

**DEPARTMENT STANDARD OPERATING PROCEDURES/GENERAL ORDERS**

<b>FLORENCE TOWNSHIP POLICE DEPARTMENT</b>	EFFECTIVE DATE: <b>6/12/24</b>	REVISION DATE	PAGE#	SECTION	APPROVED	VOLUME  <b>03</b>
		5/30/25	ALL	ALL	BAB	
VOLUME TITLE: <b>Personnel &amp; Human Resources</b>	# OF PAGES: <b>9</b>	9/17/25	1	HEADER	BAB	
		3/13/26	ALL	ALL	BAB	
ACCREDITATION STANDARDS: <b>2.4.1</b>	REFERENCE: <b>NJSACOP</b>					CHAPTER  <b>14</b>
SUBJECT: <b>Recruitment Program Plan</b>						DISTRIBUTION:  <b>All Personnel</b>
ISSUING AUTHORITY:  <b>Chief Brian A. Boldizar</b>						
ATTORNEY GENERAL: <b>Promoting Diversity in Law Enforcement Recruiting and Hiring</b>						
PROSECUTOR:						
REFERENCE: <b>NJSACOP LEAP</b>						

**I. PURPOSE:**

To establish guidelines within the Florence Township Police Department for the purpose of attracting and retaining quality personnel who are motivated, intelligent, ethical, progressive, and dedicated.

The Florence Township Police Department is committed to equal employment opportunities. It will make a good faith effort to meet specific goals for recruiting a diverse workforce in terms of people of color and gender diversity representative of the community in which the department serves, as required

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by NJSA 52:17B-4.10 and the New Jersey Attorney General's Directive.

**II. POLICY:**

It shall be the policy of the Florence Township Police Department to take an active role in recruiting qualified applicants for police officer positions. The department recognizes that its current members serve as ambassadors of the profession and are encouraged to identify and recruit individuals who possess the integrity, professionalism, and commitment necessary to serve the community.

The Florence Township Police Department is committed to equal employment opportunity and will make a good faith effort to recruit and retain a workforce reflective of the diversity of the community it serves.

The Florence Township Police Department operates under the rules and regulations of the New Jersey Civil Service Commission and will ordinarily fill sworn vacancies from certified eligible lists issued by the Commission. Pursuant to N.J.S.A. 11A:4-1.3 and applicable municipal ordinance, the Township may also appoint qualified candidates who have successfully completed a police training course approved by the New Jersey Police Training Commission, including graduates of the Alternate Route Program. When utilizing this authorized hiring process, the department may advertise employment opportunities and accept applications from qualified candidates consistent with applicable statutes, ordinances, and departmental procedures.

**III. SCOPE:**

This policy applies to all sworn and civilian personnel.

**IV. PROCEDURE:**

**A. Recruitment Goals and Objectives:**

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- 1) The Florence Township Police Department shall maintain recruitment goals and objectives designed to attract qualified candidates and promote diversity within the agency consistent with the community served. Recruitment goals shall include, but are not limited to:
  - a) Encouraging qualified individuals from diverse backgrounds to pursue careers in law enforcement.
  - b) Promoting awareness of employment opportunities within the Florence Township Police Department.
  - c) Increasing outreach efforts to educational institutions, community organizations, and community events.
  - d) Ensuring recruitment materials and outreach efforts reflect the department's commitment to equal employment opportunity and diversity.

**B. Recruiting Activities**

- 1) In addition to encouraging members to serve as active recruiters, the department will also take an active role in other recruitment programs. This will include participation in programs that include but are not limited to the following:
  - a) The department will establish and maintain contacts with diverse community organizations and leaders for assisting with recruitment efforts and for referrals.
  - b) The department will provide community organizations, educational institutions, and

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other places frequented by the public with recruitment materials for display and distribution, and will offer to conduct presentations regarding careers in law enforcement.

- c) The department will participate in “Career Day” type programs at educational institutions and other public places and events by assigning a diverse team of officers who will provide printed recruitment materials and information regarding the department and the law enforcement profession.
  - d) The department will utilize a programmable message board and various platforms of social media to inform potential recruits of upcoming employment opportunities, application and testing dates.
- 2) Members assigned to recruitment activities at “Career Day” and other type events and programs will be provided with information so that they are knowledgeable in personnel matters especially equal employment opportunity and affirmative action programs as they pertain to department management and operation. Those topics should include:
- a) recruitment needs and commitments
  - b) career opportunities
  - c) salaries, benefits, and training
  - d) federal and state hiring guidelines
  - e) community information
  - f) cultural diversity in law enforcement

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- g) qualifications and selection process
  - h) physical and medical requirements
- 3) Members will also be provided with the following information when participating in recruitment activities:
- a) Recruitment brochures that reflect visible diversity
  - b) Department organizational chart
  - c) Affirmative action plan
  - d) Current contractual agreements
  - e) Training catalogs
  - f) Demographic data sheets
  - g) New Jersey Civil Service Commission Bulletins
  - h) General Employment Applications

**C. Testing Announcements**

- 1) The New Jersey Civil Service Commission, and not the police department, conducts written examinations for positions within the department. The New Jersey Civil Service Commission schedules the tests in accordance with their policies and not at the request of the department. The department is notified when a test is scheduled.
- 2) The department will acquire New Jersey Civil Service Commission test announcement bulletins for distribution at police headquarters, the municipal

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building, schools, and other public places in an effort to encourage qualified individuals to take the test.

- 3) The department's recruiting materials and the New Jersey Civil Service Commission bulletins will identify the department as an equal opportunity employer and will include the following information:
  - a) description of duties
  - b) responsibilities
  - c) requisite skills
  - d) educational level
  - e) other minimum qualifications and requirements

**D. Accepting Applications**

- 1) The department will accept and retain all employment applications received in accordance with the applicable New Jersey Records Retention and Disposition Schedule. Applicants will be advised that the Florence Township Police Department generally fills sworn police officer vacancies from certified eligible lists issued by the New Jersey Civil Service Commission.
  - a) Interested applicants will be provided with Civil Service examination announcement bulletins when available and may be referred to the Commission for additional information regarding testing and available test preparation resources.
- 2) Pursuant to N.J.S.A. 11A:4-1.3 and applicable municipal ordinance, the Township of Florence may appoint qualified individuals to entry-level law

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enforcement positions who have not participated in the Civil Service examination process. Such candidates must successfully complete a police training course approved by the New Jersey Police Training Commission.

- a) Individuals hired under this authority may be appointed as temporary entry-level law enforcement officers and shall be required to successfully complete the Basic Course for Police Officers (BCPO) within nine months of appointment. Upon successful completion of the BCPO and certification by the Police Training Commission, the individual may be appointed as a permanent police officer without participation in the Civil Service examination process.

**E. Methods of Evaluation and Revision**

- 1) The Chief of Police, or designee, shall conduct an annual review of this Recruitment Program Plan to evaluate its effectiveness and ensure compliance with applicable New Jersey Attorney General Directives and accreditation standards. The review shall include an assessment of recruitment activities, diversity data, and applicant demographics.
- 2) Based upon the results of the annual review, demographic data, or changes in applicable laws, directives, or accreditation standards, the Chief of Police or designee may revise this Recruitment Program Plan as necessary to improve recruitment efforts and address any identified underrepresentation in the applicant pool.

**F. Required Agency Annual Reporting**

- 1) By January 31st of each year, the Chief of Police shall report to the Burlington County Prosecutor with

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jurisdiction over the agency (who will in turn gather and transmit the information to the Attorney General), the following information for the preceding calendar year. The information should not include the names of each individual. The New Jersey Attorney General's Annual Summary of Law Enforcement Diversity: Agency Fact Sheet will be utilized for the agency reporting form, which will also generate the agency's annual report.

- a) The age, gender, race, and ethnicity of the law enforcement officers currently appointed to the law enforcement agency as of December 31 (or, if that data is unavailable, data from a different date reasonably close to year-end) of the preceding calendar year;
- b) The age, gender, race, sexual orientation (if provided), and ethnicity of applicants for a law enforcement officer position in the preceding calendar year;
- c) The age, gender, race, and ethnicity of applicants appointed to the agency in the preceding calendar year, with transfer applicants listed separately;
- d) The reasons for denying applicants an appointment to the law enforcement agency (NJOAG Summary of Law Enforcement Diversity contains a list of denial reasons); and
- e) The age, gender, race, and ethnicity of each law enforcement officer eligible for promotion and promoted within the agency in the preceding calendar year, including the position to which the officer was promoted.

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- 2) The data collected should follow the below standards, as reflected in Appendix A (which may be updated in the future). Demographic information should be collected from applicants and promotion candidates on a distinct form from any application so as to remain separate from the selection process.
  - a) Race:
    1. American Indian or Alaska Native
    2. Asian
    3. Black or African American
    4. Native Hawaiian or other Pacific Islander
    5. White
    6. Two or more races
    7. Other
  - b) Ethnicity:
    1. Hispanic or Latino
    2. Not Hispanic or Latino
  - c) Gender:
    1. Female
    2. Male
    3. X or Non-Binary
  - d) Sexual orientation (for applicant reporting only):
    1. Do you identify as LGBTQ+, yes or no?
- 3) Additional requirements:
  - a) The annual reports are described in Section IV.F should also include the agency's summary of the data based on the below prompts that are also included in Appendix A of the New Jersey Attorney General's Guideline. The person responsible for completing this report is the Chief of Police or their designee.

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1. Whether the agency is governed by civil service rules;
2. A description of the agency's application process, including when in the hiring process a formal application is submitted, and when an appointment occurs if hired;
3. A description of the data used to determine any underrepresentation;
4. A detailed assessment as to whether representation has improved for any previously identified underrepresented groups;
5. Any new or modified Program goals to be implemented in the upcoming year.

4) Publishing:

- a) The data collected under Section IV.A shall be published in the respective annual reports of each municipal and State law enforcement agency, and for county law enforcement agencies, in the annual report of the County Prosecutor with jurisdiction over that agency.
- b) This agency shall update the description of its Recruitment Program on the agency's official website accordingly, at least after each annual report.

**IV. AUTHORITY**

This order shall remain in full force and effect until superseded or revoked by proper authority. This order supersedes and replaces all prior orders inconsistent with its contents.

All commanding officers and supervisors shall be held accountable for the application and enforcement of this order.

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All members of the Florence Township Police Department are required to follow this order as applicable.