

# **HACKENSACK POLICE DEPARTMENT RECRUITMENT PLAN**

## **GOALS and OBJECTIVES:**

The goal of the Hackensack Police Department Recruitment Plan is to attract qualified individuals to pursue a law enforcement career with the Hackensack Police Department. The ultimate objective is to achieve an overall racial and gender composition of the department that reflects the service population of the city through proactive 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 Hackensack 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.

Hackensack uses a multi-faceted approach to hiring qualified individuals for the position of Police Officer. Hackensack has a residency preference in all hiring matters. Applicants applying through the Civil Service Certification List must be a bona fide resident of Hackensack at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. If utilizing the Civil Service Certification List, once Hackensack residents have been exhausted from the 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.

In addition to the Civil Service Certification List, Hackensack also utilizes the Special 2 Police Officer program, which is used to supplement patrol resources with part-time police employees. Qualified Special 2 Police Officers, who show an aptitude for growth and advancement, may be given an opportunity to transition to full-time police officers.

Other methods of obtaining qualified individuals would be the Civil Service Commission "Rice List" and the hiring of Intergovernmental transfer officers. Both processes are rooted in the confines of the Civil Service Commission and any officer wishing to come to the Hackensack Police through those methods must originate from a Civil Service organization.

Hackensack is an equal opportunity employer in all facets of the personnel process.

The Police Director or designee is responsible for the administration of the Recruitment Plan.

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**CURRENT DEMOGRAPHICS:**

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

<b>HACKENSACK CITY</b>						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	11,053	24%	68	61.8%	1	0.9%
BLACK or AFRICAN AMERICAN	9,558	21%	9	8.1%	1	0.9%
HISPANIC - ANY RACE	19,220	42%	32	29%	7	6.3%
AMERICAN INDIAN OR ALASKA NATIVE	62	<1%	0	0%	0	0%
ASIAN	4,734	10%	1	0.9%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	7	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	435	1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	961	2%	0	0%	0	0%
TOTAL	46,030	100%	110	100%	8	8.1%

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**RECRUITMENT ACTIVITIES:**

**If an open competitive test is to be announced:**

**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 Hackensack Website to attract qualified candidates to the agency.

**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 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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Hackensack Website to attract qualified candidates to the agency.
- Post an open job announcement on PoliceApp.com to inform potential officers that the Hackensack Police Department is accepting transfer applicants, who possess an active PTC certification.

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**Activity #4:** Activate Special 2 Police Officers to full-time Police Officers.

The Hackensack Police Department strives to employ the most capable and qualified officers. To do so, opportunities will be given to qualified and eager members throughout the organization. The department will engage with Special 2 Officers in order to measure their aptitude for law enforcement and their dedication to seeing their ultimate career choice come to fruition.

**Activity #5:** Utilize the Civil Service Alternate Route Program.

The Hackensack Police Department will engage with prospective officers who have enrolled themselves in a certified Police Academy, as an Alternate Route participant. With amendments to the Civil Service hiring process, a jurisdiction may now hire any candidate to a “temporary entry level officer” title. This process will further increase the pool of applicants, allowing for the hiring of the most qualified individuals, while abiding by the now codified anti-nepotism city ordinance.

### **ANNUAL REVIEW, EVALUATION AND REPORTING**

- The Police Director, or designee, shall conduct an annual review of the Recruitment Plan which shall include, but is 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 31<sup>st</sup> 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>