



**SOUTH BRUNSWICK POLICE DEPARTMENT
2023 RECRUITMENT
PLAN**

Lt. John Penney

STATEMENT OF OBJECTIVES

In 2023, the South Brunswick Police Department will engage in recruiting new officers through an extensive and thorough hiring process. Our goal will be to identify candidates who will continue to uphold and support the following:

- South Brunswick Police Department Vision of working in a partnership with our community to provide quality service and preserve the public safety of our township residents and visitors.
- South Brunswick Police Department Mission to promote community, government, and police partnerships in addressing the cause of crime, the fear of crime and other community concerns.
- South Brunswick Police Department Core Values: Respect, Integrity, and Professionalism.

Over the last two decades, the population demographics of South Brunswick Township has changed dramatically. What was once predominantly a rural farming community, has slowly transformed into a culturally diverse and vibrant suburban community. As a result, the South Brunswick Police Department will seek to diversify our sworn membership to better match our residential composition. In doing this, our goal will be to hire the best possible candidates to represent the Township of South Brunswick as Police Officers. We will ensure the candidates we select will help us maintain the highest standards of excellence in law enforcement as both a CALEA and NJSACOP Accredited Agency.

REVISIONS

Revisions to this plan will be made as needed and may be made as a result of changed circumstances or the scheduled evaluation.

ACTION PLAN

To find the best available candidates, we will take several actions to ensure success. First, we will go to a third-party vendor, PoliceApp.com to handle some of our advertising and the majority of our administrative duties in recruitment. PoliceApp.com will advertise our job posting on their website. They will accept all applications, maintain records of all candidates throughout the application process, and will provide us with e-mail communication with applicants who may have questions about the process. PoliceApp.com will charge a fee of \$35.00 per application received for their services. Please see the Job Posting in the Appendix.

	Service Population		Available Workforce*		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	17633	38%	16232	51%	67	83	7	100%	70	85%	7	100%
African-American	3125	7%	2764	9%	7	9%	0	0%	5	6%	0	0%
Hispanic	3405	7%	1677	5%	6	5%	0	0%	4	5%	0	0%
Other	22158	34%	11205	35%	3	4%	0	0%	3	4%	0	0%
Total	46321	100%	31383	100%	81	100%	7	6%	80	100%	7	6%

Data from US census bureau data

The table above is from our 2022 CALEA Assessment Report, and it compares the demographics of South Brunswick Township to that of the Police Department. The Department is well aware of the need to diversify our ranks to become more streamlined with the population it serves. As we set out to achieve that through this hiring process, we will be sending mailers out to various civic organizations from around the State seeking interest from their respective membership ranks. Examples include: NAACP, Latino Peace Officers Association, and Islamic Society of Central Jersey (See Appendix for further information). Through U.S. Mail, email, and telephonic contact, we will ask these organizations to encourage their membership to apply to our department.

The Township website, www.sbtnj.net, will be used as an advertising source as well with a hiring announcement on the site's main page. The Department's web address, www.sbpdnj.org, will be also be used to recruit applicants with updated information on the duties, salary, and benefits of a South Brunswick Police Officer.

The Department uses Nixle for instant notifications to our residents who subscribe. We will employ Nixle to recruit applicants as well. In a similar vein, a press release announcing our entrance examination will be disseminated to area news outlets.

In 2017 our agency had a recruitment poster created by Mastergraphix, a local print shop. During our last recruitment process in 2020, that poster was utilized. A total of 150 posters were created and were displayed throughout the township at businesses and organizations who granted permission for our Agency to post them. Because of that success, we will develop new posters for this recruitment process and will distribute them in a similar manner. The new recruitment poster will include the six officers who were selected to assist with recruitment. Those officers include Officer Samuels, Officer Clark, Officer Kim, Officer Harris, Officer Stoddard, and Officer Hagood. The recruitment posters will highlight the existing diversity within our department.

During this process we will be reaching out to local Colleges and Universities to enhance our recruitment process. We are seeking information about potential job fairs at Rutgers University, Rider University and Middlesex County College.

We plan on attending the following available job fairs.

1. 03-18-2023 SB Commission on Women
2. 03-30-2023 Rowan College
3. 03-13-2023 Mercer Community College
4. Monmouth University (pending dates)

The job announcement will be mailed to all Colleges and Universities in NJ for them to post in their career development area as well as the Criminal Justice Buildings. The job announcement will also be distributed to all active NJ Police Academies, the NJ Chiefs of Police Association and the County Chiefs of Police Association.

The job announcement will be forwarded to ethnic and gender-based special interest groups and organizations, such as the NJ Asian American Law Enforcement Officers Association, NAACP, National Center for Women in Policing, The New Jersey Women in Law Enforcement, the National Organization of Black Law Enforcement Executives, The National Coalition of Latino Officers, and the Committee for Multi-Cultural Understanding.

HIRING PLAN ADMINISTRATION

Lt. John Penney – Bureau of Public Safety

Lt. Penney, will oversee the recruitment plan from start to finish. He will be the liaison to outside sources working with the agency to facilitate this process. Lt. Penney will also maintain email communication with applicants as necessary.

Lt. Gene Rickle, Community Services Division Commander

Lt. Rickle is the administrator for the Department's web page. He will update the web page accordingly with respect to this hiring process.

Ms. Jacquelyn Siemon, Support Services Division Administrative Assistant

Mrs. Siemon will assist Lt. Penney with the implementation and administration of this recruitment plan. One of her key roles will be telephonic communications with outside sources assisting with this process, as well as, with applicants as necessary.

Mr. Michael Quadrato, Policeapp.com

Mr. Quadrato is the Business Development Director at PoliceApp.com. He will manage our application process and maintain a database and records of all applicants as they proceed through our hiring process.

Ms. Cara Staffieri, Policeapp.com

Ms. Staffieri is Mr. Quadrato's assistant at Policeapp.com. She will make herself available to our agency for assistance and technical support in Mr. Quadrato's absence.

Chief William Nally (Retired), NJ Association of Chiefs of Police

Chief Nally, along with his staff, will give the written entrance examination to our applicants. He will also provide a study guide for our applicants ahead of the examination.

THE HIRING PROCESS

The hiring process will involve the following phases which occur in successive order: Written Examination (including establishment of the Candidate List), Interview, Conditional Offer of Employment, Background Investigation (including Medical and Psychological Examinations), and Formal Offer of Employment.

Written Examination

Type:

We will use the NJSACOP's 90-minute Written Examination. It will be administered by Chief William Nally (Retired) and he will bring up to six assistants with him to conduct the examination. The NJSACOP will charge \$30.00 per applicant. 70% will be the minimum passing score. (over 200 applicants \$6000.00 + \$30.00 per applicant)

Location/Date/Time:

The test will be given at South Brunswick High School on Tuesday, June 6, 2023, at 6:00 PM. Doors will open at 5:00 PM for candidate check-in. All three cafeterias will be available and we will be able to easily accommodate 1,000 candidates. We have SBHS reserved from 4:00 PM to 10:00 PM.

Candidate Cost and Application:

We will charge \$100.00 per applicant. PoliceApp will charge a \$35.00 processing fee. Candidates will be charged a total of \$100.00 and will make payment via credit/debit card to PoliceApp.com. Acceptance of applications for the examination will close on Friday, May 26, 2023, at 4:30 PM.

Staffing:

For the exam, we will need up to 5 clerical staff available to check the candidates in, with a supervisory officer to oversee this. We will also need to monitor the candidates during the examination. We will need 2 officers to monitor each cafeteria, with one supervisory officer to oversee this.

Candidate List:

Applicants who successfully pass the written examination will be placed on a candidate list. Notifications of written examination results will be made to all applicants via the Support Services Division and/or Policeapp.com.

Interview

The eligibility list established after the Written Examination will be used to select candidates for a formal interview. The nature and duration of the interview will be determined by Chief Raymond J. Hayducka. Candidates will be notified of their respective interviews via the Support Services Division, and/or PoliceApp.com.

Conditional Offer of Employment/Background Investigation

After the interview process, and at the discretion of Chief of Police, a candidate may be given a conditional offer of employment. At that point, the candidate will be required to complete a background employment application which will be routed to the Investigations Division for a thorough background investigation. The candidate will also undergo an extensive Medical and Psychological Examination, under the direction of the Township Doctor.

Formal Offer of Employment

Upon successful completion of the background check and health examinations, the candidate can be given a formal offer of employment at the discretion of the Chief of Police. Upon acceptance of the offer, the candidate will be scheduled to be sworn-in as a police officer, and he/she will be referred to the Support Services Division for new officer orientation and enrolled in the next available Recruit Class at the Cape May County Police Academy.

APPENDIX



SOUTH BRUNSWICK TOWNSHIP POLICE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR ENTRY-LEVEL POLICE OFFICERS

THE DEADLINE TO SUBMIT YOUR APPLICATION IS FRIDAY, May 26, 2023, AT 4:30 PM.

GENERAL DUTIES

Some the basic duties of a South Brunswick Police Officer include the following:

- Patrol an assigned area
- Respond to, take charge of, maintain order by directly controlling the scene in any emergency situation
- Prepare and submit precise reports on investigations, arrests, motor vehicle crashes, and other police matters
- Protect life and property and the rights of citizens by enforcing state, county, and municipal laws and ordinances
- Appear and give testimony in a court of law

SALARY

We offer a competitive salary range for our police officers:

- The starting salary is \$39,987 and the top of the range is \$134,221 (Effective 1/1/2023)

ABOUT S.B.P.D. AND THE COMMUNITY IT SERVES

Here is an overview of who we are and who we serve:

- We have 84 full-time sworn officers
- In 2022, we handled over 87,060 calls for service
- We serve a diverse community of over 50,000 residents
- Our jurisdiction is 42-square miles with several major roadways including US Route 1 & Route 130
- We are both CALEA and New Jersey State Chiefs of Police Association Accredited

MINIMUM QUALIFICATIONS

In order to be appointed as a South Brunswick Police Officer, applicants must meet the following minimum standards:

- United States Citizen and a resident of New Jersey with a valid New Jersey Driver's License
- Between the ages of 18 and 35
- Read, write, and speak the English language well and intelligently
- In sound body and of good health
- Of good moral character, with no convictions for a criminal offense involving moral turpitude
- Any applicant can take the examination, applicant must possess a minimum of 60 college credits from an accredited college or university at the date of hire; OR
- Have four years of active military service in the United States Armed Forces with an Honorable Discharge
-

TESTING REQUIREMENTS

We have a 90-minute, multiple-choice written examination which is administered by the New Jersey State Association of Chiefs of Police

- The written examination will be given on
DATE: Tuesday, June 6, 2023
TIME: 6:00 PM (DOORS OPEN AT 5:00 PM)
LOCATION: SOUTH BRUNSWICK HIGH SCHOOL, 750 RIDGE ROAD, MONMOUTH JUNCTION, NJ 08852
- Minimum passing score is 70%

HIRING PROCESS

Applicants who pass the written examination may move on to these next steps:

- Formal Interview
- Conditional Offer of Employment

- **Background Investigation**
- **Drug Testing/Psychological Testing/Physical Examination**
- **Academy Training**

HOW TO APPLY

Please note that the Application Fee is \$100.00 (Non-Refundable). Applicants may apply at the following website:

- www.policeapp.com

TARGETED RECRUITMENT ACTIVITIES:

**DURGA MANDIR
4240 ROUTE 27
PRINCETON, NJ 08540**

**NEW JERSEY ASIAN AMERICAN LAW ENFORCEMENT OFFICERS ASSOCIATION
PO BOX 958
OLD BRIDGE, NJ 08857**

**ISLAMIC SOCIETY OF CENTRAL JERSEY
4145 ROUTE 1 SOUTH
MONMOUTH JUNCTION, NJ 08852**

**PRINCETON GLORY PRESBYTERIAN CHURCH (KOREAN)
107 SAND HILLS ROAD
KENALL PARK, NJ 08824**

**PRINCETON CHINESE CHRISTIAN CHURCH
12 STARLING ROAD
KENDALL PARK, NJ 08824**

NATIONAL ORGANIZATION OF BLACK LAW ENFORCEMENT EXECUTIVES

**NORTHERN NJ
P.O. BOX 9
FANWOOD, NJ 07023
(732) 317-4043
CHAPTER EMAIL: noblenj@aol.com
WEB: www.nni.noblechapter.org**

**SOUTHERN NJ
PO BOX 965
BELLMAWR, NJ 08099
(609) 484-3644
CHAPTER EMAIL: sjc@noblenatl.net
WEB: sjc.noblechapter.org**

NATIONAL ASSOCIATION OF BLACK LAW ENFORCEMENT OFFICERS, INC

**-BI-STATE COALITION
76 MOUNTAIN VIEW
NEWARK, NJ 07106
FAX: (973) 676-3679
EMAIL: piggie871@aol.com**

-IRVINGTON SHIELDS
CONTACT: WAYNE ALSTON
PO BOX 224
IRVINGTON, NJ 07111
EMAIL: waynealston@verizon.net

-NEWARK BRONZE SHIELDS
CONTACT: ANTHONY KERR
PO BOX 1144
NEWARK, NJ 07102
PHONE: (973) 642-1186
EMAIL: elkkk2002@aol.com

NAACP

NAACP METUCHEN-EDISON AREA BRANCH
REGINALD JOHNSON, PRESIDENT
PO BOX 86
EDISON, NJ 08818
PHONE: (732) 205-9888

NEW BRUNSWICK BRANCH
PHONE (732) 828-5363

NEW JERSEY STATE LATINO PEACE OFFICERS ASSOCIATION
STATE PRESIDENT HECTOR RAMOS
PO BOX 786
MORRIS PLAINS, NJ 07950
EMAIL: h.ramos@ninlpoa.org

UNION COUNTY LATINO PEACE OFFICERS ASSOCIATION
PO BOX 2534
PLAINFIELD, NJ 07060
EMAIL: j.guzman@ninlpoa.org

NJ TRANSIT LATINO PEACE OFFICERS ASSOCIATION
CHAPTER PRESIDENT DAVID CHAPARRO
PO BOX 9219
ELIZABETH, NJ 07202-9219
EMAIL: d.chaparro@ninlpoa.org

MIDDLESEX COUNTY LATINO PEACE OFFICERS ASSOCIATION
CHAPTER PRESIDENT CARLOS DIAZ
EMAIL: c.diaz@ninlpoa.org

MORRIS COUNTY LATINO PEACE OFFICERS ASSOCIATION
PO BOX 363
FLANDERS, NJ 07836

ESSEX COUNTY LATINO PEACE OFFICERS
CHAPTER PRESIDENT HERMAN RIVERA
EMAIL: h.rivera@ninlpoa.org

BERGEN COUNTY LATINO PEACE OFFICERS ASSOCIATION
CHAPTER PRESIDENT ANTHONY HERNANDEZ
PO BOX 2155
FORT LEE, NJ 07024
EMAIL: ahernandez@ninlpoa.org

MID ATLANTIC ASSOCIATION OF WOMEN IN LAW ENFORCEMENT (M.A.A.W.L.E)
505 ROUTE 202-206
BRIDGEWATER, NJ 08807

AMERICAN MUSLIM LAW ENFORCEMENT OFFICERS ASSOCIATION, INC
PO BOX 24584
BROOKLYN, NY 11202
PHONE: (718) 998-1549
FAX: (718) 998-1599

MARATHI VISHWA
527 SEVEN BRIDGES ROAD
LITTLE SILVER, NJ 07739
PRESIDENT ASHOK CHAUDHARY
EMAIL: marathivishwa@yahoo.com

NEW JERSEY TAMIL SANGAM
PRESIDENT G. MUTHUKUMAR
PHONE: (609) 181-0925
EMAIL: gm Kumar@comcast.net