



Recruitment Program Plan

Issuing Authority: Bruce E. Painter, PSD/CLEO

Accreditation Standards: 31.1.1, 31.1.2, 31.2.1, 31.3.1, 31.3.2

Effective Date: January 1, 2004

Revision Date: March 1, 2022

I. PURPOSE

The purpose of this General Order is to establish the department's role in recruiting individuals for entry level sworn positions.

II. POLICY

It will be the policy of the department to take an active role in the recruiting of applicants for positions. The department recognizes that the best recruiters are the men and women who are currently serving in those positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified and will be an asset to the department.

In order to most effectively serve the residents of Burlington Township, it is important for the Burlington Township Police Department to be comprised of law enforcement officers that reflect the diversity of Burlington Township.

The Burlington Township Police Department's personnel programs are governed by the New Jersey Civil Service Commission's statutes and regulations. This system requires the Burlington Township Police Department to hire police officer candidates from a certified list provided by the New Jersey Civil Service Commission (CSC) following a state-administered testing process.

The CSC typically administers the testing process every two to three years. The CSC uses the results of the testing process to compile a ranked list of qualified law enforcement candidates. Burlington Township Police Department is limited to the list of qualified candidates provided by the CSC.

The CSC provides Burlington Township Police Department with a certified list of the top three qualified candidates. The Burlington Township Police Department is then limited to those three candidates to fill the vacancy. Veterans of military service who pass the exam are given preference and placed at the top of the certified list.

III. PROCEDURE

A. Recruitment 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 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.
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
 - 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) NJ Civil Service Commission Bulletins
 - h) General Employment Applications

B. Testing Announcements

1. The NJ Civil Service Commission, and not the police department, conducts written examinations for positions within the department. The Department of Personnel 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 NJ Civil Service Commission test announcement bulletins for distribution at police headquarters, the municipal 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 NJ 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

C. Accepting Applications

1. The department will accept and hold on file all applications received in accordance with the appropriate New Jersey Records Retention and Disposition Schedule. However, anyone submitting an application will be advised that hiring is done from the list of qualified applicants provided by the NJ Civil Service Commission. Interested applicants will be provided with a test announcement bulletin advertising test filing dates if available. The applicants will also be referred to the NJCSC to obtain information about certain free civil service test preparation programs.