

## WEST AMWELL TOWNSHIP POLICE DEPARTMENT

150 ROCKTOWN - LAMBERTVILLE ROAD  
LAMBERTVILLE, NEW JERSEY 08530

POLICE DISPATCH: (609) 397-1100  
POLICE HEADQUARTERS/RECORDS: (609) 397-5875



EMERGENCY: DIAL 911  
FAX NUMBER: (609) 397-8801

### Recruitment Plan

#### Goal:

The West Amwell Township Police Department intends to attract qualified individuals for a career in law enforcement. The department prioritizes a recruitment and selection process that is diligently focused on identifying and reducing the presence of substantial disparities to achieve a diverse workforce, in terms of people of color and gender diversity. Conclusively the department goal is to achieve a structure of law enforcement officers that is representative of the population of the community served. The department is governed by N.J.S.A. 40A:14-118 et. seq. and Ordinances of the Township of West Amwell Township regarding recruitment initiatives and appointment. The West Amwell Township Police Department is an Equal Opportunity Employer.

#### Comparative Analysis to identify Substantial Disparity for Underrepresented Group(s):

(source(s): United States Census Bureau- West Amwell Township, New Jersey *department data*):

Race / Ethnicity	Service Population		Sworn Officers					
	#	%	# Male		# Female		Total	Percentage
American Indian or Alaska Native	3	0.10%	0	0.00%	0	0.00%	0	0.00%
Asian	111	3.80%	0	0.00%	0	0.00%	0	0.00%
Black or African American	45	1.60%	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino (any race)	87	3.20%	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%
White	2405	87.00%	10	100.00%	0	0.00%	10	100.00%
Two or more races	102	2.00%	0	0.00%	0	0.00%	0	0.00%
Other	11	0.40%	0	0.00%	0	0.00%	0	0.00%
Total	2764	100.00%	10	100.00%	0	0.00%	10	100.00%

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In review a determination is that there is a substantial disparity existence in sworn members specific to correlation to the Township of West Amwell Township as the population served for the following underrepresented groups:

**Female:**

Sworn members 0.00%

**Hispanic or Latino:**

Population in West Amwell Township 3.2%

Sworn members 0.00%

**Asian**

Population in West Amwell Township 3.8%

Sworn Member 0.00%

**Black**

Population in West Amwell Township 2.5%

Sworn Member 0.00%

■ **Recruitment Initiative Actions:**

1) **Training:**

Employee(s) selected to serve as part of the recruitment initiative will be trained in implicit and explicit bias.

2) **Standardized Forms:**

The department utilizes Police App for recruitment initiatives. Application forms and documents will be standardized to reduce subjective responses.

3) **Strategic Community Outreach and Engagement:**

Law enforcement officer organizations will be contacted to expand accessibility to underrepresented groups listed above in the goal of soliciting a greater applicant pool of female and hispanic or latino individuals. Additionally this strategic community outreach and engagement will also serve as engaging community stakeholders as well as consulting a diverse hiring team to assess what barriers are to applications by underrepresented groups and developing solutions to overcome those barriers.

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▪ **Predictive Barriers & Solutions:**

Publicly posted applicant resources on department website

- 1) Application submission challenges and circumstances such as technical or equipment availability issues. The department will make alternative methods available such as onsite application submission utilizing a station or mobile system.
- 2) Application fees for application/processes will be available for waiver upon request for eligible individuals based on current U.S. Federal Poverty Guidelines <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>
- 3) Resume assistance – the Department of Labor and Workforce Development <https://www.nj.gov/labor/career-services/tools-support/resume/>

▪ **Program Review:**

- 1) Annually the Officer in Charge or their designee shall analyze the Recruitment Plan:
  - i. Number of applicants comparative to focused plan of expanded accessibility goals for underrepresented groups as determined by the comparative analysis;
  - ii. Number of appointments comparative to focused plan of expanded accessibility goals for underrepresented groups as determined by the comparative analysis;
  - iii. Effectiveness of reducing substantial disparity for identified underrepresented groups;
  - iv. Redesign of the Recruitment Plan as determined.

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# Recruitment Resources

## Recruitment Information

***Local Ordinance and Authority*** – West Amwell Township Code Chapter 38 Police Department

***Police Officer & Sergeant Salaries, Benefits & Treatment*** - PBA 188 West Amwell Township Unit Collective Bargaining Agreement

## Applicant Resources

- Application submission challenges – challenges and circumstances such as technical or equipment availability issues. The department will make alternative methods available such as onsite application submission utilizing a station or mobile system.
- Resume Assistance - <https://www.nj.gov/labor/career-services/tools-support/resume/>
- Fee Waiver - <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>
- Recruitment contact Lt. Edward Skillman at (609)397-1100 or [watpd2621@westamwelltp.org](mailto:watpd2621@westamwelltp.org)

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### Recruitment Initiatives

Position: Police Officer

#### Overview

The selection process consists of:

- Initial Application | Departmental Interview | Background Investigation.
- Conditional offers of employment will be contingent upon successful completion of: Medical | Urinalysis Drug Screening | Psychological Examinations.

#### Qualifications

- A citizen of the United States;
- Of good mental and bodily health sufficient to satisfy the board of trustees of the police and firemen's retirement system of New Jersey as to their eligibility for membership in the retirement system;
- Able to read, write and speak the English language well and intelligently;
- Of good moral character and free from conviction of any crime constituting an indictable offense or any crime or offense involving moral turpitude;
- Able to pass such written, oral, physical and psychological examinations as shall be selected by the Chief of Police and meet essential job functions;
- A graduate of a high school, vocational high school or possess an approved Equivalent Certificate;
- Able to otherwise meets all requirements of N.J.S.A. 40A:14-122 to 40A:14-127.1.

#### Benefits

Competitive Salary	Health Benefits (SHBP), and Dental
Paid Time Off (Vacation, Personal, Sick)	Pension (PFRS)

APPLY ON POLICE APP

**West Amwell Township Police Department is an Equal Opportunity Employer**