

BERGEN COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN

GOAL AND OBJECTIVES:

The goal of the Bergen County Sheriff's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Bergen County Sheriff's Office. The ultimate objective is to achieve an overall racial and gender composition of the department that reflects the service population of the County through proactive 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 under the Recruitment Activities section of this plan.

GENERAL:

The Bergen County Sheriff's Office is a New Jersey Civil Service Commission jurisdiction and must adhere to the New Jersey Statutes and Administrative Code in its recruitment and selection process.

The Bergen County Sheriff's Office uses a multi-faceted approach to hiring qualified individuals for the position of Sheriff's Officer. The Bergen County Sheriff's Office has a residency preference in all hiring matters. Applicants on the Civil Service Certification list must be a bona fide resident of Bergen County at the time of the closing date of the entry-level Law Enforcement Examination. If utilizing the Civil Service Certification List, once Bergen County residents have been exhausted, applications will be open to residents of the state of New Jersey.

In addition to hiring officers who have taken the Law Enforcement Examination and appear on the eligibility list provided by the Civil Service Commission, the Sheriff may appoint a number of persons, not to exceed fifteen (15) percent of the total number of Sheriff's Officers employed and set forth on the Sheriff's table of organization in the county budget, to the position of Sheriff's Investigator. All Sheriff's Investigators shall serve at the pleasure of the appointing sheriff and shall be included in the unclassified title of the Civil Service Commission.

Other methods of obtaining qualified individuals include the Civil Service Commission "Rice List" and the hiring of Intergovernmental Transfer officers. Both processes are rooted in the confines of the Civil Service Commission and any officer wishing to come to the Bergen County Sheriff's Office through those methods must originate from a Civil Service organization. Additionally, in accordance with N.J. Stat. § 11A:4-1.3 the Bergen County Sheriff's Office recruits and hires entry-level Sheriff's Officers exempt from the requirement to take the entry-level Law Enforcement Examination.

The Bergen County Sheriff's Office is an equal opportunity employer in all facets of the personnel process.

The Sheriff or designee 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:

| Bergen County Demographics | | | | |
|--|-------------------|---------------|-------------------------------|--------------|
| RACE / ETHNICITY | POPULATION | | CURRENT SWORN OFFICERS | |
| | # | % | # | % |
| WHITE | 511,919 | 54% | 122 | 60.7% |
| BLACK or AFRICAN AMERICAN | 49,909 | 5% | 12 | 6.0% |
| HISPANIC - ANY RACE* | 204,683 | 21% | 66 | 32.8% |
| AMERICAN INDIAN OR ALASKA NATIVE | 811 | <1% | 0 | 0% |
| ASIAN | 157,500 | 16% | 10 | 5.0% |
| NATIVE HAWAIIAN OR PACIFIC ISLANDER | 130 | <1% | 1 | 0.5% |
| SOME OTHER RACE ALONE | 6464 | 1% | 4 | 2.0% |
| TWO OR MORE RACES | 24,316 | 3% | 2 | 1.0% |
| TOTAL | 955,732 | 100% | 216 | 100% |

*The concept of race is separate from the concept of Hispanic origin. People who identify their origin as Hispanic or Latino may be of any race.

| Bergen County Gender | | | | |
|-----------------------------|-------------------|---------------|-------------------------------|--------------|
| Gender | POPULATION | | CURRENT SWORN OFFICERS | |
| | # | % | # | % |
| MALE | 467705 | 48.94% | 178 | 88.6% |
| FEMALE | 486114 | 50.86% | 38 | 18.9% |
| X OR NON-BINARY | X | X | 2 | 1.17% |
| TOTAL | 955,732 | 100% | 216 | 100% |

Notes on data represented:

- Most current census data is from 2020. Estimates are available online, but the 2020 Census data appears on the County of Bergen official website.
[\(https://www.co.bergen.nj.us/images/Departments_Services/Planning_Engineering/Census_Data/Table02_2020_TotalPopulationByRace.pdf\)](https://www.co.bergen.nj.us/images/Departments_Services/Planning_Engineering/Census_Data/Table02_2020_TotalPopulationByRace.pdf)

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ACTIVITIES TO ACHIEVE OBJECTIVES:

If an open competitive test is to be announced:

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:

- Providing recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations.
- Contacting 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.
- Attending Career Days at local schools and community colleges.
- Drafting, printing, and distributing informational brochures that may attract qualified candidates to the agency.
- Making maximum use of the Bergen County Website and official social media pages to attract qualified candidates to the agency.

Activity #2: When applicable, contact the State of New Jersey Civil Service Commission and obtain the "Rice list" for Bergen 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 #3: Make maximum use of the State of New Jersey Civil Service Commission Intergovernmental Transfer Program.

Activities include, but are not limited to:

- Posting 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.

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- Drafting, printing, and distributing informational brochures that may attract qualified candidates to the agency.
- Making maximum use of the Bergen County Website and official social media pages to attract qualified candidates to the agency.

Activity #4: Utilize the Police Training Commission Alternate Route Program.

The Bergen County Sheriff's Office will engage with prospective officers who have enrolled themselves in a certified police academy as an Alternate Route participant. With amendments to the Civil Service hiring process, a jurisdiction may now hire any candidate to a "temporary entry level officer" title. This process will further increase the pool of applicants, allowing for the hiring of the most qualified individuals, while abiding by the now codified anti-nepotism General Order.

Activity #5: Conduct virtual job fairs to attract qualified individuals to apply for Sheriff's Officer positions.

The Bergen County Sheriff's Office will advertise open positions on the Bergen County Website, official social media pages, and posting flyers to engage with prospective officers who may qualify for employment as a sworn Sheriff's Officer. Respondents will be screened for eligibility based on their answers to a brief survey of interest, and the most qualified applicants will be invited to apply. With amendments to the Civil Service hiring process, a jurisdiction may now hire any candidate to a "temporary entry level officer" title. This process will further increase the pool of applicants, allowing for the hiring of the most qualified individuals, while abiding by the now codified anti-nepotism General Order.

Activities include but are not limited to:

- Targeting specific groups to enhance the agency's diversity and better reflect the service population.
- Providing recruitment brochures and flyers to educational, religious, ethnic, racial, and gender-based organizations.
- Posting flyers in county buildings and on official social media pages.

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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.

<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>