

	HACKETTSTOWN POLICE DEPARTMENT	
	POLICIES AND PROCEDURES	
Subject: Recruitment Plan		Number of Pages: 33
Issue Date: 06/18/2025	Expiration Date: Until Amended or Rescinded	Distribution List: All Sworn Personnel
Authorized By: Aaron Perkins Chief of Police		

GOALS and OBJECTIVES:

The goal of the Department Recruitment Plan is to attract qualified individuals to pursue a career with the Hackettstown Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Town through the department recruiting activities. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Hackettstown Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process. Hackettstown has a residency preference in all hiring matters. Applicants must be a bona fide resident of Hackettstown at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Officer Test. Once Hackettstown residents have been exhausted from the Civil Service Certification List, Warren County residents are then provided with preference. If the Warren County list is exhausted, applications will be open to residents of the State of New Jersey. The Chief of Police is responsible for the Recruitment Plan.

The Town of Hackettstown has adopted the provisions of N.J.S.A. 11A:4-1.3, which authorizes the appointment of entry-level police officers without requiring them to have taken the Civil Service Examination. Under N.J.S.A. 11A:4-1.3, candidates may be hired as temporary entry-level officers and must complete a Basic Course for Police Officers within nine months of their appointment in order to be eligible for probationary status. There is no residency requirement for individuals hired under this provision.

The Recruitment Plan is prepared realizing the current economic conditions in New Jersey where there are officers that have been laid off due to budgetary constraints. Those officers may be the first recalled for employment pursuant to New Jersey State Statutes and Administrative Code. Furthermore, laid off officers from Hackettstown and other jurisdictions listed on the "Rice list", may be considered for employment pursuant to New Jersey State Statutes and Administrative Code and the normal competitive testing selection and recruitment process is bypassed.

The Town of Hackettstown is an equal opportunity employer in all facets of the personnel process.

CURRENT DEMOGRAPHICS:

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

	Service Population		Current Sworn Officer		Current Sworn Officers Female	
	#	%	#	%	#	%
Caucasian	6,625.8	64.80	14	70.00	1	5.00
African -American	245.4	2.40	0	0	0	0
Hispanic ¹ (Any race)	2,788.35	27.27	4	20.00	0	0
Other	565.44	5.53	1	5.00	0	0
Total	10,225	100.00	19	95.00	1	5.00

¹. Not included in total population or % number.

RECRUITMENT ACTIVITIES:

Objective #1: When applicable, contact the State of New Jersey Civil Service Commission and obtain the “Rice list” of eligible officers who were laid off from Hackettstown and 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.

Objective #2: 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.

Objective #3: Advertise on PoliceApp.com, the Hackettstown Police Department’s Facebook page, other social media platforms, and any additional relevant media outlets to attract candidates who meet the eligibility requirements.

Objective #4: 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.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Hackettstown Town Website to attract qualified candidates to the agency.

ANNUAL REVIEW, EVALUATION, AND REPORTING

The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limited to, performing an annual agency demographic review, determining whether any substantial disparities have been reduced, and if need be, revising the Recruitment Plan accordingly if the goals and objectives are not met.

N.J.S.A. 52:17B-4.10 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. The data required to be reported is listed in the New Jersey Attorney General Guideline “Promoting Diversity in Law Enforcement Recruiting and Hiring” in Paragraph III.

<https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

The reporting form can be found at:

<https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>

Updated Jun 8, 2025