



General Order 2022-01
Title: Diversity in Recruiting & Hiring
Date Effective: January 1, 2022

Obligation To Review Policy and Seek Assistance As Needed

It is the policy of the Northfield Police Department that all officers and applicable employees will thoroughly review and fully familiarize himself/herself with the attached policy and will adhere to the procedures as described in this policy. Any employee shall request assistance from their supervisor if they should be in need of further explanation or training regarding this policy

Contingencies and Unforeseen Circumstances

Officers are occasionally confronted with situations where no written guideline exists and supervisor advice is not readily available. As it would be impossible to address all possible situations with written guidelines, considerable discretion is given to the officer handling the situation. Faced with the need to make decisions or take an action where no guidelines exist, officers should rely on their experience and training, and the following resources:

1. Attorney General guidelines, memorandums, and directives
2. Departmental SOP's, General Order, Special Orders, Personnel Orders, Department Memos, Instructional Material
3. New Jersey Title 39 and 2C
4. Current Search and Seizure directives

Revision History
February 15, 2022 Created

Policy

The Northfield Police Department shall make a “good faith effort” to recruit and hire a diverse workforce in accordance with the NJ Attorney General’s Guidelines.

Purpose

The purpose of the policy is to form and maintain a police department comprised of law enforcement officers who reflect the diversity of the population of the community the agency is charged with protecting.

Definitions

Jurisdiction: The Northfield Police Department is a non-civil service jurisdiction.

Applicant: _An “applicant” in a non-CSC jurisdiction is an individual seeking employment as a law enforcement officer and who has submitted a completed employment application as provided by the hiring law enforcement_agency, regardless of whether or not the individual has undergone an examination,_a background check, or any other prerequisites to employment.

Law enforcement officer. Is any person who is employed as a permanent full-time member of an enforcement agency, who is statutorily empowered to act for the detection, investigation, arrest, and conviction of persons violating the criminal laws of this State and statutorily required to successfully complete a training course approved, or certified as being substantially equivalent to an approved course, by the Police Training Commission.

I. Hiring

- A. The Northfield Police Department does not maintain an on-going recruitment program.
- B. The Northfield Police Department hires based upon the following opportunities:
 - 1. Need (*i.e., replacement due to retirement, resignation, etc.*).
 - 2. In situations where the governing body allocates financial resources for additional officers.
- C. The Northfield Police Department utilizes the following hiring methods
 - 1. Experienced/trained police officers
 - 2. SLEOII Waivers
 - 3. Alternate route
 - 4. Training new recruits
- D. Choice of the above methods are generally determined by the governing body.

II. Goals

- A. The Northfield Police Department shall annually analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the agency as compared with the racial, ethnic, and gender representation in the relevant population of the city.

III Addressing Underrepresentation

- A. Where hiring opportunities arise the Northfield Police Department may use the following methods, as well as others, to address underrepresentation.
 - 1. Outreach to local colleges and universities.
 - 2. Outreach to police academies.
 - 3. Instituting clear criteria for with respect to hiring.
 - 4. Community outreach events such as National Night Out and Coffee with Cop.

By Order of

P.S. Newman

Chief of Police