

Ringwood Police Department Recruitment Plan

GOALS and OBJECTIVES

The goal of the Ringwood Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Ringwood Police Department. The Objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough through department 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:

The Ringwood Police Department 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.

The Borough of Ringwood has a residency preference in all hiring matters. Applicants must be a bona fide resident of Ringwood at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. Veterans of military service who pass the exam are given preference and placed at the top of the certified list. Once Ringwood residents have been exhausted from the Civil Service Certification List, Passaic County residents are then provided with preference. If the Passaic County list is exhausted, applications will be open to residents of the State of New Jersey.

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

The Borough of Ringwood is an equal opportunity employer in all facets of the personnel process.

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CURRENT DEMOGRAPHICS:

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

**2020 Census data has fluctuated up and down with an estimated difference of 1,531 more residents in Passaic County in 2024, therefore the 2020 data was used.*

RINGWOOD BOROUGH						
Data is based on the 2020 Census Count	POPULATION 11,735		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN FEMALE OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	9,700	83%	22	100%	1	5%
BLACK OR AFRICAN AMERICAN ALONE	167	1%	0	0%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE ALONE	109	1%	0	0%	0	0%
ASIAN ALONE	196	2%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER ALONE	1	< 1%	0	0%	0	0%
TWO OR MORE RACES	431	4%	0	0%	0	0%
HISPANIC OR LATINO	1,084	9%	0	0%	0	0%
SOME OTHER RACE ALONE	47	< 1%	0	0%	0	0%
TOTAL	11,735	100%	22	100%	1	5%

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RECRUITMENT INITIATIVES:

Initiative #1:

Identify and maintain contact with local organizations and social support groups including, but not limited to educational, religious, ethnic, racial and gender-based organizations.

Activities can include, but not limited to:

- Draft, print and distribute informational brochures that may attract qualified candidates to the agency.
- Provide recruitment brochures and materials to educational, religious, ethnic, racial and gender-based organizations containing upcoming CSC testing.
- Attend career fairs at local college or universities including the regional high school.
- Make maximum use of the Ringwood municipal website to attract qualified candidates to the agency and advise of CSC testing dates.
- The following information may prove useful when participating in recruitment activities:
 - Recruitment/informational brochures
 - Agency organizational chart
 - Current contractual agreements
 - Training catalogs
 - Demographic data
 - General Employment Applications

Initiative #2:

Advertise Civil Service Commission testing dates and web-based links on the Ringwood Police Department's *Facebook* page and other social media platforms.

Initiative #3:

Continue youth outreach programs such as DARE and Junior Police Academy, which fosters relationships between working Ringwood Police Officers and all demographics of youth members in the town.

Initiative #4:

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 not limited to:

Conducting interviews with eligible laid off officers in an effort to employ such officers as to meet the agency's recruiting goals.

Initiative #5:

Attend available career fairs.

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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 goal and objectives are not 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 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>