

Matawan Police Department

PROVIDING A SAFE COMMUNITY SINCE 1926



Type of Order: General Order	Order Number: G.O. 24-003
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Subject:
Promoting Diversity in Law Enforcement
Recruiting and Hiring

By the Order of: Chief Thomas J. Falco Jr.	Effective Date: 06/01/2024	Review Date:	No. of Pages: 3
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Special Instructions:

Revision History

Date	Section	Description	Date	Section	Description

I. PURPOSE:

The purpose of this order is to ensure our agency is making every effort to have a workforce that reflects the diversity of the population of the Borough of Matawan.

II. POLICY:

It shall be the policy of the Matawan Police Department to strive for a workforce that reflects the diversity of the Borough of Matawan.

III. DEFINITIONS:

Applicant: An "applicant" is an individual who has applied for employment as a law enforcement officer with our agency, regardless of whether or not the individual has undergone an examination, background check, or any other prerequisites to employment used by our agency.

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.

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 (PTC) pursuant to P.L.1961, c.56 (C.52:17B-66 et seq.).

IV. PROCEDURE:

A. Establishing a program

1. 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 Borough of Matawan. Our 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.
2. 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 Report of Diversity in Law Enforcement Recruitment and Hiring, which will be completed by the Office of the Chief of Police 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 in the relevant population of the Borough of Matawan, based on the most recent U.S. Census data.

3. The program goals will be outlined in our Annual Recruitment Program (Appendix A) which will be posted on our department website.

B. Addressing underrepresentation

1. Addressing the identified underrepresentation which is detailed in the program goals will be outlined in the Action Plan of the Annual Recruitment Program (Appendix A). The means of addressing underrepresentation shall not include quotas or any other legally impermissible provisions.

C. Methods of Evaluation

1. Each year, the Office of the Chief of Police will evaluate whether the goals of the recruitment program are achieved by reviewing the Annual Report of Diversity in Law Enforcement Recruitment and Hiring. If the report reveals that any substantial disparities have been reduced or increased, our agency will revise the program goals accordingly. The Selection Process Coordinator will recommend new recruitment program goals annually based on the results of the previous year and forward them to the Chief of Police for approval.

D. Public Posting

1. The program, including a description of the data used to determine the existence of any underrepresentation, shall be posted on our department website.

E. Annual Reporting

1. By January 31st of each year, the Office of the Chief of Police will complete the annual recruitment report and submit said report to the NJ Attorney General's Office and the Monmouth County Prosecutor's Office.
2. The data collected for the annual recruitment report shall be published in the Matawan Police Department's Annual Report or in the final monthly report of the year.
 - a. The Matawan Police Department Recruitment Program shall be updated annually to reflect the findings of the Annual Recruitment Report.