

**BYRAM TOWNSHIP POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

S.O.P. 126: RECRUITMENT AND CAREER OPPORTUNITIES

EFFECTIVE/REVISED	DATE	AUTHORITY	GENERAL ORDER #:
Effective:	04/26/2022	Chief Burke	
Revised:	06/10/2024	Chief DeWald	
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COMMENTS:			

**126.1
POLICY & PURPOSE:**

126.1.1

POLICY: To establish guidelines within the Byram Township Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive, and dedicated.

126.1.2

PROCEDURE

A. Responsibility

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the Recruitment Team (See Appendix A).

B. Member Involvement

1. Recruitment Team representatives shall consist of employees of the Byram Township Police Department who present a positive professional image and are effective communicators.

2. The Police Officers or Department Members assigned to the Recruiting Team shall have a working knowledge of the selection and hiring process, and the skills, knowledge, and abilities necessary to perform the job for all positions within the department. Additionally, Police Officers or Department Members assigned to the Recruitment Team should have a working knowledge of police department policies and procedures, and community characteristics and demographics.

3. The Byram Township Police Department is committed to recruitment efforts that assist in attracting quality applicants of all ethnic and gender backgrounds in order to develop a work force reflective of the community members we serve.

4. Recruitment Team Members must exhibit positive motivation, work ethic, and support the Byram Township Police Department's policies, goals, objectives, and mission at all times.

C. Recruitment Program

1. Upon the direction and under the authority of the Recruitment Team Supervisor, members of the Recruitment Team will work with civic organizations, educational institutions, and key community leaders to provide recruitment assistance whenever possible.

2. Upon the direction and under the authority of the Recruitment Team Supervisor, Recruitment Team members will make an assertive effort to contact colleges and universities and other sources of potential candidates for the purpose of recruiting quality applicants to the Byram Township Police Department when job openings arise.

3. Youth Interaction- The Byram Township Police Department is actively involved in the youth in our community. The specific youth programs include:

a. LEAD (Law Enforcement Against Drugs) program: The Byram Township Police Department teaches the nationally recognized LEAD program to all students in the Byram Township School District in the 5th grade. This program is taught as part of the school curriculum by trained LEAD Instructor Byram Police Officers.

b. The Byram Township Police Department offers an internship to students pursuing a career in Criminal Justice. The internship program offers students an opportunity to have a hands-on approach to seeing day to day operations of the Byram Township Police Department.

D. Action Plan

1. To find the best available candidates, we will take several actions to ensure success. First, we are a Civil Service agency. We follow all New Jersey Civil Service guidelines as it relates to the new hire and promotional testing process.

2. The Township website, www.byramtwp.org, will be used as an advertising source as well a hiring announcement notification on the site's main page.

3. The Department uses social media and community notifications specifically Nixle for instant notifications to our residents who subscribe. We will employ Nixle alerts to

recruit applicants as well. In a similar thread, a press release announcing our entrance examination will be disseminated to area news outlets.

E. Employment Inquiries and Applications

1. General Employment Inquiries

- a. Members of the department may likely be asked about how to become a Police Officer, Special Law Enforcement Officer (SLEO), Records Clerk, Other Civilian Employee, Volunteer, and more. Additionally, members may simply be asked “Are you hiring?” When such general inquiries take place department members shall:
- b. Police Officer positions (Civil Service) - Inform the person that the Department is a Civil Service Police agency and encourage them to contact a Recruitment Team Member (See Appendix A). A Recruitment Team Member must be familiar with the N.J. Civil Service Law Enforcement Entry Level Examination Process.
- c. Police Officers positions (Alternate Hiring Process for Certified Police Officers)- Employment inquires by interested persons who have completed a full Basic Course for Police Officers (BCPO) at a PTC approved New Jersey Police Academy will be encouraged to provide an application to a Recruiting Team Member so they can be added to an applicant database. People who have this BCPO certification making employment inquiries should be advised of current hiring availability.
- d. During the regular working hours of the municipal building a person who wishes to submit a completed application for a non-police officer position shall be directed to submit their application to the Township Managers Office.
- e. Completed police officer applications shall be submitted to a Recruiting Team Member. All completed police officer applications will be maintained by the Recruitment Team Supervisor for a period of one year.

2. Employment Inquiries – Advertised Positions

- a. There are times where the Byram Township Police Department will advertise for certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to contact a Recruitment Team Member (See Appendix A).

3. Application and Inquiry Record Keeping; Department Response

- a. All incoming applications and email inquiries for the position of police officer regarding any employment shall be handled by a Recruitment Team

Member. The Recruitment Team Member will forward a copy of the application or inquiry information to the Recruitment Team Supervisor for the appropriate documentation in the database.

b. All applicants and those that were interviewed for positions should receive at a minimum a written letter acknowledging their application if they were not offered an interview. Additionally, those that were interviewed should receive a written letter acknowledging their interview. Such letters may be in addition to other notifications such as telephonic or in person.

F. Training

1. The Recruitment Team Supervisor shall provide periodic training on the application process, recruitment function, department programs and appropriate recruitment display materials.

2. The Supervisor responsible for the Recruitment Team shall ensure officers and agency members assigned to the unit have a working knowledge of the selection and hiring process, the skills, knowledge, and abilities necessary to perform the job for all positions.

G. Annual Reporting

1. An annual report shall be created by January of each year and forwarded to the Sussex County Prosecutors Office. This report shall include:

a. The current agency demographics.

b. Byram Township is governed by civil service rules.

c. A brief description of the application process.

d. The most current U.S. Census information will be used to establish the demographics of Byram Township.

e. If applicable, a detailed assessment to see if there are any identified underrepresented groups.

f. Any new or modified program goals to be implemented in the upcoming year.

2. The Byram Township Police Department shall publish the annual report on its website.

Appendix A Recruitment Team Members

Daniel J. DeWald, Police Chief

Chief Daniel J. DeWald will coordinate with the Byram Township Appointing Authority, Township Manager Joseph Sabatini, when the need arises to initiate the process of certifying the New Jersey Entry Level Law Enforcement Civil Service List.

Lieutenant Guy Mariani; Recruitment Team Supervisor

Lieutenant Guy Mariani will oversee the recruitment plan from start to finish. He will be the liaison to outside sources working with the agency to facilitate this process. He will submit the announcement to be added to the web page and Byram Township Nixle Alert with respect to this hiring process.

Detective Lawrence Mendelsohn; Background Check Coordinator, Detective Bureau

Detective Lawrence Mendelsohn is the administrator for coordinating background checks for all police applicants. He will manage our application process and maintain a database and records of all applicants as they proceed through our hiring process. He will also maintain email communication with applicants as necessary.

New Jersey Civil Service Commission

The New Jersey Civil Service Commission will give the written entrance examination to our applicants. They will also make available a study guide for our applicants ahead of the examination.

Appendix B Employment Inquiries and Applications Received Record Keeping

Lieutenant Guy Mariani and Detective Lawrence Mendelsohn are the administrators for coordinating employment inquiries for all police applicants. All Employment Inquiries and Applications will be maintained on the database for one year.