Upper Saddle River Police Dept.
Internal Communication

M E M O R A N D U M

To:	**Report to File**
From:	**Chief Patrick Rotella**
Reference:	**2022 Review Recruitment Plan / NJSACOP Standard 2.4.1**
Date:	**April 8, 2022**

On April 8, 2022, I, Chief Patrick Rotella, in accordance with NJSACOP Accreditation Standard 2.4.1, conducted an annual review of Upper Saddle River Police Department Recruitment Plan. It is our goal to ensure that the Upper Saddle River Police Department continues to attract qualified individuals wishing to pursue a career in law enforcement with our Agency.

This review follows the New Jersey Attorney General guidelines regarding the promoting of diversity in Law enforcement recruiting and hiring. In order to most effectively serve the communities of New Jersey, it is important for law enforcement agencies to strive for workforces that reflect the diversity of the jurisdictions they serve. With this need in mind, our agency strives to:

(1) Identify underrepresented groups
(2) Take action to address any underrepresentation
(3) Collect and report demographic data regarding recruiting, hiring, promoting, and other personnel actions.

An annual review serves to assist us in determining if the goals and objectives of our Recruitment Plan would need to be modified, based on things such as:

➢ Changes in our Department through retirement
➢ Changes in the demographics of the community
➢ Changes based on the needs of the community

Paramount to our recruitment efforts, is ensuring that the racial and gender composition of the Department, in comparison to the service population, is represented accordingly.

Our agency ensures compliance with N.J.S.A. 52:17B-4.10 et seq which requires law enforcement agencies to report certain law enforcement applicant data annually. 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.

Current Demographics:
The demographics composition of the service area and Agency are represented in the following table:

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BOROUGH OF UPPER SADDLE RIVER						
Data is based on the 2020 Census Count	**POPULATION**		**CURRENT SWORN OFFICERS TOTAL**		**CURRENT SWORN OFFICERS FEMALE**	
RACE / ETHNICITY	**#**	**%**	**#**	**%**	**#**	**%**
WHITE	6,120	73%	16	94%	1	6%
BLACK or AFRICAN AMERICAN	129	2%	0	0%	0	0%
HISPANIC - ANY RACE	579	7%	1	6%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	1	<1%	0	0%	0	0%
ASIAN	1,240	15%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	1	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	33	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	250	3%	0	0%	0	0%
TOTAL	8,353	100%	17	100%	1	6%

The above information regarding our community makeup was obtained directly by our accreditation manager from the 2020 census count located on the United States Census Bureau website. The link to this information can be found at:

http://www.census.gov/quickfacts/table/PST045216/3475140,00

The data presented above showed a change in our local demographics compared to the previous census which was conducted in 2010. Based on this data our Agency will focus on attracting candidates of Asian descent during future recruitment processes along with other underrepresented groups.

Recruitment Initiatives
During the 2021 calendar year, we hired one police officer. The hiring process for this officer began in 2020 following the retirement of another officer and concluded with the swearing in of an officer on January 7, 2021. We were also informed that an officer may be retiring early 2023.

Two senior officers are currently eligible for retirement.

We initiated steps with the Borough to begin the hiring process late 2020. The purpose of initiating the hiring process prior to any personnel leaving was to develop a list of qualified candidates to replace officers as they retired. The hiring announcement was open to all applicants both, non-PTC and PTC certified.

Below is a synopsis of the application and hiring process:

The Personnel Officer and the Chief conducted a formal review of the Department Recruitment and Selection Policy. We assembled a Hiring Committee consisting of the Chief of Police, Detective Captain, two Lieutenants, a Detective, and a Patrol Sergeant. A hiring announcement was prepared and forwarded to Policeapp.com for public release.

Public notice made via the following: Upper Saddle River Police Department website and Facebook page, notification to all New Jersey Police Academies, PoliceOne, IACP, Bergen County NAACP, New Jersey Women in Law Enforcement, National Coalition of Latino Officers, and the Asian Law Enforcement Officers Association. The Department Personnel Officer will also make contact with those individuals who had submitted a résumé prior to the start of our hiring process. We also posted the hiring announcement with Handshake. Handshake is an interface that provides employment opportunities for current college students and graduates. Colleges in New Jersey, New York and Pennsylvania will be notified of the hiring announcement.

A Recruitment Brochure was used as a way to disseminate information about our Department. We displayed the Recruitment Brochure in the lobby of Police Headquarters for the general public and prospective candidates.

Applicants were required to submit a résumé and cover letter, as well as a pre- application through policeapp.com. Applicants had to pre-register to take a written entrance examination. The New Jersey State Association of Chiefs of Police administered the examination. One hundred and fifty (150) people applied to take the exam. Due to Covid 19 restrictions, our agency had to rent a banquet hall at the Park Ridge Marriot to accommodate the number of applicants. Forty-one (41) candidates moved onto the physical fitness examination.
The physical examination was held at the offices of an outside physical fitness consultant, Dr. Michael Golz. Based on a review of the information submitted by the applicants, their written examination and physical assessment results twelve (12) candidates were brought to a formal interview. Following the formal interviews, three candidates were recommend to the Mayor and Council. The Mayor and Council liaisons assigned to the Police Department interviewed all three candidates. Following the interview one candidate was given a conditional offer of employment. This candidate would attend the Bergen County Police Academy January of 2021.

The two additional candidates were placed on a hiring list for one year. This list would be used in the event an officer retired during the 2021 calendar year.

Going forward, our Agency will continue our attempts to attract qualified candidates through the following methods:

> ➢ *Use of social media to promote the law enforcement profession and our agency. The Upper Saddle River Police Department website and Facebook pages are used to provide important information to the public, as well, and provide details about our Agency to include employment opportunities.*

> ➢ *Distribution and Display of Department Recruitment Brochure. A Department brochure was created to promote our Agency. This brochure*

can be found in the lobby of Police Headquarters and is handed out at various outreach events.

➢ *Acceptance of Résumés of PTC and Non-PTC Certified Individuals during the calendar year.* Our Agency actively accepts at any time throughout the year résumés from candidates looking to pursue a career in law enforcement. The résumés of prospective candidates are kept on file until such time that a job may be available. The personnel officer is responsible for contacting these candidates if a police officer or dispatcher position were to become available.

➢ *Middle School and High School Job Fair*
Detective Captain Edward Kane has in the past spoken at Career Day events at Northern Highlands Regional High School. Northern Highlands is the regional high school for Upper Saddle River, Allendale, Ho-Ho-Kus, and Saddle River. Due to Covid 19 we were unable to participate in these events in the past couple years.

➢ *Discussion with Young Adults Interested in Pursuing Law Enforcement Career*
During the year, my staff and I actively engage with young adults who are interested in pursuing a career in law enforcement. We provide them guidance and information on the qualifications needed to become a police officer and answer questions they may have, as they prepare themselves to enter the law enforcement profession.   We also offer internship opportunities to those 18 and over who are interested in entering the law enforcement profession.

➢ *College Recruitment*
During the 2016 calendar year, our Agency signed up to be a member of the Ramapo College Cahill Career and Development Center. Through an online interface called Handshake, we can post job offerings that reach current and former Ramapo College students. Presently working in our Dispatch Center is one graduate of Ramapo College and another who is attending Ramapo. In an effort to draw more candidates interested in the law enforcement profession, we used the Handshake interface to connect with even more college students in New Jersey, New York and Pennsylvania. We will post both Police and Dispatcher jobs on the Handshake site.

➢ *Community Outreach*
Community Outreach and engagement is an excellent way for officers to promote our Agency and help to recruit future candidates. Our Agency participates in over a dozen community outreach initiatives each year.

Three notable events that allow us to interact with the public on a large scale to promote our Agency are Coffee with a Cop, National Night Out and the Upper Saddle River Oktoberfest.

➢ *D.A.R.E./School Resource Officer*
Currently, our Agency has one officer assigned as a D.A.R.E. Officer. The D.A.R.E. officer helps to build trust between law enforcement and the children in our community. Seeing the positive impact that police officers have, may help to steer young adults towards a career in law enforcement. For example, our newest hire Officer Jake Chiavelli explained during his interview how much of an impact his high school SRO (school resource officer) had on his career choice.

We continue to have discussions with the Mayor and Council regarding our staffing level and need for more uniformed officers.