

**VERNON TOWNSHIP POLICE DEPARTMENT
POLICY AND PROCEDURE**

EFFECTIVE DATE: 01/01/2022		GENERAL ORDER # 2022-01	
SUBJECT: Recruitment and Career Opportunities Policy			
ISSUED BY: Chief Daniel B. Young		# OF PAGES: 5	
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LAST REVISED: 04/25/2023			
ACCREDITATION STANDARDS:			
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.			

Policy

To establish guidelines within the Vernon Township Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated.

Procedure

I. Responsibility

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Recruitment Team (See Appendix A).

II. Member Involvement

- A. Recruitment Team representatives shall consist of employees of the Vernon Township Police Department who present a positive professional image and are effective communicators.
- B. The Police Officers or Department Members assigned to the Recruiting Team shall have a working knowledge of the selection and hiring process, and the skills, knowledge, and abilities necessary to perform the job for all positions within the department. Specific Job Duties and Requirements of the entry level police officer position is located in Appendix C. Additionally, Police Officers or Department Members assigned to the Recruitment Team should have a working knowledge of police department policies and procedures, and community characteristics and demographics.
- C. The Vernon Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all ethnic and gender backgrounds in order to develop a work force reflective of the community members we serve.

- D. Recruitment Team Members must exhibit positive motivation, work ethic, and support the Vernon Township Police Department's policies, goals, objectives, and mission at all times.

III. Recruitment Program

- A. Upon the direction and under the authority of the Recruitment Team Supervisor, members of the Recruitment Team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance whenever possible.
- B. Upon the direction and under the authority of the Recruitment Team Supervisor, Recruitment Team members will make an assertive effort to contact colleges and universities and other sources of potential candidates for the purpose of recruiting quality applicants to the Vernon Township Police Department when job openings arise.
- C. Youth Interaction- The Vernon Township Police Department is actively involved in the youth in our community. The specific youth programs include:
 - 1. Vernon Township Junior Police Academy: A one week program run in August each year for students entering 6th-8th grade. Recruits attending the junior police academy learn core values, marching in formation, physical training, and different assorted police functions. This highly successful one week program affords the youth in our community the ability to interact with a large majority of our Vernon Township Police Officers.
 - 2. LEAD (Law Enforcement Against Drugs) program: The Vernon Township Police Department teach the nationally recognized LEAD program to all students in the Vernon Township School District in the 5th and 7th grade. This program is taught as part of the school curriculum by trained LEAD Instructor Vernon Police Officers. This highly successful program is taught to approximately 500 Vernon students, and offers them an opportunity to interact with Vernon Police Officers in a comfortable, non-stressful school setting.
 - 3. The Vernon Township Police Department offers a college sponsored internship to students pursuing a career in Criminal Justice. The internship program offers students an opportunity to have a hands-on approach to seeing day to day operations of the Vernon Township Police Department. The student attends the internship as part of a full semester program in lieu of attending a class at their College or University.

IV. Action Plan

- A. To find the best available candidates, we will take several actions to ensure success. First, we are a Civil Service agency. We follow all New Jersey Civil Service guidelines as it relates to the new hire and promotional testing process. Second, in April of 2023 the Township of Vernon adopted an ordinance accepting the hiring practices established in Senate Bill S3220 and revised in July of 2022, in which Vernon Township can accept applications from an applicant who has not successfully completed the full Basic Course for Police Officers at a New Jersey Police Training Commission approved New Jersey Police Academy.

2023 VTPD Demographics	Service Population		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%
Caucasian	20,718	92.3%	31	93.9%	1	3.3%
African- American	628	2.8%	0	0%	0	0%
Hispanic	2,244	10.4%	2	6.1%	0	0%
Other	461	2.1%	0	0%	0	0%
Total	22,446	100%	33	100%	1	3.3%

Data from US census bureau 2021 data

- B. The table above has been created to compare the demographics of Vernon Township to that of the Police Department. The Department is aware of the need to diversify our ranks to become streamlined with the population it serves. The Department will review these demographic annually.

The Township website <http://www.vernontwp.com> will be used as an advertising source as well a hiring announcement notification on the site's main page.

- C. The Department uses social media, specifically Facebook for instant notifications to our residents who subscribe. Currently, we have over 16,000 followers. We will employ Facebook alerts to recruit applicants as well. In a similar thread, a press release announcing our entrance examination will be disseminated to area news outlets.

V. Employment Inquiries and Applications

A. General Employment Inquiries

1. Members of the department may likely be asked about how to become a Police Officer, Special Law Enforcement Officer (SLEO), Telecommunicator, Records Clerk, Other Civilian Employee, Volunteer, and more. Additionally, members may simply be asked "Are you hiring?" When such general inquiries take place department members shall:
 - a. Police Officer positions (Civil Service) - Inform the person that the Department is a Civil Service Police agency and encourage them to contact a Recruitment Team Member (See Appendix A). A Recruitment Team Member must be familiar with the N.J. Civil Service Law Enforcement Entry Level Examination Process.
 - b. Police Officers positions (Alternate Hiring Process for Certified Police Officers)- Employment inquires by interested persons who not have completed a full Basic Course for Police Officers (BCPO) at a PTC approved New Jersey Police Academy will be encouraged to provide a resume to a Recruiting Team Member so they can be added to an candidate database.
 - c. During the regular working hours of the municipal building a person who

wishes to submit a completed application for a non-police officer position shall be directed to submit their application to the Mayor's Office or via the Township website <http://www.vernontwp.com>.

- d. Completed police officer applications shall be submitted to a Recruiting Team Member. All completed police officer applications will be maintained by the Recruitment Team Supervisor for a period of one year.

B. Employment Inquiries – Advertised Positions

1. There are times where the Vernon Township Police Department will advertise for certain positions. When a police department employee is approached about a current advertised position he/she shall advise the person to contact a Recruitment Team Member (See Appendix A).

C. Application and Inquiry Record Keeping; Department Response

1. All incoming applications and email inquiries for the position of police officer regarding any employment shall be handled by a Recruitment Team Member. The Recruitment Team Member will forward a copy of the application or inquiry information to the Recruitment Team Supervisor for the appropriate documentation in the database.
2. All applicants and those that were interviewed for positions should receive at a minimum a written letter acknowledging their application if they were not offered an interview. Additionally, those that were interviewed should receive a written letter acknowledging their interview. Such letters may be in addition to other notifications such as telephonic or in-person.


VI. Training

- A. The Recruitment Team Supervisor shall provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. The Supervisor responsible for the Recruitment Team shall ensure officers and agency members assigned to the unit have a working knowledge of the selection and hiring process, the skills, knowledge, and abilities necessary to perform the job for all positions.

VII. Annual Reporting

- A. An annual report shall be created by January 31st of each year and forwarded to the Sussex County Prosecutors Office. This report shall include:
 1. The current agency demographics.
 2. Vernon Township is governed by civil service rules.
 3. A brief description of the application process.

4. The most current U.S. Census information will be used to establish the demographics of Vernon Township.
 5. If applicable, a detailed assessment if there are any identified underrepresented groups.
 6. Any new or modified program goals to be implemented in the upcoming year.
- B. The Vernon Township Police Department shall publish the annual report on its website.



Chief Daniel B. Young

Appendix A Recruitment Team Members

Daniel B. Young, Police Chief

Chief Daniel B. Young, will coordinate with the Vernon Township Appointing Authority, Mayor Howard Burrell, when the need arises to initiate the process of certifying the New Jersey Entry Level Law Enforcement Civil Service List.

Lieutenant Jason Haw; Recruitment Team Supervisor

Lieutenant Jason Haw, 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. He will submit the announcement to be added to the web page and Vernon Police Facebook Page with respect to this hiring process.

DSG. Daniel S. Young; Background Check Coordinator, Detective Bureau

DSG. Daniel S. Young is the administrator for coordinating background checks for all police applicants. He will manage our application process and maintain a database and records of all applicants as they proceed through our hiring process. He will also maintain email communication with applicants as necessary.

Mrs. Ashley Wheeler; Police Department Administrative Assistant

Mrs. Wheeler will assist Captain Kimkowski 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.

New Jersey Civil Service Commission

The New Jersey Civil Service Commission will give the written entrance examination to our applicants. They will also make available a study guide for our applicants ahead of the examination.

Appendix B

Employment Inquiries and Applications Received Record Keeping

Captain Jason Haw and Lt. Daniel S. Young are the administrators for coordinating employment inquiries for all police applicants. They will manage the applications received via an excel database. All Employment Inquiries and Applications will be maintained on the database for one year.

Appendix C
Job Duties – Requirements – Job Descriptions



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

ALL APPLICANTS MUST HAVE A BCPO CERTIFICATION FROM A PTC APPROVED NEW JERSEY POLICE TRAINING ACADEMY OR BE A CANDIDATE ON THE NJ CIVIL SERVICE LAW ENFORCEMENT ENTRY LEVEL LIST FOR VERNON TOWNSHIP.

GENERAL DUTIES

Some the basic duties of a Vernon Township Police Officer include the following:

- Patrol an assigned area
- Respond to, take charge of, and 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 \$54,694 and the top of the range is \$116,733 (Effective 1/1/2021)

ABOUT V.T.P.D. AND THE COMMUNITY IT SERVES

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

- We have 33 full-time sworn officers
- In 2022, we handled 24,500 calls for service
- We serve a community of approximately 22,500 residents
- Our jurisdiction is 68-square miles with several major roadways including State Hwy 94 & CR 515

MINIMUM QUALIFICATIONS

In order to be appointed as a Vernon Township 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
- Possess a High School Diploma or equivalent

HIRING PROCESS

Applicants who pass the candidate selection process 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 free. Applicants may apply in person, email resume@vernonpolice.com, or respond following the New Jersey Civil Service rules set forth after a Vernon Township Police Department Law Enforcement Entry Level Candidate List has been certified.