

Chester Police Department Recruitment Plan

GOALS AND OBJECTIVES

The goal of the Chester Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Chester Police Department that achieves an overall racial and gender composition of the department in comparison to the service population of the Chester Township and Chester Borough.

GENERAL

The Chester Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance in all facets of the recruitment and selection process. The Chief of Police is responsible for the Recruitment Plan.

Chester Township 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:

Demographics Report						
ETHNICITY	Service Population		Sworn Officers (Male)		Sworn Officers (Female)	
	#	%	#	%	#	%
Caucasian	8,304	88.40%	21	87.50%	1	4.20%
African-American	144	1.53%	1	4.20%	0	0.00%
*Hispanic (any race)	645	6.86%	1	4.20%	0	0.00%
Other	301	3.20%	1	4.20%	0	0.00%
Total	9394	100%	24	100%	1	4.20%

***Not included in total population or % number.**

RECRUITMENT ACTIVITIES

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

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Chester website to attract qualified candidates to the agency.
- The following information should prove useful when participating in recruitment activities:
 - Recruitment/informational brochures
 - Agency organizational chart
 - Current contractual agreements
 - Training catalogs

- Demographic data
- General Employment Applications

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 are 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.

REVIEW & EVALUATION

The Chief of Police shall conduct an annual review of the Recruitment Plan. As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.

Qualifications for Appointment

PROBATIONARY AND PERMANENT APPOINTMENTS

In addition to any other requirements set forth within this policy, to be eligible for probationary appointment to the Police Department, a prospective candidate for appointment must meet any and all qualifications set forth in the laws of the State of New Jersey and in the ordinances and resolutions of the Township of Chester; must be a citizen of the United States of America and a resident of the State of New Jersey; must possess an Associate's Degree (or more advanced degree) from an accredited college or university; must be able to speak, read and write in the English language fluently; must possess a valid New Jersey driver's license; must successfully complete such oral, written, psychological and physical examinations as may be required; and must possess current New Jersey Police Training Commission certification and current New Jersey Emergency Medical Responder certificate. However, should an otherwise eligible candidate for probationary status not possess an EMR certification, then said certification must be successfully completed during the probationary period described below. A waiver of an Associate's Degree requirement is permitted when a candidate has served in the United States military for four years and has received an honorable discharge (Chester Township Ord. no. §41-11A(1)).

Permanent appointment to the Police Department shall require that the probationary officer, if not already so certified, successfully complete EMR training and maintain EMR certification.

Permanent appointment to the Police Department shall further require that the probationary officer successfully complete a probationary period of one year, regardless of the step/salary at which hired, during which time the Mayor and Council may, upon consultation with the Chief of Police, or Deputy Chief of Police or Officer in Charge, dismiss the probationary officer without cause or hearing. Probation may be extended for an additional period, not to exceed one year, at the discretion of the Chief of Police, or Deputy Chief of Police or Officer in Charge, and Police Committee Chair and with the approval of the Mayor and Council. An extension of the probationary period will result in the extension of compensation at the step/salary at which hired. However, such extension will not change the officer's hire date relating to terms of tenure nor future pay step increases if the probationary officer's employment is continued.

ESSENTIAL FUNCTIONS AND ABILITIES OF APPOINTEES

To adequately perform the responsibility of a police officer, a candidate must be able to perform the essential functions of the position.

- Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
- Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
- Ascent or descent stairs.
- Climb over, pull up over, and jump over obstacles.
- Jump down from elevated surfaces or areas.
- Climb or crawl through openings.
- Crawl under obstructions or in confined areas.
- Balance on uneven or narrow surfaces.
- Use body force to gain entrance or breakthrough barriers.
- Push objects, vehicles, or persons.

- Pull objects or persons.
- Lift and carry objects or persons.
- Drag objects or persons.
- Sit or stand for extended periods of time.
- Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
- Swim.
- Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road, or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
- Detain individuals.
- Stop suspicious individuals and vehicles.
- Pursue fleeing suspects, in a vehicle or on foot.
- Disarm persons.
- Restrain or subdue resisting suspects.
- Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
- Conduct visual and audio surveillance.
- Perform law enforcement patrol functions, on foot or in a vehicle.
- Issue Summonses.
- Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
- Observe, record, recall and report incidents and information.
- Operate radar equipment.
- Administer field sobriety tests.
- Operate a fire extinguisher.
- Fingerprint, photograph, and videotape individuals, objects, and scenes.
- Transport citizens, prisoners, and committed mental patients using handcuffs and other restraints, when appropriate.
- Work rotating shifts and adapt to irregular working conditions.
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- Identify, collect, label, and preserve evidence.
- Secure the scene of a crime, emergency, or disaster.
- Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
- Control crowds.
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- Perform rescue and support functions at the scenes of accidents, emergencies, and disasters.

- Administer emergency first aid.
- Physically check buildings, including doors and windows, to ensure that they are secure.
- Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
- Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects, and walking for long periods of time.
- Search for missing, wanted, or lost persons and evidence.
- Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
- Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
- Understand and follow orders, policies, and procedures.
- Accept direction and function cooperatively as one member of a unit.
- Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
- Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.
- Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications.
- Communicate effectively in court and in other formal settings.
- Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.
- Communicate effectively with individuals in an agitated or distraught condition.
- Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
- Mediate disputes and confrontations with hostile and potentially violent individuals.
- Gather information by observation of behavior, visual inspection, and oral communication; determine what information is significant; assess a situation based on that information, and exercise independent judgment to make decisions concerning choice of action and equipment.
- Perform a variety of tasks, involving different and sometimes contrasting skills in rapid succession during a short period of time.
- Exercise independent judgment in determining when there is reasonable suspicion to detain when probable cause exists to search and/or arrest, and when force may be used, and to what degree.
- Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.

- Withstand exposure to and deal appropriately with the stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims, disaster victims, and their families; with incidents of suicide and domestic violence.

DISQUALIFIERS

If you were ever convicted of an indictable offense or are presently under an indictable conviction expungement.

- A conviction of any offense involving domestic violence.
- A conviction of any offense involving a “controlled dangerous substance.”
- A conviction of any offense involving public office, position, or employment (i.e., school board, township committee, etc.).
- If you were adjudicated to have committed an act of juvenile delinquency. “Juvenile delinquency” here means the commission of an act which, if committed by an adult, would constitute an indictable offense.
- If you were adjudicated by a court or found by an employer to have violated any person’s civil rights in this State or any other State.
- If you are currently on probation or have ever been on probation at any time within the last 12 months in this State or any other State.
- If you participated in a program of supervisory treatment or pretrial intervention for an indictable offense under N.J.S.A. 2C:43-12 or an out-of-state equivalent.
- If you have been convicted of driving while intoxicated two times or once within five years in this State or any other State.
- If your driving privilege is currently revoked or suspended in New Jersey or in any other State.
- If you were dishonorably discharged from any branch of military service or law enforcement agency.
- If you have ever renounced your United States citizenship.
- If you are currently subject to a final domestic violence restraining order.
- If you were ever terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment.
- If you have used marijuana or hashish within the past three years.
- If you have possessed or used any other illegal drug or drugs other than those prescribed or provided by a physician or purchased over the counter including the use of anabolic steroids within the past ten (10) years.
- If you have ever sold or given an illegal drug to another person in your life.
- If you have ever manufactured an illegal drug at any time in your life.