

GARFIELD POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Garfield Department Recruitment Plan is to attract qualified individuals to pursue a career with the Garfield Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the City through the departments 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 Garfield 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.

Garfield has a residency preference in all hiring matters. Applicants must be a bona fide resident of Garfield at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Garfield residents have been exhausted from the Civil Service Certification List, Bergen County residents are then provided with preference. If the Bergen County list is exhausted, applications will be open to residents of the State of New Jersey.

The City of Garfield has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination. N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. There is no City residency requirement for those hired under the provisions of N.J.S.A.11A:4-1.3.

Currently employed full time law enforcement officers, from a Civil Service agency, are only eligible for hire utilizing the Civil Service Intergovernmental Transfer program. Currently employed full time law enforcement officers, from a non-Civil Service agency, are not eligible for hire under the provisions of N.J.S.A.11A:4-1.3.

The City of Garfield is an equal opportunity employer in all facets of the personnel process.

The Chief of Police is responsible for the administration of the Recruitment Plan.

**GARFIELD POLICE DEPARTMENT
RECRUITMENT PLAN**

CURRENT DEMOGRAPHICS:

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

CITY OF GARFIELD						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	16,398	50%	52	75%	5	7%
BLACK or AFRICAN AMERICAN	1,684	5%	0	0%	0	0%
HISPANIC - ANY RACE	12,781	39%	17	25%	5	7%
AMERICAN INDIAN OR ALASKA NATIVE	48	<1%	0	0%	0	0%
ASIAN	985	3%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	3	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	225	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	531	2%	0	0%	0	0%
TOTAL	32,655	100%	69	100%	10	14%

GARFIELD POLICE DEPARTMENT RECRUITMENT PLAN

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.
- 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 City of Garfield website to attract qualified candidates to the agency.

Activity #2: Advertise on the New Jersey Civil Service website, the Garfield Police Department's *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #3: When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates or waiver-eligible Class II Special Police Officers.

Activity #4: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of eligible officers who were laid off from Garfield 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.

Activity #5: 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.

GARFIELD POLICE DEPARTMENT RECRUITMENT PLAN

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.

[Promoting Diversity in Law Enforcement Recruiting and Hiring](#)

- The reporting form can be found at:

[Appendix A](#)