



HILLSIDE POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Hillside Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Hillside Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Township through the departments recruiting activities. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Township of Hillside has a residency preference in all hiring matters. Applicants must be a bona fide resident of Hillside at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test. Once Hillside residents have been exhausted from the Civil Service Certification List, Union County residents are then provided with preference. If the Union County list is exhausted, applications will be open to residents of the State of New Jersey. The Chief of Police or designee is responsible for the Recruitment Plan.

The Township of Hillside is an equal opportunity employer in all facets of the personnel process.

CURRENT DEMOGRAPHICS:

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

TOWNSHIP OF HILLSIDE DEMOGRAPHICS CHART						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	3,787	16.8%	29	46%	1	1.5%
BLACK or AFRICAN AMERICAN	11,327	50.5%	20	32%	6	9.5%
HISPANIC - ANY RACE	5,189	23%	13	20.5%	5	8%
AMERICAN INDIAN OR ALASKA NATIVE	25	<1%	0	0%	0	0
ASIAN	498	2%	1	1.5%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0	0%	0	0%	0	0%
OTHER	1,630	7.2%	0	0%	0	0%
TOTAL	22,456	100%	63	100%	12	19%

RECRUITMENT ACTIVITIES:

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.
- Attend career fairs in the Township and Union County.

- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Township of Hillside website to attract qualified candidates to the agency.
- The following information should prove useful when participating in recruitment activities:
 - Recruitment/informational brochures
 - Current contractual agreements
 - General Employment Applications

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.

Activity #4: The Hillside Police Department is authorized to hire entry-level law enforcement officers pursuant to N.J.S.A. 11A:4-1.3, who are exempt from the requirement that they take a civil service examination for the position, upon successful completion within nine months from the date of hire as a temporary entry level officer of the full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training Commission.

REVIEW & EVALUATION

- The Chief of Police shall conduct an annual review of the Recruitment Plan.
- As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.