



City of Garfield Police Department Recruitment Plan 2023



Purpose:

The City of Garfield Police Department is committed to attracting a qualified and diversified applicant pool. It is the intent and policy of the department to attract and employ qualified applicants who represent the racial and gender demographics of the residents of the City of Garfield. To that end, this agency will endeavor to set and meet specific goals to promote demographic consistency throughout the hiring process, as provided for in N.J.S.A. 52:17B-4.10 et seq. and corresponding New Jersey Attorney General Guidelines “Promoting Diversity in Law Enforcement Recruiting and Hiring” issued December 7, 2021. This department will make a good faith effort to meet specific goals for recruiting a demographically diverse workforce.

Current Demographic Data:

City of Garfield Resident Population and
Current City of Garfield Police Department Demographics

City of Garfield						
Data is based on the 2020 Census Count	Service Population		Current Sworn Officers Male		Current Sworn Officers Female	
Race / Ethnicity	#	%	#	%	#	%
White	16,398	50.2%	46	80%	6	67%
Black/African American	1,684	5.2%	0	0%	0	0%
Hispanic or Latino	12,781	39.1%	11	20%	3	33%
Asian	985	3.0%	0	0%	0	0%
Native Hawaiian or Pacific Islander	3	<0.1%	0	0%	0	0%
American Indian and Alaska Native	48	0.1%	0	0%	0	0%
Some other Race	225	0.7%	0	0%	0	0%
Two or More Races	531	1.6%	0	0%	0	0%
Total	32,655	100%	57	86%	9	14%



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Employment Information:

Interested in joining the Garfield Police Department? The Garfield Police Department is a fully NJ accredited department by the NJ Association of Chiefs of Police and participates in the State of New Jersey Department of Personnel standardized testing process for hiring and promotional advancement.

The Garfield Police Department is a NEW JERSEY CIVIL SERVICE COMMISSION LAW ENFORCEMENT jurisdiction, therefore, all phases of the recruitment, selection, and hiring process for entry level law enforcement positions conform to the rules and regulations established by the New Jersey Civil Service Commission and municipal ordinance.

Entry level examinations are conducted exclusively by the New Jersey Department of Personnel annually. In some cases, Civil Service may alter the testing schedule. The entrance examination for police officers is administered by the NJ Civil Service Commission. Check the NEW JERSEY CIVIL SERVICE COMMISSION LAW ENFORCEMENT website for more information.

The mandatory qualifications for appointment as a municipal police officer are:

- You must be a citizen of the United States;
- Be in good health to satisfy pension requirements;
- You must be literate (read, write and speak the English language);
- You must have good moral character (based on contemporary standards); and - You must be free of criminal conviction involving moral turpitude.

Source: (N.J.S.A. 40A: 14-122)

The Garfield Police Department participates in the New Jersey Intergovernmental Transfer Program. The City Manager of Garfield will have a posting on the NEW JERSEY CIVIL SERVICE COMMISSION LAW ENFORCEMENT website when accepting intergovernmental transfers. This is a voluntary program that offers New Jersey's Merit System employees the opportunity to transfer from one jurisdiction to another, while maintaining permanent civil service status. This innovative program allows State and local employees to explore new career opportunities, whether for personal or professional reasons, and helps locate new jobs for those facing layoffs.



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The Garfield Police Department is an Equal Opportunity Employer. The Garfield Police Department's goal 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 department's 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.

Recruitment Activities:

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, 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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Garfield City and related websites and Social Media to attract qualified candidates to the agency.

If an open competitive test is to be announced, we will 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.



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Activities include, but are not limited to:

- Providing recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- We will contact the Garfield Board of Education to seek permission to address high school students through our SRO program to interest students in a career with the agency following completion of their formal education.
- We will attend Career Days at local schools and community colleges.
- Officer internship programs for interested College Students.
- Attend the Annual Diversity in Law Enforcement training / Career fair in Philadelphia Pa.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Offer a free mentorship for all interested in taking the LE entry exam.
- Offer mobile registration drives throughout the City to assist applicants through the application process and provide computers for those who may not have the technology or Wi-Fi needed to sign up.
- Assist other area Police Departments when possible in their recruiting efforts.

For further information on the employment process and testing dates, see the New Jersey Civil Service Commission website.

- Police Officer - <https://info.csc.state.nj.us/>



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Annual Review, Evaluation, and Reporting:

- The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan, to include an annual agency demographic review, to identify whether any substantial disparities exist or have been reduced, and if need be, revise the Recruitment Plan to meet its goals and objectives.
- N.J.S.A. 52:17B-4.10 et seq. and the New Jersey Attorney General Guidelines “Promoting Diversity in Law Enforcement Recruiting and Hiring” requires each law enforcement agency to 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-LERecruiting-and-Hiring.pdf>

- The reporting form can be found at:

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