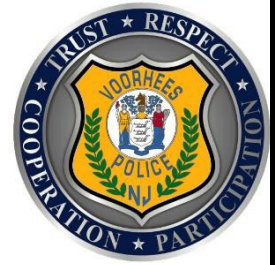


VOORHEES POLICE DEPARTMENT
VOORHEES POLICE DEPARTMENT
GENERAL ORDER



SUBJECT: RECRUITMENT PLAN

EFFECTIVE DATE: June 1st, 2024

NUMBER OF PAGES: 3

ACCREDITATION STANDARDS:

BY THE ORDER OF:
Chief of Police Louis Bordi

GOAL AND OBJECTIVES:

The goal of the Voorhees Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Voorhees Police Department. The objective is to achieve an overall racial and gender composition of the police department in comparison to the service population of the Township through the department's recruiting activities. This agency will make a good faith effort to meet specific goals for recruiting a diverse workforce, in terms of people of color and gender diversity. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

GENERAL:

The Township of Voorhees is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.

The Township of Voorhees has a residency preference. Applicants for a competitive exam must be a bona fide resident of Voorhees at the time of the closing date of the New Jersey Civil Service Commission Law Enforcement Test. Once Voorhees residents have been exhausted from the Civil Service Certification List, Camden County residents are then provided with preference. If the Camden County list is exhausted, applications will be open to residents of the State of New Jersey.

The Township of Voorhees is an equal opportunity employer in all facets of the personnel process.

The Chief of Police or designee is responsible for the administration of the Recruitment Plan.

CURRENT DEMOGRAPHICS:

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

VOORHEES TOWNSHIP						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN FEMALE OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	19,181	62%	43	82%	2	3%
BLACK or AFRICAN AMERICAN	2,882	9%	3	5%	0	0%
HISPANIC - ANY RACE	1,820	6%	5	9%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	22	<1%	0	0%	0	0%
ASIAN	6,008	19%	1	2%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	11	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	144	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	1,001	3%	0	0%	0	0%
TOTAL	31,069	100%	52	100%	2	3%

RECRUITMENT ACTIVITIES:

If an open competitive test is to be announced:

Activity #1: Identify and maintain contact with local minority organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations.

Activities include, but are not limited to:

- Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
- Attend Career Days at local schools and community colleges and universities.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Voorhees Police and Voorhees Township websites to attract qualified candidates to take the Civil Service Examination.

Activity #2: When applicable, contact the State of New Jersey Civil Service Commission and obtain the “Rice list” of eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid off officers in an effort to employ such officers as to meet the agency’s recruiting goals.

Activity #3: Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.

Activity #4:

Advertise on Policeapp.com, the Voorhees Police Department’s *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #5:

Resolution NO. 213-21 to opt into examination exemption civil service hiring procedures. Which permits municipalities to hire police officers who may not have taken an open competitive examination for the title of Police Officer, but are otherwise duly qualified, have completed training, and hold a valid NJ Police Training Commission Certificate as Police Officer (Basic Course for Police Officer); and would permit a municipality to exempt any person for an entry-level law enforcement person from taking the Civil Service law enforcement exam, as long as they have completed the full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training commission.

ANNUAL REVIEW, EVALUATION AND REPORTING

- The Chief of Police, or designee, shall conduct an annual review of the Recruitment Plan and shall include, but not limited 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 requires that each law enforcement agency must report certain law enforcement applicant data annually by January 31st for the preceding year. The data required to be reported is listed in the New Jersey Attorney General Guideline “Promoting Diversity in Law Enforcement Recruiting and Hiring” in Paragraph III.

<https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

- The reporting form can be found at: _

<https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>