



# POLICE DEPARTMENT

***Brett V. Evans***  
**Chief of Police**

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To: Joseph T. Pullion, Jr.  
From: Chief Brett V. Evans #16  
Subject: Police Officer  
Recruitment Date: May 21, 2024

In accordance with SOP 2.4.1 (Inclusive of Accreditation Standards 2.4.1, 2.5.1, 2.5.2, 2.5.3, and 2.5.4) *Recruitment Plan and Selection for Sworn Positions* a review of the department's recruitment efforts and plan was conducted.

There is a current Civil Service Commission (CSC) eligibility list in effect. The list was certified on 12/26/2023 and the list must be disposed of by 6/18/2024. The next CSC Law Enforcement Examination (LEE) test announcement is anticipated to be in 2024.

The department was given permission to hire four (4) full-time officers in early 2024. During this time, Mr. Brad Cardis, Ms. Taylor Downey, Mr. Troy Schuck, and Mr. Mika Graham were hired to a full-time position as a Police Officer. This was the result of an applicant pool of 6 names being drawn from the active CSC entrance list and 25 intergovernmental transfer and temporary law enforcement resumes that were received. Subsequently, 9 application packets were requested by the initial applicants, of which 9 were returned completed to the police department. Of the returned applications, 9 of the applicants were assigned to background investigators. Three (3) of the applicants withdrew their application during the background investigation process. The top 5 applicants that successfully passed the background investigation were interviewed by a panel consisting of one Township Committee Member, the Township Administrator, and three members of the Command Staff. The applicant panel ultimately decided to hire the highest scoring applicants (Mr. Brad Cardis, Ms. Taylor Downey, Mr. Troy Schuck, and Mr. Mika Graham) who had successfully passed the background investigation.

The 2024 recruitment effort entailed:

- Requesting Intergovernmental Transfer Request be posted with civil service commission.

- Posting updated information on the Department's websites as it became available.
- Hosting a youth police academy to entice teenagers to consider a career in law enforcement.
- Hosting a recruitment night at the municipal building to promote the department.

A recruitment analysis was performed for the calendar year 2024 and is attached for your review. No necessary revisions to the recruitment plan were identified at this time.

**Date of Review:** May 21, 2024  
**Review Conducted By:** Chief Brett V. Evans

### **Results of Advertisement**

#### RICE List

Number of candidates in the applicant pool: **0**  
Number of resumes received: **0**  
Number application packets given out: **0**  
Number applications returned: **0**  
Number of minority applications received: **0**  
Number of minority applications hired: **0**  
Total number hired: **0**

#### Intergovernmental Transfers

Number of resumes received: **25**  
Number application packets given out: **8**  
Number applications returned: **8**  
Number of minority applications received: **2**  
Number of minority applications hired: **1**  
Total number hired: **4**

#### Civil Service Commission Entrance List

Number of candidates in the applicant pool: **6**  
Number application packets given out: **1**  
Number applications returned: **1**  
Number of minority applications received: **0**  
Number of minority applications hired: **0**  
Total number hired: **0**

## **Recruitment Activity Conducted**

Job Positions/ Employment Policy Advertised

- Edgewater Park Twp Police Department Website
- New Jersey Civil Service Commission Website
- New Jersey Civil Service Commission "Rice Bill List"
- New Jersey Civil Service Commission Intergovernmental Transfer List

Length of time Department web site utilized: **365 Days**

Number of Career Days attended: **1**

Number of Brochures/Informational Packets given out: **30**

## **Review of the Recruitment Effort**

Impediments to the process discovered:

- None Identified

Any pattern/trends in the process found:

- None Identified

Departmental Training Needs:

- None Identified

Review of Community vs. Work Force Demographics

- See below analysis.

## **Progress Towards Objectives:**

In accordance with the new departmental policy concerning our Recruitment Plan and Selection for Sworn Position an annual review of the recruitment efforts was conducted. The department was authorized to hire four full-time sworn police officer in 2024. Presently, our Civil Services Listings give first hiring preference to Edgewater Park Township residents and secondary preference to Burlington County residents, prior to use of the Statewide List. This process has been in place since our initial Civil Service entry, to my knowledge. I believe that we should continue with this order of preference with Civil Service as it allows us to make as much effort to recruit locally, and to recruit citizens that are reflective of our community, more effectively.

The efforts to date to hire four Police Officer Applicants included accepting candidates from potential applicant pools from the intergovernmental transfer, temporary law enforcement, and Civil Service Commission Entrance List. The department's efforts resulted in a total of 14 application packets being given out to potential candidates. The process included an initial application process where the

application packet was given to the candidates; an application intake process involving a thorough review of the application and supporting documents; and a background investigation.

Four applicants (Cardis, Downey, Schuck, and Graham) were ultimately hired to a full time Police Officer position.