



Upper Saddle River Police Dept.
Internal Communication

MEMORANDUM

To:	Report to File
From:	Chief Patrick Rotella
Reference:	2024 Review Recruitment Plan / NJSACOP Standard 2.4.1
Date:	January 18, 2024

On January 18, 2024, 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. Assisting with this review was our department personnel officer Lieutenant Donald Hausch.

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 2023 calendar year, we conducted one hiring process. The hiring process was initiated following vacancies, which occurred due to the following reasons:

- two officers transferring to other agencies

It should be noted that five (5) officers will be eligible for retirement during the 2024 calendar year.



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Notification was made to the Mayor following the resignation of two officers. The decision was made to replace both officers through the lateral transfer process. Only NJ PTC-certified candidates were eligible to apply. It should be noted that over the last three years, our agency, as well as others throughout New Jersey, have noticed a dramatic decline in the number of applications received by both sworn and unsworn candidates.

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, and two Sergeants from the patrol division. A hiring announcement was prepared and forwarded to Policeapp.com for public release.

Lt Hausch and Lt Lynch assisted in making Public notice of the hiring via the following: Upper Saddle River Police Department website and Facebook page, notification to all New Jersey Police Academies, Bergen County NAACP, New Jersey Women in Law Enforcement, PoliceOne, IACP, DailyVoice, National Coalition of Latino Officers, and the Asian Law Enforcement Officers Association. The Department Personnel Officer will also makes contact with those individuals who had submitted a résumé prior to the start of our hiring process.

A Recruitment Brochure is 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.

The hiring process was initiated in January of 2023. Applicants were required to submit a résumé and cover letter, as well as a pre-application through policeapp.com. Minimum Requirements for applicants were as follows:

- Must possess a New Jersey Police Training Commission Certification
- Must be a United States Citizen
- Must be a resident of the State of New Jersey pursuant to N.J.S.A. 40A:14-122.8;
- Age of not less than 21 years or more than 35 years. However, age restrictions shall not conflict with current state or federal law pursuant to N.J.S.A. 40A:14-127;

As per Upper Saddle River Borough Ordinance section 3-47 a candidate must meet the following educational requirements to be eligible for appointment to the Police Department:

- 1) A four-year college degree from an accredited college or university;
or
- 2) At least two years of active military service with an honorable discharge, together with either a two-year college degree from an accredited college or university or the accumulation of at least 60 credits from an accredited college or university.

The application period on police app ran from 1/6/23 – 1/29/2023. During that time 30 individuals submitted applications. After reviewing the applications and resumes seven (7)



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candidates were selected to proceed to the formal interview stage of the process. (6 males and 1 female). Prior to the formal interviews the female applicant accepted a job with another police department and withdrew from the process.

Following the formal interviews of the six (6) remaining candidates three (3) were selected for a ride along. The ride along was conducted by a field training officer and patrolman. After receiving their feedback the three candidates were brought back in for informal interviews with oral board members.

Two of the three candidates were then presented with conditional offers of employment following the informal interviews. Background investigation, psychological exam, medical evaluation and drug testing completed. Candidates sworn in at the May 4th 2023 Mayor and Council meeting.

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



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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*

Locally we are in contact with 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. In an effort to draw more candidates interested in the law enforcement profession, we have used the Handshake interface to connect with more college students in New Jersey, New York and Pennsylvania. We 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 numerous community outreach initiatives each year.

Some 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, Law Enforcement Torch Run and the Upper Saddle River Oktoberfest.

➤ *Police Dispatching*

A number of our sworn staff has begun their law enforcement career as either a fulltime or part-time police dispatcher. In the last few years, we have also lost a number of police dispatchers after they were hired as police officers by other law enforcement agencies. Based on the above, police dispatching is a great entry-level job for those looking to pursue a career in law enforcement.

➤ *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, one of our current officers 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 in the field. A hiring plan was presented to the Mayor and Council during the 2022 calendar year.