

SUSSEX COUNTY PROSECUTOR'S OFFICE RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Sussex County Prosecutor's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Sussex County Prosecutor's Office. The objective is to achieve an overall racial and gender composition of the department in comparison to the service population of the County through the agency 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 Sussex County Prosecutor's Office recruits from a candidate pool open to residents of New Jersey.

Sussex County is an equal opportunity employer in all facets of the personnel process.

CURRENT DEMOGRAPHICS:

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

SUSSEX COUNTY						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	118,247	82%	21	91%	5	22%
BLACK or AFRICAN AMERICAN	2,858	2%	0	0%	0	0%
HISPANIC - ANY RACE	14,310	10%	2	9%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	191	<1%	0	0%	0	0%
ASIAN	2,918	2%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	11	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	666	<1%	0	0%	0	0%
POPULATION OF TWO OR MORE RACES	5,020	3%	0	0%	0	0%
TOTAL	144,221	100%	23	100%	5	22%

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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 agency. The Chief of Detectives 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 investigative positions within the Sussex County Prosecutor's Office. 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;
 - Participation in career day type programs at educational institutions and other public places and events;
 - Posting on going recruitment announcements on the County's website.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the County.
- D. 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
 - Hiring guidelines
 - Community information
 - Cultural diversity
 - Qualification and selection process
 - Eligibility requirements
- E. These recruiting materials will identify the Sussex County Prosecutor's Office as an equal opportunity employer and will include the following information:
 - Basic description of duties
 - Responsibilities
 - Requisite skills
 - Educational level

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- Other minimum qualifications and requirements

II. ANNUAL REVIEW, EVALUATION AND REPORTING

- A. The Prosecutor, 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 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>

- C. The reporting form can be found at:

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