



# *Monroe Township Police Department*



Craig M. Monahan

*Chief of Police*

125 Virginia Avenue  
Williamstown, NJ 08094

Phone: (856)728-9800 ext. 209

Fax: 856-728-5158

## **RECRUITMENT PLAN**

### **GOALS AND OBJECTIVES**

The goal of the Monroe Township Police Department's Recruitment Plan is to attract qualified individuals to pursue a career with the Monroe Township Police Department. The objective is to achieve an overall racial and gender composition of the police department in comparison to the service population of the Township 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.

### **GENERAL**

Monroe Township 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.

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

The Monroe Township Police Department is an equal-opportunity employer in all facets of the personnel process.

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



# Monroe Township Police Department



Craig M. Monahan

*Chief of Police*

125 Virginia Avenue  
Williamstown, NJ 08094

Phone: (856)728-9800 ext. 209

Fax: 856-728-5158

## CURRENT DEMOGRAPHICS

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

	Service Population		Current Sworn Officers		Current Sworn Officers Female	
	#	%	#	%	#	%
White	28,352	74.9%	63	91.30%	2	2.90%
African-American	4,656	12.3%	2	2.90%	0	0
Hispanic	3,294	8.7%	4	5.80%	1	1.45%
Other	1,551	4.1%	0	0%	0	0
Total	37,853	100%	69	100%	3	4.34%

The data in the table is based on the 2020 Census Count.

## 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 the completion of their formal education.



# Monroe Township Police Department



Craig M. Monahan

*Chief of Police*

125 Virginia Avenue  
Williamstown, NJ 08094

Phone: (856)728-9800 ext. 209

Fax: 856-728-5158

- 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 Monroe Township website and Facebook page to attract qualified candidates to take the Civil Service Examination.

**Activity #2:** Advertise on the Monroe Township website ([www.monroetownshipnj.org](http://www.monroetownshipnj.org)), the Monroe Township Police Department's Facebook page (<https://www.facebook.com/MonroeTownshipPolice>), the Monroe Township Police Department's Instagram Account (@monroe\_twp\_police), the Gloucester County Diversity Recruitment website (<https://gcdiversityrecruitment.com>) and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

**Activity #3:** 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 to meet the agency's recruiting goals.

**Activity #4:** 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.



# *Monroe Township Police Department*



Craig M. Monahan

*Chief of Police*

125 Virginia Avenue  
Williamstown, NJ 08094

Phone: (856)728-9800 ext. 209

Fax: 856-728-5158

## **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 have not been 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>