



" LEADING THE WAY TO A SAFER COMMUNITY "

Woodbridge Police Department RECRUITMENT 2022

This is the Affirmative Action/Recruitment Plan for the Township of Woodbridge Police Department. This plan is intended to make a commitment to Equal Employment Opportunity and Affirmative Action hiring by the Police Director's Office and the Woodbridge Township Police Department. It is the responsibility of the entire police department to adhere to a policy that is equitable for all employees and job applicants as outlined in Title VII of the 1964 Civil Rights Act, and the New Jersey Law against discrimination, Chapter 124 of the NJ Laws of 1981. The purpose of the Affirmative Action Plan is to establish a formal program that includes goals and procedures to which the department is committed, and provide equal employment opportunity to all employees and job applicants.

POLICY STATEMENT:

The Woodbridge Township Police Department makes every attempt to ensure equal employment opportunity for all members and individuals applying for employment, regardless of race, creed, color, national origin, nationality, age, sex or handicap, (Rights Act of 1964, Executive Order No.61 and Chapter 124, Public Laws of 1981). This policy and mandate applies to all levels of classification of employment within this agency. Equal Employment Opportunity includes, but is not limited to, the areas of recruitment, selection, hiring, training, promotion, transfer between divisions, layoff, return from layoff, compensation and fringe benefits. It includes policies, procedures and programs for recruitment of minority and handicapped persons and females.

The Township's employment practices will be periodically reviewed to ensure that minority classes are receiving fair and equal consideration for all job opportunities within the police department. Affirmative Action will be taken to encourage minorities and females to apply for positions within the police department. Affirmative Action will also apply to the promotional process at all times, in order to further the principle of equal employment opportunity.

PURPOSE:

The purpose of this part of the Affirmative Action/ Recruitment Plan is to identify areas that have an impact on EEO/AA and to identify appropriate activities to effectively address all available corrective actions. The police department recognizes that cultural diversity is an important element in providing quality community policing.

OVERALL GOAL:

The overall goal of the Woodbridge Township Police Department is to attempt to employ a work force that is representative of the population of the municipality it serves. The standard for determining minority representation is based upon the most recent 2020 census data.

The Woodbridge Township Police Department will address this situation by continuing its concentrated minority recruitment effort during the one year period of 2022. The next Law Enforcement Exam has yet been administered and the department will continue to hire from the current civil service list and well as utilize the alternate route hiring process as appropriate. The alternate route process allows the department to hire applicants who are Police Training Commission certified. These applicants do not have to take the NJ Civil Service Examination.

It is the policy of this department to attempt to achieve an overall goal of minority officers in approximate proportion to the makeup of the community. This is a significant goal for the agency. Such a goal can only be achieved incrementally, over a period of many years. To help achieve this goal, a PLAN OF ACTION shall be prepared, and reviewed every year. The plan of action shall establish a goal for that year, which is achievable. The present departmental goal is to increase the percentage of sworn minority officers (particularly African American and Asian Indian) and female police officers.

STATEMENT OF MEASURABLE OBJECTIVES:

As of 2022, the police department has 8 African American Officers and 7 Asian Officers which is below the percentage of the population of Woodbridge Township, but it is the highest percentage in the history of the Woodbridge Police Department so we are seeing improvement in these demographics.

- The Woodbridge Police Department has steadily increased the number of Hispanic Officers. In fact, the number of Hispanic officers is now almost identical to the population of Woodbridge Township.
- The Woodbridge Police Department has the largest percentage of female police officers in the history of the department. Based on recruitment and hiring trends and demographic reviews, we believe these numbers will only continue to increase.

An objective is to increase recruitment activities with these groups and to increase the number of applicants who take the next NJ Civil Service Examination. It is impossible to know what the ultimate outcome will be because we only get the list of those who score high enough to be considered for employment. But we can compare the number who score high enough from the next list and see if numbers have increased. Our objective is to see an increase in this number.

PLAN OF ACTION:

- Continue a relationship with local minority community leaders, encouraging them to refer information about qualified minority applicants. This is an ongoing process.
- Advise all potential applicants that the department is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin or ancestry, color, sex, sexual orientation, marital status, religion, age, handicap, political affiliation or other non-job related personal criteria. This is an ongoing process.
- Contact church congregations, including the Woodbridge Township Ministerial, which represents several Jewish, Protestant and Roman Catholic congregations, along with a number of area Baptist churches, to encourage them to assist with recruitment efforts and locate potential candidates. This is a continuing practice.
- Contact multi-cultural organizations, such as the NAACP, Puerto Rican Association for Human Development, Indian Business Association of New Jersey, the Woodbridge Human Relations Commission, Douglas College Advisory Service for Women, and Women Helping Women to encourage them to assist with recruitment efforts and locate potential candidates. This annual contact is ongoing.
- Conduct recruitment activities outside the agency's jurisdiction through the use of public service announcements on Woodbridge TV Channel 35 and the Township web page. This is an ongoing advertising campaign.
- The Junior Police Academy each July has become an excellent tool to establish a relationship with the youth of the community at a younger age and expose them to opportunities available in a future career in law enforcement.
- Utilize the skills of our minority and women officers by having them represent the department at different functions such as street fairs, career fairs and other public events. An effort shall be made to select officers who reflect the identified underrepresented groups.
- Utilize the departments Facebook page to provide information on how to become a police officers, requirements and testing information.
- Posters, notices, TV 35 as well as the township web site advise all potential applicants that the department is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin or ancestry, color, sex, sexual orientation, marital status, religion, age, handicap, political affiliation or other non-job related personal criteria. This practice shows the public that opportunities are provided in the department without the worries of discrimination and therefore will be continued.
- Community Affairs will continue to attract our township's youth and minorities by showing our spiritual leaders, community leaders and residents our diversity and how valuable their skills are to the success and functionality of our police department. This practice will continue by having these officers more visible in our community policing.

- The Presbyterian Church in Iselin, the Baptist Church in Sewaren, St. Cecelia's Church in Iselin as well as St. John Vianney's School are all contacted to encourage them in assisting with recruitment efforts and locate potential candidates. Due to these efforts, we have opened lines of communication with clergy and parishioners. As a result, some clergy have gone to schools to speak with students. Open communication with the township's parishes is another avenue that can possibly result in a more diversified department. Therefore we will continue the open dialogue that is currently in place.
- Woodbridge Township has one of the largest Asian-Indian populations in New Jersey and a large Asian-Indian Business District. Our biggest recruitment challenge is to increase the number of Asian-Indian Officers. Community Affairs now has a liaison to the Asian-Indian Community and Business District. This has helped inform the community about the Police Department and more Asian-Indians have expressed an interest in a career in law enforcement. Until the next civil service test is given, we will not be able to see the results of our efforts.
- Community Affairs contacts the Middlesex County Human Relations Commission as well as other multi-cultural organizations to encourage them to assist with recruitment efforts and locate potential candidates. These efforts will assist in helping our department become more diversified. Therefore we will continue to reach out to multi-cultural organizations.
- We will continue advertising on TV 35, Woodbridge Township's Web Page as well as our Woodbridge Works local newsletter. This has worked well in the past and does send a message to residents that applications are being accepted at the Woodbridge Police Department. The department is also exploring the possibility of making a recruitment video.
- Because we are a NJ Civil Service Commission agency, we only get gender and race numbers of those individuals who score high enough to be considered for employment. We are seeing an increase in the number of Asian and African American Candidates but we need to keep improving.
- The department has begun to specifically target underrepresented groups and inform them where they can take exam preparation courses in an effort to score as high as possible on the LE Exam.
- **The recruitment plan may be updated or revised based on the results of demographic reviews or other factors including but not limited to: population changes, retirements, departmental needs or if the Police Director request changes in recruitment efforts.**



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AGENCY DEMOGRAPHICS AS OF JULY 2022

DEMOGRAPHICS OF SERVICE POPULATION

TOTAL SERVICE POPULATION: 103,639

(Source-2020 US Census Data)

<i>RACE/ETHNICITY</i>	<i>% OF POPULATION</i>
Caucasian	56.7%
African American	11.4%
Asian	24.3%
Other	7.6%
Hispanic	20.9%
<i>GENDER</i>	<i>% OF POPULATION</i>
Male	49.0%
Female	51.0%

DEMOGRAPHICS OF ALL SWORN OFFICERS

TOTAL SWORN WORKFORCE: 215

<i>RACE/ETHNICITY</i>	<i>TOTAL</i>	<i>% OF WORKFORCE</i>
Caucasian	166	77.2%
African American	8	3.7%
Asian	7	3.3%
Other	0	0.00%
Hispanic	34	15.8%
<i>GENDER</i>	<i>TOTAL</i>	<i>% OF WORKFORCE</i>
Male	197	91.6%
Female	18	8.4%