

SUSSEX COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN

GOALS and OBJECTIVES:

The goal of the Sussex County Sheriff's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Sussex County Sheriff's Office. The objective is to achieve an overall racial and gender composition of the Sheriff's Office in comparison to the service population of the County through the Sheriff's Office 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 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.

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

The Sussex County Sheriff's Office has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level law enforcement officers, who have not passed the Civil Service Examination. N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. There is no County residency requirement for those hired under the provisions of N.J.S.A.11A:4-1.3.

Currently employed law enforcement officers, from a Civil Service agency, are only eligible for hire utilizing the Civil Service Intergovernmental Transfer program. Currently employed law enforcement officers, from a non-Civil Service agency, are not eligible for hire under the provisions of N.J.S.A.11A:4-1.3.

Sussex 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: 2025

SUSSEX COUNTY						
Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN FEMALE OFFICERS	
RACE / ETHNICITY	#	%	#	%	#	%
WHITE	118,247	82%	63	97%	5	8%
BLACK or AFRICAN AMERICAN	2,858	2%	0	0	0	0
HISPANIC - ANY RACE	14,310	10%	1	1.5%	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%	1	1.5%	1	1.5%
POPULATION OF TWO OR MORE RACES	5,020	3%	0	0	0	0
TOTAL	144,221	100%	65	100%	6	9%

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RECRUITMENT ACTIVITIES:

Activity #1: 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 School Board of Education 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 Sussex County Sheriff's Office to attract qualified candidates to the agency.

Activity #2: Advertise on the New Jersey Civil Service website, the Sussex County Sheriff's Office *Facebook* page and other social media platforms, as well as any other appropriate media market, for persons meeting eligibility requirements.

Activity #3: When applicable, contact police training academies and post vacancy announcements for current Alternate Route candidates.

Activity #4: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" of 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 #5: When applicable, make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Draft, print, and distribute informational brochures that may attract qualified candidates to the agency.

Activity #6: Activities include but not limited to:

- Utilize agency website to post available job openings and Information in accordance with N.J.S.A. 34:6B-23.

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ANNUAL REVIEW, EVALUATION AND REPORTING

- The Sheriff, 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.

[Promoting Diversity in Law Enforcement Recruiting and Hiring](#)

- The reporting form can be found at:

[Appendix A](#)