

## ***FLORHAM PARK POLICE DEPARTMENT RECRUITMENT PLAN***

### **GOALS AND OBJECTIVES:**

The goal of the Florham Park Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Florham Park Police Department. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the Borough through the departments 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 Florham Park Police Department is subject to the provisions of New Jersey Statutes Annotated 40A:14-118, and 52:17B-4.10 et seq. as well as municipal ordinance in all facets of the recruitment and selection process. The Florham Park Police Department recruits from a candidate pool open to all residents of New Jersey. Preference is given to qualified Florham Park residents.

Florham Park is an equal opportunity employer in all facets of the personnel process.

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**CURRENT DEMOGRAPHICS:**

<b>BOROUGH OF FLORHAM PARK DEMOGRAPHICS CHART</b>						
	<b>POPULATION</b>		<b>CURRENT SWORN OFFICERS TOTAL</b>		<b>CURRENT SWORN OFFICERS FEMALE</b>	
<b>RACE / ETHNICITY</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
<b>WHITE</b>	9,414	66.8%	<b>31</b>	<b>83.8%</b>	<b>1</b>	<b>2.7%</b>
<b>BLACK or AFRICAN AMERICAN</b>	1,269	9 %	<b>1</b>	<b>2.7%</b>	<b>0</b>	<b>0%</b>
<b>HISPANIC - ANY RACE</b>	1,437	10.2%	<b>4</b>	<b>10.8%</b>	<b>0</b>	<b>0%</b>
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	14	0.1%	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>ASIAN</b>	1,479	10.5%	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>NATIVE HAWAIIAN OR PACIFIC ISLANDER</b>	-	-	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>SOME OTHER RACE ALONE</b>	-	-	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>POPULATION OF TWO OR MORE RACES</b>	479	3.4%	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>14,092</b>	<b>100%</b>	<b>36</b>	<b>97.3%</b>	<b>1</b>	<b>2.7%</b>

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### **I. RECRUITMENT ACTIVITIES**

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified with the potential to be an asset to the department. The Chief of Police is responsible for the administration of the Recruitment Plan.
- B. This agency will take a proactive role in programs intended to attract qualified people to apply for vacancies. These programs include; but, are not limited to:
- Establishing and maintaining contacts with community organizations and educational institutions and providing recruitment materials for display and distribution;
  - Internship Programs with local colleges to attract individuals with interests in law enforcement;
  - Participation in career day type programs at educational institutions and other public places and events;
  - Posting vacancy announcements on the police department web site and social media outlets, recruitment websites and municipal building bulletin board.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the Borough.
- D. School Resource Officers play a particularly important role in mentoring local youth, especially towards law enforcement careers. As such, one of their more prominent roles is influencing students towards a career with this agency.
- E. Personnel assigned to recruitment activities at career day and similar events and programs will be provided with information so that they are knowledgeable in those matters as they pertain to agency management and operation. Those topics include, but are not limited to:
- Career opportunities
  - Salaries, benefits, and training
  - State hiring guidelines
  - Community information
  - Cultural diversity
  - Qualification and selection process
  - Physical and academic requirements

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- F. The following information should prove useful when participating in recruitment activities:
- Recruitment/informational announcements
  - Agency organizational chart
  - Current contractual agreements
  - Training catalogs
  - Demographic data
  - Vacancy Announcements
  - General Employment Applications
- H. This agency will distribute vacancy announcement bulletins at police headquarters, the municipal building, the police department web site and social media outlets, recruitment websites, career fairs, schools, colleges/universities, and other public places to encourage qualified individuals to apply.
- I. This agency's recruiting announcements will identify this agency as an equal opportunity employer and will include the following information:
- Basic description of duties
  - Responsibilities
  - Requisite skills
  - Educational level
  - Other minimum qualifications and requirements

### **II. ANNUAL REVIEW, EVALUATION AND REPORTING**

- A. 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.
- B. 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 31<sup>st</sup> 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>
- C. The reporting form can be found at:
- <https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>