



MOONACHIE POLICE DEPARTMENT

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Richard Behrens
Chief of Police

MOONACHIE POLICE DEPARTMENT RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Moonachie Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Moonachie Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough through the departments recruiting activities. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Moonachie Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process. Moonachie has a residency preference in all hiring matters. Applicants must be a bona fide resident of Moonachie at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. Once Moonachie residents have been exhausted from the Civil Service Certification List, Bergen County residents are then provided with preference. If the Bergen County list is exhausted, applications will be open to residents of the State of New Jersey. The Chief of Police is responsible for the administration of the Recruitment Plan. The Borough of Moonachie is an equal opportunity employer in all facets of the personnel process.

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CURRENT DEMOGRAPHICS:

The demographics composition of the service area and agency are represented in the following table:

Borough of Moonachie Demographics Chart						
Data based on the 2022 Census	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT FEMALE SWORN OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	858	27.79	17	80.95	0	0
BLACK or AFRICAN AMERICAN	34	1.10	0	0	0	0
HISPANIC (ANY RACE)	1864	60.38	3	14.29	0	0
AMERICAN INDIAN OR ALASKA NATIVE	7	0.23	0	0	0	0
ASIAN	270	8.75	0	0	0	0
NATIVE HAWAIIAN OR PACIFIC ISLANDER	24	0.78	1	4.76	0	0
SOME OTHER RACE ALONE	6	0.19	0	0	0	0
POPULATION OF TWO OR MORE RACES	24	0.78	0	0	0	0
TOTAL	3087	100.00	21	100.00		

EMPLOYMENT INFORMATION:

The Moonachie Police Department participates in the State of new Jersey Department of Personnel standardized testing process for hiring and promotional advancement. The Moonachie Police Department is a NEW JERSEY CIVIL SERVICE COMMISSION LAW ENFORCEMENT jurisdiction, therefore all phases of the recruitment, selection, and hiring process for entry level law enforcement positions conform to the rules and regulations established by the new Jersey Civil Service Commission and municipal ordinance. Entry level examinations for police officers are administered by the New Jersey Civil Service Commission. Check the NEW JERSEY CIVIL SERVICE COMMISSION LAW ENFORCEMENT website <https://info.csc.state.nj.us/> for more information.

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RECRUITMENT ACTIVITIES:

Activity #1: 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.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Borough of Moonachie website to attract qualified candidates to the agency.
- Internship programs for interested high school students in the law enforcement field.

Activity #2: 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 to employ such officers as to meet the agency’s recruiting goals.

Activity #3: Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Borough of Moonachie Website to attract qualified candidates to the agency.

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ANNUAL REVIEW, EVALUATION AND REPORTING

- The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limited to, performing an annual agency demographic review, determining whether any substantial disparities have been reduced, and if need be, revising the Recruitment Plan accordingly if the goals and objectives are not met.
- N.J.S.A. 52:17B-4.10 et seq requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. 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.

<https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruitingand-Hiring.pdf>

- The reporting form can be found at:

<https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>