

**SALEM COUNTY SHERIFF'S OFFICE
RECRUITMENT PLAN**

GOALS and OBJECTIVES:

The goal of the Salem County Sheriff's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Salem County Sheriff'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 Salem County Sheriff's Office 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.

Salem County has a County residency preference in all hiring matters. Applicants must be a bona fide resident of Salem County at the time of the closing date of the New Jersey Department of Personnel Law Enforcement Test. Once Salem County residents have been exhausted from the Civil Service Certification List, applications will be open to residents of the State of New Jersey.

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

The Sheriff is responsible for the administration of the Recruitment Plan.

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CURRENT DEMOGRAPHICS:

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

SALEM COUNTY						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	45,279	70%	32	86%	5	14%
BLACK or AFRICAN AMERICAN	9,049	14%	4	11%	0	0%
HISPANIC - ANY RACE	6,535	10%	0	0%	0	0%
AMERICAN INDIAN OR ALASKA NATIVE	182	<1%	0	0%	0	0%
ASIAN	649	1%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	13	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	277	<1%	1	3%	0	0%
POPULATION OF TWO OR MORE RACES	2,853	4%	0	0%	0	0%
TOTAL	64,837	100%	37	100%	5	14%

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RECRUITMENT ACTIVITIES:

Activity #1: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" for Salem County Residents and all State Residents for eligible officers who were laid off from other jurisdictions.

Activities include, but are not limited to:

Conducting interviews with eligible laid off officers to employ such officers as to meet the agency's recruiting goals.

Activity #2: 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 and the New Jersey Civil Service website for future interdepartmental transfers.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Salem County Website to attract qualified candidates to the agency.

If an open competitive test is to be announced:

Activity #3: 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's 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.
- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.
- Make maximum use of the Salem County Website to attract qualified candidates to the agency.

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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>