



MATAWAN POLICE DEPARTMENT

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Thomas J. Falco Jr.
Chief of Police

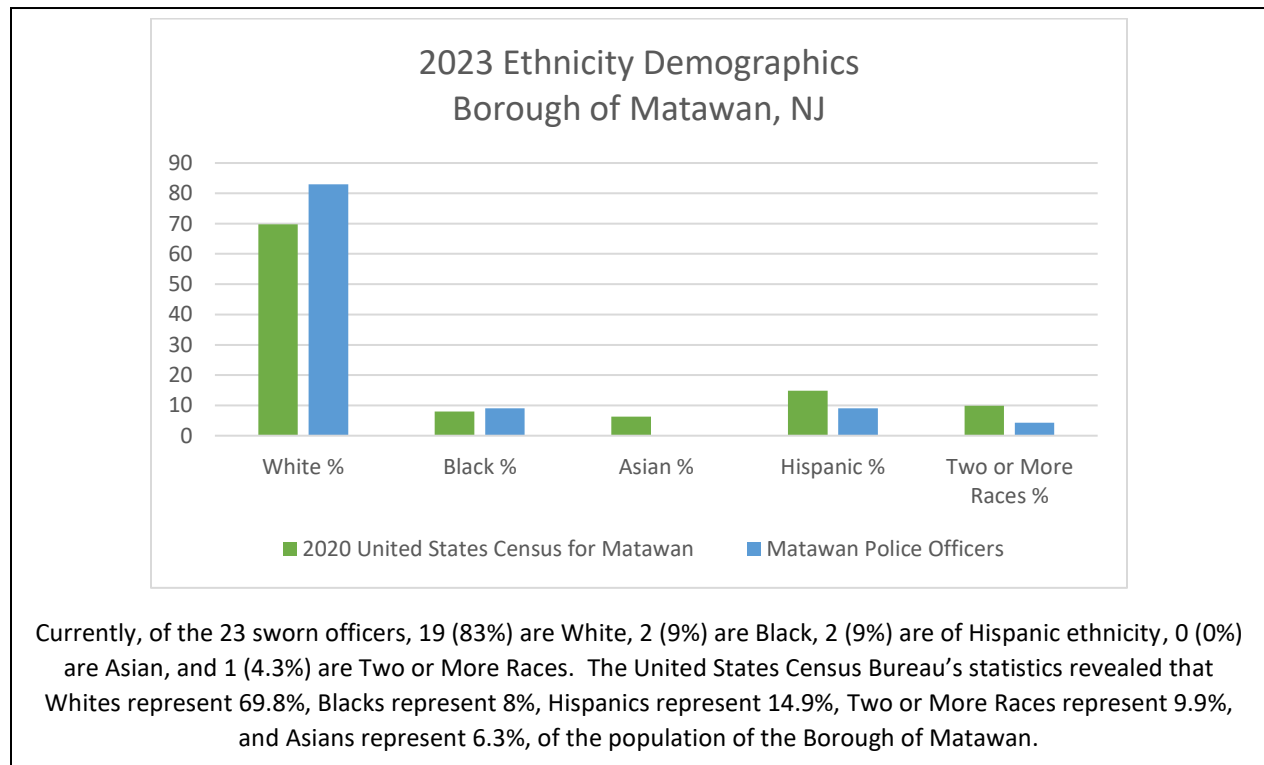
Sewing with Fairness, Compassion and Respect

Lt. Matthew T. O'Boyle
Lt. Sean McCabe

Matawan Police Department 2024 Recruitment Plan

The goal of the Matawan Police Department Recruitment Plan is to attract qualified candidates for employment that will enable the department to work towards the goal of employing sworn officers that reflect the diversity of the population of the Borough of Matawan, thereby making the police force more effective at promoting public safety. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of ethnicity and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

The Matawan Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, et seq. and municipal ordinance 19-08 in all facets of the recruitment and selection personnel process.



RECRUITMENT ACTIVITIES

- I. 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:
 - A. Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
 - B. Attend career fairs throughout Monmouth County.
 - C. Draft, print, and distribute informational brochures and materials that may attract qualified candidates to the agency.
 - D. Make maximum use of the Matawan Police Department website to attract qualified candidates to the agency.
 - E. The following information should prove useful when participating in recruitment activities:
 - a. Career/informational brochures and materials
 - b. Agency organizational chart
 - c. Current contractual agreements
 - d. Training catalogs
 - e. Demographic data
 - f. General employment applications
- II. Solicit interested candidates from the local police academies who are enrolled or graduates of Alternate Route or Class II Special Officer Training programs.
- III. Advertise on Policeapp.com, the Matawan Police Department's website, and other social media platforms, as well as any other appropriate media outlet, for candidates meeting eligibility requirements.

Matawan Police Department Recruitment Process

The hiring process will involve the following phases which occur in successive order: Oral Interview, Background Investigation, medical examination, psychological examination, and Formal Offer of Employment.

Hiring & Recruitment Options

- I. Promotion of those members of the department currently serving as Class I or Class II Special Law Enforcement Officers. Promotion shall only be made upon recommendation of the Chief of Police from those Special Law Enforcement Officers who have satisfactorily completed the prescribed field training program as established by department general order.

- II. Advertise in the local newspaper
 1. Public advertisements seeking applications shall be published in an approved newspaper of general circulation and an official paper of the Borough, approved by the Mayor and Council, and shall be run for two days within a two-week span, one of which shall be a Sunday publication.

 2. During the two-week period, the advertisement shall also be posted on the Borough and Police Department websites.

 3. The advertisement shall specify the requisite training needed to submit an application (if applicable).

 4. If a wider pool of candidates is sought through a recruiting process, the Chief of Police may elect to accept applications from any individual interested in serving as a police officer.

- III. The Chief of Police may accept those applications from trained officers with New Jersey Police Training Commission Certification. Certification shall be by Class A NJ PTC Certification of Class II SLEO Certification eligible for a waiver of training (Class II SLEO to BCPO).
 - a. Sworn officers from other agencies;

 - b. Alternate Route officers from police academies.

- IV. The Chief of Police may also establish a pool of candidates, who have successfully passed the Monmouth County Police Chief's Association Non-Civil Service Entry-Level Examination prior to beginning the process and being placed in the pool.

Interview

Eligible candidates will initially be interviewed by the department's Interview committee, which consists of personnel representing the command and supervisory staff of the agency. The candidates will then be ranked and scheduled for an additional interview before the executive command staff.

Background Investigation

After the interview process, and at the discretion of the Chief of Police, a candidate will be required to complete a background employment application. An extensive background investigation will be conducted by the selection process coordinator or by another appropriate supervisor or detective. The candidate will also undergo a medical examination by the appointed Police Physician, as well as a psychological examination.

Formal Offer of Employment

Upon successful completion of the Background Investigation, medical examination, and psychological examination, the candidate shall be given a Formal Offer of Employment. Upon acceptance of the offer, the candidate will be scheduled to be sworn-in as a police officer and will be assigned to the agency's Field Training Officer (FTO) Program.