

Salem City Police Department Policies

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APPLICABILITY: ALL EMPLOYEES	REVIEW DATE: ANNUALLY
<p>The Written Directives developed by the Salem City Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Directives can only be the basis of a complaint by this Department, and then only in an administrative disciplinary setting.</p>	
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	Demographics

Purpose:

The purpose of this policy is to establish a fair and consistent procedure to enable the Salem City Police Department to recruit and hire qualified police officer candidates who will not only best serve Salem City but reflect the demographics of its residents in accordance with N.J.S.A. 52:17B-4.10.

Background:

Potential Police Applicants to the Salem City Police Department are governed by Civil Service. Generally, Civil Service will offer an entry level test every two or three years. Interested persons can apply to Salem City by registering for and taking the State-administered test. If the applicant passes the test, they will be ranked on a certified list. That list gives preference to disabled veterans and veterans. The remainder of applicants are ranked by score with Salem City residents appearing before county residents regardless of the passing score.

When the Salem Police Department is ready to hire, Civil Service will produce a certified list of potential applicants. Each applicant will receive a letter via US Mail which instructs them to return a correspondence within a set number of days expressing their interest. Once those letters are received, each applicant will be contacted to fill out a basic application and Background Release Form.

A preliminary background investigation will be conducted researching motor vehicle summonses, criminal arrests and or convictions, outstanding warrants and the presence of any Restraining Orders or domestic related incidents. If the applicant passes the preliminary background investigation and they are interested, they will fill out a more comprehensive application. If the applicant passes the more extensive background, including medical and psychological exams, they will be given a conditional offer of employment based on their ranking on the Civil Service Certified List. However, applicants cannot be eliminated or bypassed without good cause and we must hire an applicant who is in one of the top three positions. This is referred to as "The Rule of Three".

After the applicant is hired, they will attend a police academy from which they must graduate. Upon successful completion of a one year working test period the employee will become permanent.

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2025 Q1 Demographics:

Race	Salem City	Salem City Police Department
Hispanic or Latino	8.7%	8.3%
White	34.4%	75%
Black or African American	56.9%	16.7%
American Indian and Alaska Native	0.9%	0%
Asian	0.5%	0%
Native Hawaiian and Other Pacific Islander	0%	0%
Unknown	0.6%	0%
Multiple races	6.6%	0%

Gender	Salem City	Salem City Police Department
Male	43%	92%
Female	57%	8%

Self-assessment:

The Salem City Police Department is underrepresented with Black or African American Police Officers and White Police Officers are overrepresented. Percentage-wise, Hispanic or Latino Officers are properly represented. Female Officers are also underrepresented. It is apparent that we must recruit qualified Black or African American candidates and female candidates.

Goals:

Historically, the Salem Police Department did not conduct any recruiting activities. Potential applicants would either learn of the Civil Service Process on their own or through a currently employed officer. In the last several years we have updated our website to explain the hiring process and the steps needed to take the Civil Service Test. We have published the Test Announcements through our Social Media page and our City website.

However, we intend on reaching out to community groups such as the NAACP and PRAC in order to build a better relationship between the police and underrepresented races. It is through this relationship building we hope to gain potential applicants to increase the pool of civil service applicants and thereby increase our chances of hiring more diverse applicants.

We also intend on having more interaction with the Salem County Vo-Tech Law Enforcement Program in order to answer any questions from students about the process and give them guidance for navigating the Civil Service Process.

Police Officers will take a more active role in interacting with school aged children in order to build rapport and potentially dispel the negative views many of the underrepresented youth have of police thereby giving them the option to pursue a career in law enforcement as they get older.

We will continue to post the hiring process and testing announcements on social media and the internet.

Annual Review:

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The Police Chief shall conduct an annual review and revise this policy if underrepresented races do not improve.