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BROOKDALE POLICE RECRUITMENT AND SELECTION PLAN

GOALS and OBJECTIVES:

The Goals of the Brookdale Community College Police Department Recruitment Plan includes a commitment to:

- Attract and create a diverse pool of applicants, including females and minorities, that mirrors the population of the County and of the College community.
- Hire the most qualified applicants for positions in the Brookdale Police Department, while still achieving an overall racial and gender composition of the Department that mirrors/reflects the diversity of the population of Monmouth County and College community that we serve.
- Improve the retention rate of those officers that the Department hires

The Objectives of the Brookdale Community College Police Department:

- Increase the number of female and minority applicants
- Increase the number of female and minority hires
- Use a multi-tiered approach/process to select for hire the most qualified candidates/applicants, while also achieving Department staffing that is diverse with respect to age, race, gender and ethnicity.
- Increase retention rates of officers.

The Goals and Objectives will be accomplished through various recruitment activities listed in the Recruitment/Selection Activities section of this plan.

GENERAL:

The Brookdale Police Department is subject to the provisions of New Jersey Statutes Annotated Title 18A, specifically 18A:6-4.2 and 18A:6-4.5 gives the Brookdale Community College the authority to appoint persons to act as police officers for the institution, and gives those so appointed and commissioned the authority to act as police officers and constables in criminal cases and offenses against the law anywhere in the State of New Jersey, pursuant to any limitations as may be imposed by the appointing authority of the institution (Board of Trustees).

The Brookdale Police Department recruits from a candidate pool open to all residents of New Jersey.

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

CURRENT DEMOGRAPHICS:

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

	County Service Population		College Service Population [Fall 2020]		Current Sworn Officers [As of Dec 2020]		Current Sworn Officers Female [As of Dec 2020]	
	#	%	#	%	#	%	#	%
Caucasian	520,716	82.6%	6,545	62.7	11	91.7%	2	16.7%
African-American	46,443	7.4%	835	8.0	1	8.3%	0	0%
Hispanic ¹	60,939	9.7 ¹ %	1,907	18.3	0	0%	0	0%
Other	63,221	10.0%	1,151	11.0	0	0%	0	0%
Total	630,380	100.0%	10,438	100.0%	12	100%	2	16.7%

1. Not included in total population or % number.

I. RECRUITMENT/SELECTION ACTIVITIES

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified with the potential to be an asset to the police department. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to:
- Career opportunities
 - Salaries, benefits, and training
 - State hiring guidelines
 - Community information
 - Cultural diversity
 - Qualification and selection process
 - Physical and academic requirements
 - Demographic data
 - Police Officer Hiring Announcement
 - General Employment Applications

- C. This agency will take a proactive role in programs intended to attract qualified people to view and apply for the Police Officer Vacancy Announcement. There will be a special emphasis on trying to attract underrepresented groups, including females, minorities and other protected classes.
- D. Programs/recruitment activities may include, but are not limited to:
- Establishing and maintaining contacts with police academy's, community organizations and educational institutions and providing recruitment materials for display and distribution;
 - Participation in career day type programs at educational institutions and other public places and events, as available;
 - Posting Police Officer Vacancy/hiring Announcement announcements on the College website.
 - Advertising job opportunities on websites that serve women, minorities and other protected classes, including, but not limited to:
 - New Jersey Women in Law Enforcement Executives {NJWLE};
 - New Jersey Association of Black Law Enforcement Executives [NOBLE];
 - New Jersey Asian American Law Enforcement Officers Association [NJAALEOA];
 - Hispanic National Law Enforcement Association of NJ
 - PoliceApp.com
 - Monmouth County Work Force Development website
 - HigherEdJobs.com
 - Through College community organizations, including but not limited to:
 - College Athletics;
 - LGBTQ student organization
 - Student Life and Affairs
- E. Regularly evaluate the content of the BCC Job Description to ensure that it accurately depicts the minimum standards of the position, and that the current salary and benefits packages are included.
- F. Provide candidates with information about the hiring process, and provide them with updated information about their status within the process.
- G. Particular attention will be paid to trying to attract/hire candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the County.
- H. With regards to retention, the Department will continually identify and evaluate the reasons that turnover has occurred over the past [3] years, and look to correct those issues. Opportunities for training/professional development can also be offered to assist in retaining officers.

II. REVIEW & EVALUATION

- A. The Chief of Police/designee shall conduct an annual review of the Recruitment Plan, with a specific focus on the results of the initiatives that are in place to increase the number of females/minority applicants and hires.
- B. As a result of the annual review, if necessary, the Recruitment Plan shall be revised by the Chief/designee, if the goals and objectives are not achieved.
- C. The Department shall annually report statistics/information to the Monmouth County Prosecutor's Office, as required, per directive/P.L. 2020 c. 107.