



# **Municipal Diversity and Inclusion Community Recommendations Randolph Township, New Jersey**

A proposed plan for Randolph Township to implement the spirit of Resolution-149-20 to become a more diverse-friendly community.

**Township Council Diversity and Inclusion Workgroup**

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July 19, 2021

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## Memo to Township Council Members

To: Council Members

From: Diversity and Inclusion Workgroup

Date: July 19, 2021

Re: Diversity and Inclusion Workgroup Recommendation Report

After working on the joint Randolph Township Council, Randolph Board of Education (BOE) and Morris County Human Resource Commission (HRC) Diversity Inclusion Steering Committee (DISC) effort, our Council workgroup is ready to issue our municipal recommendations. It became clear to us that, due to issues in the community, presenting a municipal report at this time was important in order to begin the process of evaluating our recommendations with the full Council and public. This report only includes the municipal recommendations.

We owe a positive outcome of our effort to the many residents that have attended our meetings over the year and those who have reached out to us. We now hope to provide a roadmap for additional diversity and inclusion efforts within our municipality.

Mayor Forstenhausler, Deputy Mayor Potter and Councilman Tkacs participated in this endeavor. Within this report are recommendations for the full Council and public's consideration. One of the recommendations is to create a diversity and inclusion advisory committee within our municipality. We would encourage residents, especially those who have backgrounds in the field of diversity and inclusion, to step forward and volunteer to help our community by serving on this committee. We encourage residents to volunteer by submitting a volunteer "TAP the Talent" form to be considered for appointment to this committee.

This was a challenging task for us over the last year. However, we remain eager to hear the full Council's comments, the public's input, and ideas from Randolph residents that are experts in field of diversity and inclusion. We are optimistic that Randolph's diversity and inclusion initiatives will become outstanding examples for other municipalities.

# About the Diversity and Inclusion Steering Committee (DISC)

## DISC Overview

In June of 2020, in light of events that occurred in our community and in our country, the Randolph Township Council and the Randolph Township Board of Education acted to create a temporary steering committee to outline a roadmap to help to unite our community by addressing the causes, impact and prevention of bias-related incidents committed against any person on the basis of race, color, religion, gender, disability, sexual orientation, or ethnicity in Randolph Township.<sup>1</sup> The steering committee consisted of seven Randolph Township elected officials: Four Randolph Board of Education members and three Randolph Township Council members. To guide this process, these Randolph Township elected officials worked with four Morris County Human Relations Commission (HRC) members. The goal of the Morris County Human Relations Commission is to actively encourage, develop, promote and strengthen respect for human rights and cultural diversity among the people of Morris County.

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<sup>1</sup> See R-149-20 in Appendix

## Overview Information

### Process

Our DISC steering committee of seven elected officials, guided by four members of the Morris County Human Relations Commission, worked meticulously to soul search and educate ourselves with regards to diversity and inclusion for the residents of Randolph Township. Our joint committee met approximately 50 times and, in addition, our Council workgroup met approximately 30 times. We immersed ourselves in literature recommended by various sources. We also attended specialized diversity training by Janice Wilson, an independent contractor, retired from the CIA having served as the Chair of the CIA's Diversity Advisory Council.

We gathered information from Randolph residents by conducting four virtual townhalls, listened to the public at our Township Council public meetings, and attended county workshops. We held meetings with the Morris County Prosecutor's Bias Crimes Unit, held meetings with our Township Manager and with our Chief of Police. We also reviewed correspondence and various communications from our residents. We took this task extremely seriously and invested a considerable amount of our time to develop these recommendations.

We are optimistic that many of the recommendations we are putting forth can be implemented over time. We encourage the boards and committees receiving these ideas to be creative in designing solutions. We also understand that some of these recommendations may not be implemented for various reasons including cost, staffing, or an undetected fault in the recommendation itself.

A note on our recommendations: we were careful to not indicate *how* to implement these recommendations. We wanted to allow for the committees and boards to implement them in a way that would work best for their group. There are cases where we give examples, but only for the purpose of clarifying the recommendation.

Making a positive impact within our township is going to take individual and community effort. After going through this examination, we remain encouraged that the residents of

Randolph Township can make constructive diversity and inclusion improvements within our community.

## **Township of Randolph**

An understanding of the Township of Randolph organization is necessary to understand the recommendations provided within this report.<sup>2</sup> The “Township of Randolph Personnel Policies and Procedures Manual and Employee Handbook” details employee conduct – specifically what employees can expect of the Township and what the Township expects of the employees. Township Management regularly updates the handbook and seeks input from all employees. The Township Joint Insurance Fund also reviews the document on a regular basis.

### **Form of Government**

“The Township of Randolph operates under the Council-Manager form of government as provided in New Jersey's Optional Municipal Charter Law commonly referred to as the Faulkner Act. This form of government operates in a manner similar to that of a business corporation, with the Township Council representing the corporate board of directors and the Township Manager representing the chief executive.

The Township Council has the responsibility for all legislative and policy matters, including the enactment of ordinances and resolutions. The Council formulates policy and legislation based on input from separate advisory boards and committees, Township staff and the general citizenry.

The seven members of the Council are elected at-large in partisan elections. Councilpersons are elected for four year, overlapping terms. The Council annually selects one of its members as Mayor and one as Deputy Mayor.

The Township Manager is the Chief Executive and Administrative Officer of the Township government. A full-time professional, the Manager is appointed by, and serves at the pleasure of, the Township Council.

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<sup>2</sup> See Township of Randolph Organization Chart in Appendix

The Township Manager is responsible for overseeing the day to day operations of the Township. The Manager hires and supervises all Township employees, directs and coordinates all Township services and enforces the municipal ordinances established by the Township Council.

### **Anti-Discrimination Policy**

The Township of Randolph is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Township of Randolph discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law.

Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Township Manager, or Township Attorney.”<sup>3</sup>

### **Police Department**

Knowledge of the Randolph Township Police Department is necessary to understand the police department recommendations that are provided within this report. Randolph Township’s Police Department mandates are derived from the NJ Attorney General and the Morris County Prosecutor’s office, to which adherence is required. These are the authorities that oversee Randolph Township’s Police Department. New Jersey has some of the most stringent policing policies in our nation.

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<sup>3</sup> Taken from the Township of Randolph Personnel Policies and Procedures Manual and Employee Handbook (Rev. 2018)

The Randolph Township Police Department puts considerable and methodical efforts into obtaining accreditation from the New Jersey Association of Chiefs of Police. The Randolph Police Department has received this accreditation three times – 2013, 2017 and in 2020. It is an accreditation that is difficult to maintain as there are 105 standards that need to be adhered to, 5 areas of review: (administrative, personnel, operations, investigative function, arrest/prisoner handling), have to present proof of practicing, and have to show updates each time that the department is making progress on the industry’s best practice standards. Randolph currently holds this accreditation and, less than 12% of the police departments in New Jersey have successfully completed the accreditation process three times.

Training policies and procedures for police officers is predominantly provided by the NJ Attorney General, the Morris County Prosecutor’s office, or other state agencies to make sure that comprehensive standards are being followed. If any other training is being considered, written approval must be obtained and training credentials must be verified by the Morris County Prosecutor’s Office. The amount of training Randolph’s Police Department attends is prudent, responsible, leading edge, and meets or exceeds industry standards.

There are two types of bias cases. The first category is a *bias incident* and the second is a *bias crime*. The Randolph Police Department does not determine if a case is a bias incident or a bias crime. It is *mandated* that every bias case be sent to the Morris County Prosecutor’s office for this determination. A review of data reported in Randolph Township, 2015 to date, indicates there have been *bias incidents* in Randolph, but no *bias crimes* in Randolph. There is also an important consideration and that is *public perception*. We were instructed by the County Prosecutor’s office that public perception is very important and needs to be addressed. **We encourage the public to report *any perception of a bias incident or crime so that it can be investigated.***

Other items to bring to attention with regards to bias and policing:

- Profiling is against the law.
- Choke holds and sleeper holds have been outlawed for almost a decade in New Jersey.
- The Randolph Township Police Department officers have now been equipped with body worn cameras.
- Reporting can be made anonymously. Please look at the Randolph Township website > Police>Bias Crimes.
- Other methods to report bias are to contact the Morris County Prosecutor’s Office, the NJ State Attorney General’s Office, or any other local municipality’s police department.



- Please reference the Anti-bias flyer in the appendix attached to this report.<sup>4</sup>

It is also important to understand Randolph Township Police Department's handling of emotionally disturbed individuals. Training is provided at the police academy as well as during township employment. The preferred method is to have the emotionally disturbed individual voluntarily submit to a mental health evaluation. The Police Department works closely with emergency screeners. Saint Clare's Hospital is the primary screener – Morristown Medical Center is the secondary. The police can transport an individual to the hospital, or the screener can respond to the scene if needed. The screener decides if it is appropriate for the police to bring an individual, who is showing signs of emotional distress, in for evaluation against their will. The police can also bring an individual in for evaluation against their will if:

1. There is a crime
2. There is a risk of harm to others
3. The officer or other reasonable person observes that there is a risk to the individual

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<sup>4</sup> [www.nj.gov/oag/bias](http://www.nj.gov/oag/bias)

## Township Recommendations<sup>5</sup>

1. The Township Council should create an advisory committee consisting of Randolph residents representing diverse populations, liaisons from Township Council, Recreation Department, and the Police Department to focus on diversity and inclusion within the municipal jurisdiction. [1,2,3,4,5,6,7,8,9,10]
 

Objectives, including but not limited to:

  - i. Evaluate, monitor, and recommend township diversity and inclusion initiatives.
  - ii. Create annual report to be presented to Township Council.
  - iii. Conduct committee meetings that are open to the public.
  - iv. Create a platform for residents to continue the diversity and inclusion discussion.
  - v. Yearly review of public records available from the Police Department regarding bias incidents and bias crimes.
  - vi. Review other municipal, county, state and other websites for new ways to implement, enhance and/or promote diversity initiatives.
  - vii. Create a Randolph Township municipal specific digital brochure with Randolph diversity and inclusion information including, but not limited to; NJ211, municipal materials, mental health resources, information for seniors and persons with disabilities, etc. Make sure it is available and marketed to all residents.
  - viii. Work with the Council to network with other entities to facilitate and promote diversity and inclusion programs including, but not limited to, County College of Morris, Township Library, Interfaith Council, and Morris County Human Relations Commission.
  - ix. Investigate ways to enhance the relationship between the community and the Police Department.
2. Township Council should regularly review the the status of sensitivity training with Township Manager. Incorporate diversity and inclusion training for all municipal employees, volunteers, and coaches into the Township Manager’s goals. Continue to seek new and innovative ways to provide diversity and inclusion training. [1,4,5,8,9]
3. On an ongoing basis, have the Council liaison to the library request diversity resources to be displayed in recognition of associated holidays.[1]
4. Partner with township residents and organizations to host events to celebrate diversity. Recognize multicultural celebrations and events with resolutions or proclamations. [1,8]

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<sup>5</sup> The source number for the recommendation is listed within [ ] and can be referenced in the Appendix Source Table.

5. The Council should request that it's advisory committees review their practices and make further recommendations to eliminate any potential bias. Review athletic policies and practices within the Recreation Advisory Committee. [5,8]
6. Issue an update on municipal diversity and inclusion initiatives at the BOE/Council leadership quarterly meetings. [11]
7. Work with the Township Manager to ensure municipal hiring policies and practices include the goal of recruiting and maintain a diverse workforce. Continue to actively target resources that support diverse candidates. [1,2,3,4,5,11]
8. The Council, as elected officials should "Strive to ensure that they are serving as positive role models for our young people, and that they continue to call out hateful and biased rhetoric when they hear it. Public figures in New Jersey must be united in declaring that there is no place for hate in our State and in standing together against bias and prejudice". [recommendation #24 from state report] [9]
9. Highlight and promote the township website section of how to report bias incidents and crimes. Regularly communicate to our residents the importance and mechanics of reporting all bias perceptions, incidents and crimes using township communication channels. [1,2,8]
10. Work with the township communication's department to create awareness of the "police bias page" and "report request page" on social media announcements on a regular basis. Add to the Township website that another way you can report bias crimes is to contact other local police stations. [1,2,5,8,9]
11. Review the employee code of conduct to ensure that bias and inclusion language is appropriately included. [11]
12. Website and social media posts for Randolph Township should reflect the diversity of the community. Features should highlight multicultural celebrations and diversity heritage months. [11]
13. Encourage the Police Department to continue efforts of community policing by creating a visible and approachable presence at community events. [10]
14. Include information from the diversity and inclusion initiatives into township publications where appropriate. [11]
15. Announce and promote Police Department accreditation(s) on township communication channels when they are achieved.[8]
16. The Police Department should continue to initiate programs to build strong bonds with community. [10]

17. Township Council should communicate regularly with Township Manager to track the progress of all recommendations.[8]

## **Acknowledgements**

We thank the Morris County Human Relations Commission DISC members, the Randolph Board of Education DISC Members, and the Randolph Community for the input you have provided, and to the time you have dedicated to creating our municipal recommendations.

We would also like to thank our Township Manager, Chief of Police, and the Morris County Prosecutor's Bias Crimes Unit. All of these professionals were able to give us guidance within their specialties that was crucial to our recommendations.

## Appendices

### Source Table

Source Reference Number	Reference
<b>1</b>	Town Hall comment or observation
<b>2</b>	Email correspondence to DISC Committee
<b>3</b>	Municipal Alliance Committee
<b>4</b>	Recommendation from PEACE group
<b>5</b>	DISC Committee Meeting
<b>6</b>	January 2020 Randolph's nj211 ad hoc committee meeting
<b>7</b>	May 7 2020 Council meeting
<b>8</b>	DISC Member individual research
<b>9</b>	“October 2020 An Anti-Bias Vision for the Next Generation Report and Recommendations by the New Jersey Interagency Task Force to Combat Youth Bias to the Governor & Attorney General” [ <a href="https://www.nj.gov/oag/dcr/downloads/2020-ybtf-report.pdf">https://www.nj.gov/oag/dcr/downloads/2020-ybtf-report.pdf</a> ]
<b>10</b>	21/21 Community Policing Project [ <a href="https://www.njoag.gov/attorney-general-grewal-announces-statewide-initiative-to-strengthen-police-community-relations-attorney-general-to-host-quarterly-events-in-all-21-counties-as-part-of-new-21-21-community/">https://www.njoag.gov/attorney-general-grewal-announces-statewide-initiative-to-strengthen-police-community-relations-attorney-general-to-host-quarterly-events-in-all-21-counties-as-part-of-new-21-21-community/</a> ]
<b>11</b>	Township Council Workgroup

**RESOLUTION NO. 149-20****TOWNSHIP OF RANDOLPH**

**WHEREAS**, the inherent dignity and equality of all people is a central guiding principle of our society; and

**WHEREAS**, it is a fundamental precept that we respect the dignity of all persons; and

**WHEREAS**, recent incidents reflecting the existence of racism, bigotry, discrimination and hatred in our country and in Randolph Township are deeply disturbing, offensive, and in conflict with our values; and

**WHEREAS**, these behaviors harm our country, our community and all individuals by sending a message that certain individuals are not treated with justice and equality and may therefore feel unsafe, threatened or unwelcome; and

**WHEREAS**, all persons must speak out and reject all forms of racism, bigotry, discrimination and hatred directed at any and all people; and

**WHEREAS**, we must be united in speaking out and rejecting hate, bigotry, racism and discrimination in all forms;

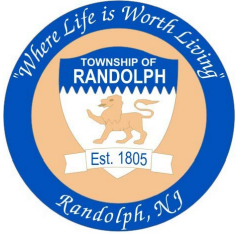
**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Township of Randolph strongly condemn all forms of hatred, bias, racism, bigotry and discrimination. We support and encourage universal respect for all people. We confirm an unwavering commitment to confront these challenges in our community.

CERTIFICATION

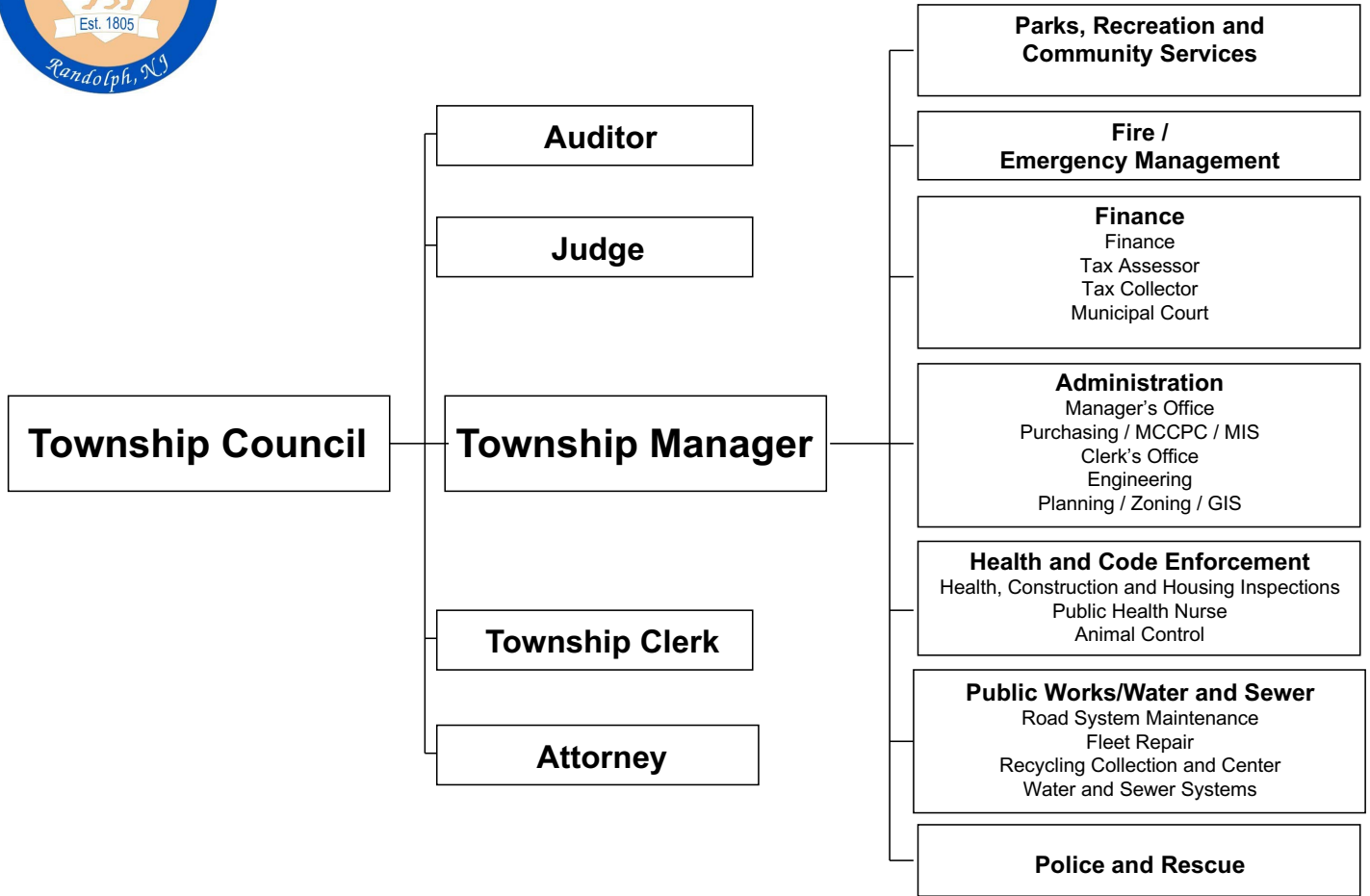
I, Donna Luciani, Clerk of the Township of Randolph, do hereby certify the above to be a true copy of a resolution adopted by the Mayor and Council at the special emergency meeting held on June 4, 2020.

Dated: June 4, 2020

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Donna Luciani, Township Clerk



# TOWNSHIP OF RANDOLPH Organization Chart







**REPORT IT!**

### **What is a bias incident?**

A bias incident or hate crime is defined in the Attorney General's Guidelines as any suspected or confirmed offense or unlawful act which occurs against a person or property (public or private) on the basis of New Jersey's nine protected classes: race, color, religion, gender, disability, sexual orientation, gender identity or expression, and national origin.

### **What are some common types of bias/hate crimes?**

Bias incidents and hate crimes take many forms, ranging from racially-motivated graffiti, to threats of physical harm, to actual infliction of property damage or bodily injury. Under New Jersey law, any crime – such as harassment, assault, terroristic threats, arson, criminal mischief, or homicide – is subject to more serious punishment if the crime was committed against a person because of a person's race, color, religion, gender, or other protected class status. Not all incidents turn out to be crimes, but any potential bias incident should be reported to the police as a bias incident so that it can be fully investigated.

### **What should I report?**

You should report any and all suspected or confirmed bias incidents to your local police department. In other words, if you are a victim of, or a witness to, any offense which occurs against a person based on that person's race, color, religion, gender, or other protected status, then you should report that incident. To aid with investigations try to note important information including licence plate numbers, identifying physical features such as tattoos, etc.

### **What should I do if I witness a bias/hate crime in progress?**

Call **911** to **report it**.

### **What if I'm uncomfortable reporting incidents to local police?**

Every County Prosecutor's Office in New Jersey has specific personnel assigned to the Bias Crimes Unit. These individuals are responsible for receiving bias incident complaints, filling out a report for every incident, and investigating as appropriate. You also may report a bias incident to the NJ Attorney General's Office online at [nj.gov/oag/bias](http://nj.gov/oag/bias), via email to [NJBias@NJDCJ.org](mailto:NJBias@NJDCJ.org) or by calling the Bias Hotline at **800-277-BIAS** (2427).

### **Do I have to give my name and contact information?**

You do not have to give your name or contact information. You can report a bias incident anonymously.

### **Who reviews bias incident reports in New Jersey?**

Every bias incident reported in New Jersey is reviewed by law enforcement at many levels, including the local police department, New Jersey State Police, County Prosecutor's Office, the Office of Homeland Security & Preparedness, and/or the Attorney General's Office. These layers of review ensure that bias incidents are investigated thoroughly and properly.

## **To REPORT a Bias Incident:**



- **Contact Your Local Police or County Prosecutor**
- **Contact the NJ Attorney General's Office:**
  - **Bias Hotline at 1-800-277-BIAS (2427)**
  - **E-mail: [NJBias@NJDCJ.org](mailto:NJBias@NJDCJ.org)**
  - **Online: [www.nj.gov/oag/bias](http://www.nj.gov/oag/bias)**

