

The "Program" – Law Enforcement Recruiting & Hiring for Andover Township

Policy

To establish guidelines within the Andover 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). This Program, including a description of the data used to determine the existence of any underrepresentation, shall be posted on the Andover Township Police Department's website. The description of this Program will be updated accordingly after each annual reporting.

II. Member Involvement

- A. Recruitment Team representatives shall consist of employees of the Andover 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 C. 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 Andover 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 Andover 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 promote and advertise through various means in order to seek potential candidates for the purpose of recruiting

quality applicants to the Andover Township Police Department when job openings arise.

C. Youth Community Engagement

1. LEAD (Law Enforcement Against Drugs) program: The Andover Township Police Department instructs the nationally recognized LEAD program to all students in the Andover Regional School District upon entering 5th grade. The LEAD program is instructed by multiple members of the Police Department which provides more interactions and contact with several members of the department.
2. The Andover Township Police Department offers internships to college students pursuing a career in law enforcement. The internship affords the student the opportunity to experience the day-to-day operations of a police department. The student sees first-hand the many challenges faced in law enforcement as well as the several layers of law enforcement from calls-to-service to court proceedings. Students are able to receive college credits to meet graduation requirements while getting an in-depth look and experience in law enforcement.

IV. Action Plan

- A. To find the best available candidates, we will take several actions to ensure success. First, we are a Civil Service agency. We follow all New Jersey Civil Service guidelines as it relates to the new hire and promotional testing process. Second, the Township of Andover should adopt an ordinance accepting the hiring practices established in Senate Bill S3220, in which Andover Township can accept applications from an applicant who has successfully completed the full Basic Course for Police Officers at a New Jersey Police Training Commission approved New Jersey Police Academy.

2023 ATPD Demographics	Service Population		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%
Caucasian	4,982	83.1%	12	100%	0	0%
African- American	204	3.4%	0	0%	0	0%
Hispanic	530	8.8%	0	0%	0	0%
Other	280	4.7%	0	0%	0	0%
Total	5,996	100%	12	100%	0	0%

Data from US Census Bureau 2020 data

- B. The table above has been created to compare the demographics of Andover Township to that of the Police Department. The Department will review these demographics annually.

The Township website www.andovertwp.org and www.atpd.org may be used as an advertising source for hiring announcements and examination announcements for the position of Law Enforcement Officer.

- C. The goal is to identify any underrepresented groups and effectively address same. This will be evaluated on an annual basis.
- D. The Department uses social media, specifically Facebook for instant notifications to our residents who subscribe. Facebook will be utilized to advise of upcoming Civil Service examinations for Entry Law Enforcement Officers.
- E. The hiring process will be consistent with NJ Civil Service rules as stated above and the Andover Township Police Department Rules & Regulations.
- F. The Department will work with the Civil Service Commission's mentoring program for applicants pursuant to P.L. 2021, c.235.
- G. The Department will partner with the Civil Service Commission as necessary to raise awareness about the police officer testing and hiring process through flyers, advertising on social media, and appearing at job fairs and community events.
- H. As needed, the Department will partner with community stakeholders, including law enforcement organization affinity groups, or the Civil Service Commission itself, to identify and encourage free civil service test preparation programs, and encourage diverse potential applicants to attend.

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 (Civil Service) - Inform the person that the Department is a Civil Service Police agency and encourage them to contact a Recruitment Team Member (See Appendix A). A Recruitment Team Member must be familiar with the N.J. Civil Service Law Enforcement Entry Level Examination Process.
 - b. Police Officers positions (Alternate Hiring Process for Certified Police Officers)- Employment inquiries 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 Recruitment 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 Chief of Police or via the Township Administrator. Interested applicants can download an application via www.andovertwp.org and submit same to the appropriate Department Head.

- d. Completed police officer applications shall be submitted to a Recruitment Team Member. All completed police officer applications will be maintained by the Recruitment Team Supervisor for a period of one year.

B. Employment Inquiries – Advertised Positions

1. There are times where the Andover 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 (See Appendix A).

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.
2. All applicants and those that were interviewed for positions should receive at a minimum a written letter acknowledging their application if they were not offered an interview. Additionally, those that were interviewed should receive a written letter acknowledging their interview. Such letters may be in addition to other notifications such as telephonic 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 of each year and forwarded to the Sussex County Prosecutors Office. This report shall include:
 1. The current agency demographics.
 2. Andover Township is governed by civil service rules.

3. A brief description of the application process.
 4. The most current U.S. Census information will be used to establish the demographics of Andover Township and any underrepresentation in the Police Department.
 5. If applicable, a detailed assessment if there are any identified underrepresented groups.
 6. Any new or modified program goals to be implemented in the upcoming year.
- B. The Andover Township Police Department shall publish the annual report on its website.

Appendix A Recruitment Team Members

Chief of Police

The Chief of Police, will coordinate with the Andover Township Appropriate Authority & Township Administrator when the need arises to initiate the process of certifying the New Jersey Entry Level Law Enforcement Civil Service List.

Lieutenant; Recruitment Team Supervisor

The Lieutenant, 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 submit the announcement to be added to the web page and Andover Township Police Facebook Page with respect to this hiring process.

Detective; Background Check Coordinator

The Detective is the administrator for coordinating background checks for all police applicants. He will manage our application process and maintain a database and records of all applicants as they proceed through our hiring process. He will also maintain email communication with applicants as necessary. Both Sergeants can be assigned to assist with completing the background check process in order to cover all aspects and areas in an effort to be thorough, accurate and complete.

New Jersey Civil Service Commission

The New Jersey Civil Service Commission will give the written entrance examination to our applicants. They will also make available a study guide for our applicants ahead of the examination.

Appendix B

Employment Inquiries and Applications Received Record Keeping

The Lieutenant and Detective will be the administrators for coordinating employment inquiries for all police applicants. They will manage the applications received via an excel database. All Employment Inquiries and Applications will be maintained on the database for one year.

Appendix C Job Duties – Requirements – Job Descriptions



ANDOVER TOWNSHIP POLICE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR ENTRY-LEVEL POLICE OFFICERS

GENERAL DUTIES

Some the basic duties of an Andover Township Police Officer include the following:

- Patrol an assigned area
- Respond to, take charge of, and maintain order by directly controlling the scene in any emergency situation
- Prepare and submit precise reports on investigations, arrests, motor vehicle crashes, and other police matters
- Protect life and property and the rights of citizens by enforcing state, county, and municipal laws and ordinances
- Appear and give testimony in a court of law

SALARY

We offer a competitive salary range for our police officers:

- The starting salary is \$50,778 and the top of the range is \$104,661 (Effective until 1/1/2025)

ABOUT ANDOVER TOWNSHIP AND THE COMMUNITY IT SERVES

Here is an overview of who we are and who we serve:

- We have 12 full-time sworn officers
- In 2023 we handled over 10,000 calls for service
- We serve a community of approximately 5,996 residents
- Our jurisdiction is about 22-square miles

MINIMUM QUALIFICATIONS

In order to be appointed as an Andover Township Police Officer, applicants must meet the following minimum standards:

- United States Citizen and a resident of New Jersey with a valid New Jersey Driver's License
- Between the ages of 18 and 35
- Read, write, and speak the English language well and intelligently
- In sound body and of good health
- Of good moral character, with no convictions for a criminal offense involving moral turpitude
- Possess a High School Diploma or equivalent

HIRING PROCESS

Applicants who pass the candidate selection process may move on to these next steps:

- Formal Interview
- Conditional Offer of Employment
- Background Investigation
- Drug Testing/Psychological Testing/Physical Examination
- Academy Training

HOW TO APPLY

Applicants may apply via [PoliceApp.com](https://www.policeapp.com) during open period or respond following the New Jersey Civil Service rules set forth after an Andover Township Police Department Law Enforcement Entry Level Candidate List has been certified.