

# **City of Long Branch Police Department**

# Policy & Procedures

# Standard Operating Procedure

# Promoting Diversity in Law Enforcement

## Recruitment and Hiring



<b>AUTHORITY:</b> William Broughton Director of Public Safety	<b># OF PAGES:</b> 3
<b>EFFECTIVE DATE:</b> May 31, 2024	

**PURPOSE:** The purpose of this policy is to ensure that the Long Branch Police Department is making every effort to have a workforce that reflects the diversity of the population of the City of Long Branch.

**POLICY:** It is the policy of the Long Branch Police Department to strive for a workforce that reflects the diversity of the population of the City of Long Branch, in order to most effectively serve the community, interact with all its members and promote safety.

## **PROCEDURE:**

## I. Definitions

- A. Applicant:** An “applicant” in a Civil Service Commission (CSC) jurisdiction is an individual seeking employment as a law enforcement officer and who (1) is included on a CSC certified list of eligible candidates received by a hiring law enforcement agency and (2) responded timely to the hiring agency with an expression of interest in the position. “Applicant” also includes individuals who are exempted from the CSC examination requirement under N.J.S.A. 11A:4-1.3 and who submit a completed employment application as provided by the hiring agency.
- B. Appointment:** A law enforcement officer is “appointed” by the appointing authority of the City of Long Branch and in accordance with the provisions stipulated by law and City of Long Branch ordinance §75-4.

- C. Law enforcement agency:** a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which has by statute or ordinance the responsibility of detecting and enforcing the general criminal laws of this State.
- D. Law enforcement officer:** any person who is employed as a permanent full-time member of an enforcement agency, who is statutorily empowered to act for the detection, investigation, arrest, and conviction of persons violating the criminal laws of this State and statutorily required to successfully complete a training course approved, or certified as being substantially equivalent to an approved course, by the Police Training Commission pursuant to P.L.1961, c.56 (C.52:17B-66 et seq.).

## **II. Establishing a program**

- A.** The goal of the program is to ensure our agency is comprised of law enforcement officers who reflect the diversity of the population of the City of Long Branch. The Long Branch Police Department will make a good faith effort to meet specific goals for recruiting a workforce of gender, racial and ethnic diversity.
- B.** Our agency will be responsible for establishing its own specific program goals. The program goals will be set based on the outcome of our agency's annual recruitment report which will be completed by January 31st of each year. Our agency will analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population of the City of Long Branch based on the most recent US Census data.
- C.** The program goals will be outlined in our Annual Recruitment and Hiring Plan, which will be posted on our official department's internet website.

## **III. Addressing Underrepresentation**

- A.** Identified underrepresentation will be addressed in the program goals and will be outlined in detail in the Addressing Underrepresentation section of the Annual Recruitment and Hiring Plan. The means of addressing underrepresentation shall not include quotas or any other legally impermissible provisions.

## **IV. Methods of Evaluation**

- A.** The Director of Public Safety or designee, will conduct an annual review of the Recruitment and Hiring Plan, which will include, but will not be limited to performing a complete assessment of department sworn law enforcement personnel and applicant demographic data, in order to assess whether our goal to achieve a diverse workforce that reflects the diversity of the population of the City of Long Branch is advancing. The Director of Public Safety or designee, will further evaluate the success of our hiring plan annually, after the submission and publication of our law enforcement demographic data. This evaluation will identify if disparities are reduced and if not, the department will re-evaluate, modify and revise its strategies in order to produce the desired results.

**V. Public Posting and Reporting**

- A.** The Recruitment and Hiring Plan, including a description of the data used to determine the existence of any underrepresentation, shall be posted on the agency's official internet website.
- B.** By January 31st of each year, the agency will complete and submit the annual recruitment report to the Monmouth County Prosecutor's Office for the preceding calendar year.
- C.** The data collected for the annual recruitment report shall be published in the Long Branch Police Department's Annual Law Enforcement Diversity Reporting Form.

BY ORDER OF:



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William Broughton  
Director of Public Safety