non-police officer position shall be directed to submit their application to the Township Managers office. For the position of Dispatcher, the applications should be submitted through the Dispatcher Clerk. These applications will be filed by the Administrative Assistant.
- d. Completed police officer applications shall be submitted or forwarded to a Recruiting Team Member. All completed police officer applications will be maintained for a period of one year.

B. Employment Inquiries – Advertised Positions

- 1. There are times where the Hardyston Township Police Department will advertise for certain positions. When a police department employee is approached about a current advertised position he/she shall advise the person to contact a Recruitment Team Member.
- 2. If the position is in regards to a dispatch or civilian position that inquiry will be directed to the Dispatcher Clerk. The Dispatcher clerk will provide the person with an application for employment. Appendix C

C. Application and Inquiry Record Keeping; Department Response

- 1. All incoming applications and email inquiries for the position of police officer regarding any employment shall be handled by a Recruitment Team Member. The Recruitment Team Member will forward a copy of the application or inquiry information to the Recruitment Team Supervisor for the appropriate documentation in the database and filing
- 2. All applicants for the position of police officer who were

interviewed for positions should receive at a minimum a written letter. Such letters may be in addition to other notifications such as telephonic, E-Mail or in-person.

VI. Training

- A. The Recruitment Team Supervisor shall provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. The Supervisor responsible for the Recruitment Team shall ensure officers and agency members assigned to the unit have a working knowledge of the selection and hiring process, the skills, knowledge, and abilities necessary to perform the job for all positions.

VII. Annual Reporting

- A. An annual report shall be created by January 31<sup>st</sup> of each year and forwarded to the Sussex County Prosecutors Office. The report can be found at <https://www.njoag.gov/resources/ag-guidelines/> This report shall include:
  - 1. The current agency demographics.
  - 2. A brief description of the application process.
  - 3. The most current U.S. Census information will be used to establish the demographics of Hardyston Township.
  - 4. If applicable, a detailed assessment if there are any identified underrepresented groups.
  - 5. Any new or modified program goals to be implemented in the upcoming year.
- B. The Hardyston Township Police Department shall publish the annual report on its website.



## **Appendix A Recruitment Team Members**

### **Scott Lobban, Police Chief**

Chief Scott Lobban, will coordinate with the Hardyston Township Manager, when the need arises to initiate the process of conducting an entry level exam for the position of Police Officer

Chief Lobban, will oversee the recruitment plan from start to finish. He will be the liaison to outside sources working with the agency to facilitate this process. He will direct the administrative assistant to submit any hiring announcements to the local newspapers. Any posting will also be added to the web page and Hardyston Police Facebook Page with respect to this hiring process. He will direct the Administrative Assistant to complete the annual reporting form.

### **Lt. Nick Calandra, will act as the Recruitment Team supervisor**

He will ensure all officers are familiar with the hiring process. He will be the point of contact for all employment inquires to the police department. He will be assisted by the Sergeants who will directly assist anyone seeking employment.

### **Lt. Robert J. Zicarelli; Background Check Coordinator, Detective Bureau**

Lt. Zicarelli is the administrator for coordinating background checks for all police applicants. He will manage our application process and maintain any records of the applicants as they proceed through our hiring process. This unit will also maintain communication with applicants as necessary.

### **Police Department Administrative Assistant**

The Administrative assistant will assist with the implementation and administration of this recruitment plan. One of her key roles will be telephonic and written communications with outside sources assisting with this process. They will also file and maintain all applications to positions within the police department. This data will be used to complete the yearend report as per the AG guideline. She will maintain separate files for all applications and all resumes from individuals seeking employment.

### **New Jersey State Association of Chiefs of Police**

The New Jersey State Association of Chiefs of Police will give the written entrance examination to our applicants.

## Appendix B

### **Job duty requirements**

#### **ESSENTIAL FUNCTIONS OF A POLICE OFFICER**

- 1) Walk, sometimes for long period of time, in extreme weather conditions, in physically hazardous locations.
- 2) Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
- 3) Ascend or descend stairs.
- 4) Climb over, pull up over and jump over obstacles.
- 5) Jump down from elevated surfaces or areas.
- 6) Climb or crawl through openings.
- 7) Crawl under obstructions or in confined areas.
- 8) Balance on uneven or narrow surfaces.
- 9) Use body force to gain entrance or break through barriers.
- 10) Push objects, vehicles or persons.
- 11) Pull objects or persons.
- 12) Lift and carry objects or persons.
- 13) Must stand for extended periods of time.
- 14) Employ defensive tactics, using balance, leverage, concentration of power and opponent's power.
- 15) Must be able to swim.
- 16) Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow.
- 17) Detain individuals.
- 18) Stop suspicious individuals and vehicles.
- 19) Pursue fleeing suspects, in a vehicle or on foot.
- 20) Disarm persons.
- 21) Restrain or subdue resisting suspects.
- 22) Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
- 23) Conduct visual and audio surveillance.
- 24) Perform law enforcement patrol functions, on foot or in a vehicle.



## **ESSENTIAL FUNCTIONS OF A POLICE OFFICER (cont.)**

- 25) Issue summonses.
- 26) Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
- 27) Observe, record, recall, and report incidents and information.
- 28) Operate radar equipment.
- 29) Administer field sobriety tests.
- 30) Operate a fire extinguisher.
- 31) Fingerprint, photograph and videotape individuals, objects and scenes.
- 32) Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
- 33) Must adapt to rotating shifts and irregular working conditions.
- 34) Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- 35) Identify, collect, label, and preserve evidence.
- 36) Secure the scene of a crime, emergency or disaster.
- 37) Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss or injury.
- 38) Control crowds.
- 39) Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- 40) Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
- 41) Administer emergency first aid.
- 42) Physically check buildings, including doors and windows, to insure they are secure.
- 43) Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
- 44) Perform searches of people, vehicles, buildings and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time.
- 45) Search for missing, wanted or lost persons and evidence.
- 46) Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
- 47) Process arrested persons, which includes examining documents, communicating verbally and eliciting and recording information.
- 48) Understand and follow orders, policies and procedures.
- 49) Accept direction and function cooperatively as one member of a unit.
- 50) Communicate effectively, verbally and in writing, detailing incidents and activities of those involved.
- 51) Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- 52) Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
- 53) Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications.
- 54) Communicate effectively in court and in other formal settings.
- 55) Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information and by advising of rights, processes and procedures.
- 56) Communicate effectively with individuals in an agitated or distraught condition.

## **ESSENTIAL FUNCTIONS OF A POLICE OFFICER (cont.)**

- 57) Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
- 58) Mediate disputes and confrontations with hostile and potentially violent individuals.
- 59) Gather information by observation of behavior, visual inspection and oral communications; determine what information is significant; assess a situation based on that information; and exercise independent judgement to make decisions concerning choice of action and equipment.
- 60) Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
- 61) Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
- 62) Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers.
- 63) Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families; with incidents of suicide and domestic violence.