



**SOUTH ORANGE VILLAGE  
POLICE DEPARTMENT  
ERNESTO MORILLO, CHIEF OF POLICE**

201 South Orange Avenue  
South Orange  
New Jersey 07079  
[www.southorange.org](http://www.southorange.org)  
P 973.763.3000

## **Recruitment Plan – 2023**

### **1.0 PURPOSE**

The purpose of the South Orange Police Department Recruiting Plan shall be to take specific, articulable steps to achieve the goal of staffing a police agency comprised of law enforcement officers who reflect the diversity of the population of the South Orange community. The South Orange Police Department shall make a good faith effort to meet goals for recruiting a diverse workforce, in terms of people of color and gender diversity.

### **2.0 GENERAL**

The South Orange Police Department is governed by civil service statutes and regulations. See N.J.S.A. 11A:1-1 et seq.; N.J.A.C. 4A: 1-1.1 et seq. This system requires the agency to hire police officer candidates from certified lists supplied by the New Jersey Civil Service Commission (“CSC”) following a state-administered testing process. The CSC typically administers this testing process every two to three years, and the CSC uses the results to compile a ranked list of qualified law enforcement candidates. By utilizing this process, this agency is limited to the list of qualified candidates provided by CSC—only candidates who fail background checks, medical/psychological exams, residency requirements (or similar, non-discretionary factors), may be removed from or bypassed on the lists. More specifically, pursuant to the CSC’s “rule of three,” the CSC provides an agency seeking to hire a new officer with the top three candidates from the CSC’s certified list. The hiring agency 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. As a result, this agency will face additional processes in its efforts to address underrepresentation. This Program will address the various goals and methods that are planned to be undertaken to achieve the intent of the law.

In addition, per PL. 2021 Ch. 7, the amendments to NJSA 11A:4-1.3 and applicable CSC regulations, the South Orange Police Department may also accept employment applications from prospective candidate that have successfully completed a Basic Course for Police Officers (BCPO) at a Police Training Commission (PTC) approved police academy. Such candidates’ pre-employment background investigation process shall be the same as that used for traditional candidates from a CSC-certified hiring list.

The Township of South Orange and the South Orange Police Department are equal opportunity employers.



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**3.0 CURRENT DEMOGRAPHICS**

Reporting Period – 1/1/2022 – 12/31/2022

TOWNSHIP OF SOUTH ORANGE VILLAGE / SOUTH ORANGE POLICE DEPARTMENT					
2020 U.S. Census Data	POPULATION (approximate)		CURRENT SWORN OFFICERS - TOTAL		Representation Comparison (PD % : Pop. %)
	#	%	#	%	%
<i>RACE/ETHNICITY</i>					
WHITE ALONE	11071	59.9	18	41	32% below
BLACK or AFRICAN AMERICAN	4528	24.5	16	36	47% above
HISPANIC or LATINO	1312	7.1	12	27	380% above
AMERICAN INDIAN or ALASKA NATIVE	18	0.1	0	0	0%
ASIAN	831	4.5	0	0	100% below
NATIVE HAWAIIAN or PACIFIC ISLANDER	0	0	0	0	-
TWO OR MORE RACES	813	4.4	0	0	0%
TOTAL	18,484	100	44	104*	
<i>GENDER</i>					
MALE	8835	47.8	41	93	95% above
FEMALE	9648	52.2	3	7	87% below
TOTAL	18,484	100	44	100	

Race/Ethnicity data is from officer’s self-identification

\* - Some officers identify with Hispanic or Latino ethnicity in addition to racial demographic categories

3.1 The current Annual Report of Diversity in Law Enforcement Recruitment and Hiring, as submitted to the Office of the Attorney General, may be found here: [website link]



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**4.0 PROCEDURE**

4.1 Using U.S. Census data, annually analyze the demographics of South Orange PD sworn officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation in the relevant population of the Township of South Orange Village.

4.2 Any demographic group for which there is a substantial disparity should be considered an “underrepresented” group.

4.3 In determining whether a disparity is substantial, this agency should consider whether reducing the disparity would help achieve the goal of having a police agency that reflects the diversity of the population of the community the South Orange Police Department is charged with protecting and thereby making this agency more effective at promoting public safety.

4.4 Describe underrepresented groups, the means for addressing underrepresentation, and the intended time frame for doing so.

4.5 The means for addressing underrepresentation shall not include quotas or any other legally impermissible provisions.

4.6 This agency shall continue to utilize a standard application form.

4.7 This agency shall continue to comply with New Jersey Civil Service Commission rules for determining applicant eligibility.

4.8 This agency shall continue to ensure that its initial application is provided to applicants in a format and medium that does not cause any barriers to its completion and submission.

4.9 This agency shall continue to advise all applicants of eligibility requirements and explain the background investigation process.



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## 5.0 GOALS

5.1 An analysis of current demographics (Section 3.0) of South Orange and the South Orange Police Department has determined:

- Females are an underrepresented group, comprising 7% of this agency and 52.2% of the Township.
  - Females as a group are underrepresented throughout the country in the law enforcement profession and have historically been so. Current data shows that females comprise approximately 10.4% of the New Jersey law enforcement community.
  - As a goal, this agency will attempt to recruit more female candidates.
- Asians are an underrepresented group, comprising 0% of this agency and 4.5% of the Township.
  - Asians as a group are underrepresented throughout the county in the law enforcement profession and have historically been so. Current data shows that Asians comprise approximately 1.6% of the New Jersey law enforcement community.
  - As a goal, this agency will attempt to recruit more Asian candidates.

5.2 This agency will target recruitment of underrepresented demographic groups via the following methods:

- Outreach to law enforcement officer organizations based on gender and race such as New Jersey Women in Law Enforcement and the New Jersey Asian American Law Enforcement Officers Association
- Outreach to include but not be limited to Seton Hall University, Kean University, Essex County College, and Rutgers University to participate in career fairs, small-group information sessions, and other means of direct contact with underrepresented groups
- Connecting with community stakeholders for underrepresented groups in order to better understand the factors affecting those groups in the application process

5.2 This agency will take a proactive role in programs intended to attract qualified people to apply for and participate in the police officer hiring process. Such programs include but are not limited to:

- Establishing and maintaining contacts with police academies, community organizations and educational institutions, both within and outside Essex County, and providing recruitment materials for display and distribution;
- Participation in career-day programs at educational institutions and other public places and events;
- Posting police officer hiring announcements on the agency's website and social media accounts, official public notices, promotional banners and other mediums, disseminating information releases to local news outlets and community groups, online job postings at police-specific websites and social media.



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5.3 All personnel assigned to recruitment activities shall be provided with information so that they are knowledgeable in those matter that pertain to agency management and operation. Such topics include but are not limited to:

- Career opportunities and advancement within this agency;
- Salaries and benefits as provided by labor contracts;
- Training and professional development programs;
- Civil Service hiring rules;
- Community information;
- Cultural diversity and agency demographic information;
- Qualification, eligibility, and pre-employment background investigation process;
- Physical and academic requirements (as determined by the Police Training Commission)

5.4 In addition to utilizing traditional Civil Service hiring methods, this agency is authorized by local ordinance and PL 2021 C.7, which amends Title 11A, also known as Alternate Route Hiring, to allow for hiring applicants exempt from an entry-level application requirement. Such applicants must verify that they have successfully completed a Basic Course for Police Officers approved by the Police Training Commission. Per current CSC hiring regulations, in order to be considered, a BCPO-certified candidate must not have been previously employed as a police officer with any other law enforcement agency. In the event that this restriction is modified, in addition to the standard pre-employment background investigation, this agency will review the applicant's Internal Affairs file at every law enforcement agency at which a police officer applicant was previously employed. This agency will ensure that the use of Alternate Route Hiring will be in accordance with the intent of the law, to address underrepresentation.

5.5 This agency will seek to reduce the disparity of underrepresented groups by encouraging female officers and Asian officers to apply for employment.

## 6.0 EVALUATION

6.1 The Chief of Police or their designee shall conduct a review this Program and its goals at least annually, which shall include but not be limited to:

- Demographic review and analysis of the community and agency
- Determining whether any substantial disparities have been reduced
- Revising the Program goals accordingly
- Provide for additional contingent measures if Program objectives have not been met



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**7.0 REPORTING**

7.1 Per New Jersey Attorney General Guideline, “Promoting Diversity in Law Enforcement Recruiting and Hiring,” Section III, this agency shall report and publicly post certain law enforcement applicant data annually by January 31st for the preceding year. <https://www.nj.gov/oag/dcj/agguide/directives/ag-Guidelines-Diversity-in-LE-Recruiting-and-Hiring.pdf>

7.2 2022 South Orange Police Department Annual Report of Diversity in Law Enforcement Recruitment and Hiring - <https://www.southorange.org/DocumentCenter/View/6508/Annual-Report-of-Diversity-in-Law-Enforcement-Recruitment-and-Hiring>