

Berlin Police Department

Service • Integrity • Community



Michael A. Scheer
Chief of Police

Berlin Police Department Recruitment Program 2025

Goals and Objectives:

The Berlin Police Department Recruitment Plan is to attract qualified individuals interested in becoming a police officer. The Berlin Police Department, is an equal opportunity employer, remains committed to the ideals of diversity and inclusiveness of men and women of all races, creeds, religions, and ethnicities. It is therefore the policy of the Berlin Department to seek out, test, and hire only the most qualified police applicants.

General: The Borough of Berlin is a New Jersey Non-civil service Jurisdiction and adheres to New Jersey State Statue 40A:14-123.1a. and the Administrative Code in its recruitment and selection process.

The Borough of Berlin does not have a residency requirement. Applicants may reside in any municipality of this State and be a member of this agency. The appointing authority may classify all the duly qualified applicants for the position or positions to be filled in the following classes:

- Residents of the municipality.
- Other residents of the county in which the municipality is situated.
- Other residents of the state.
- All other qualified applicants.

Current Demographics:

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

Berlin Police Department					
Data Based on 2023 Census Count	Population of the Borough.	Current % of Total Sworn Officers		Current % of Sworn Female Officers	
Race/Ethnicity	%	#	%	#	%
White	77%	21	91.3%	1	100%
Black	12.5%	1	4.3%	0	0%
Native American	0%	0	0%	0	0%
Asian	.7%	1	4.3%	0	0%
Hispanic	5.3%	0	0%	0	0%
Two or More Races	6.2%	0	0%	0	0%
Other	0	0	0%	0	0%
TOTAL	100%	23	99.9%	1	100%

Recruitment:

The efforts of our recruitment team will be to attract many candidates, while at the same time, include as many women and people of color candidates as possible, to broadly represent all people in the community.

I. Responsibility

It is the responsibility of every member of the department to act as recruiters during their daily contacts with the public. However, the responsibility and authority of the recruitment program shall belong to the designated our Hiring Process Command and Community Policing Unit.

II. Member Involvement

A. Recruitment team representatives shall consist of employees of the Berlin Police Department who present a positive professional image and are effective oral communicators.

B. The Police Officers assigned to the recruiting team shall have knowledge concerning minimum selection qualifications, the police officer selection process, and more specifically, about the skills, knowledge, and abilities necessary to perform the job, police department policies and procedures, community characteristics that make Berlin an attractive place to live and work.

C. The Berlin Police Department is committed to recruitment efforts that assist in attracting quality applicants of all racial, ethnic, and gender backgrounds to develop a work force reflective of the many diverse communities we serve.

D. Officers should exhibit positive motivation, work ethics, and support Police Department policies, goals, and objectives.

E. Selection for a recruitment team will depend heavily upon the operational requirements of the Community Policing Officer.

F. The Community Policing Commander shall supervise the recruitment team after it is assembled.

III. Recruitment Program

A. Members of the recruitment team will work with civic organizations, educational Institutions, and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The recruitment team members should speak to interested students and supply them with any requested information.

B. Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Berlin Police Department. Recruitment Team Members will set up displays and pass out recruitment materials at these events. The recruitment team will ensure materials are updated and readily available as well as periodically promote recruitment on community notification systems.

C. The recruitment program will be evaluated annually to determine if diversity goals are met with revisions to the program made as needed.

- **IV. Employment Inquiries and Applications**

- A. General Employment Inquiries

- 1. Members of the department may likely be asked about how to become a police officer, special police officer, telecommunicator, etc. Additionally, members may simply be asked, “Are you hiring?” When such general inquiries take place department members shall:
 - a. (Police Officer Positions / SLEO / SRO) Inform the person that the Department is a Title 40 agency and encourages them to contact the Hiring Process Commander so that may speak with a recruitment team member.
 - b. (Non-Police Officer Positions – Including Telecommunicator, clerk, etc.) – Inform the person that the Borough accepts applications for these positions for when hiring. The person can visit the Borough website or request further information from the Borough Clerk or Administrator. In the event that the interest is in a Telecommunicator, the person may be directed to Camden County Communications for further information.
- 2. During the working hours Monday – Friday between the hours of 730AM-400PM a person who wishes to submit a completed employment application shall be directed to submit their application to the Police Department. If it is after hours, the person can request the response of a police officer in Headquarters by contacting Central Communications via the phone on the wall in the lobby. An accepting officer shall take the application and place it in the Hiring Process Commander’s mailbox or in the mailbox of the duty sergeant.

- B. Employment [Inquiries – Advertised Positions](#)

- 1. There are times when the Borough will advertise certain positions. When a police department employee is approached about a current advertised position, he/she shall advise the person to either contact the Commander of the Hiring Process or a member of the Recruitment Team/Community Relations Unit.
- 2. Any person who wishes to submit a completed application shall be directed to submit their application to the Hiring Process Commander, who are to retain applications for a period of one year.

- C. Application Tracking Process and Email Inquires

- All incoming applications and email or social media inquiries regarding any employment shall be processed and handled in accordance with the procedures as set forth or otherwise directed by the Chief of Police.

Training

- A. The Hiring Process Commander will provide periodic training on the application process, recruitment function, department programs, and appropriate recruitment display materials.
- B. All members, especially recruitment team/community relations members, shall be familiar with the job duties listed of specific positions listed in departmental rules and regulations.

Annual Review, Evaluation and Reporting •

The Chief of Police or his/her designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limit 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. It requires that each law enforcement agency must report certain law enforcement applicant data required to be reported is listed in the New Jersey Attorney General Guidelines "Promoting Diversity in Law Enforcement Recruiting and Hiring" in Paragraph III.

[Microsoft Word - 2021 1206 - Diversity in LE recruiting and hiring - FINAL \(nj.gov\)](#)

Job Qualifications: Berlin Police Officer

- Must possess valid NJ PTC certification or waiver eligible Class II Certification
- Must be a citizen of the United States and a resident of New Jersey.
- Must have received a high school diploma or equivalent.
- Must be able to read, write and speak the English language well and intelligently.
- Must be of good moral character.
- Shall not have been convicted of any indictable offense or any crime or offense involving moral turpitude.
- Shall submit to and pass such physical and psychological examination.
- Must pass a drug test.
- Shall submit to and pass such written, oral, psychiatric, psychological or performance evaluation.
- Shall submit to and cooperate with any background investigation.
- All applications and resumes will be kept on file.
- The Borough of Berlin is an equal opportunity employer.
- Please direct questions and send resumes regarding this position to CommunityRelations@berlinpolice.net

Diversity Reporting Links:

2022

2023

2024