

# SOMERSET COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN

## GOALS and OBJECTIVES:

The goal of the Somerset County Sheriff's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Somerset 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 departments recruiting activities. The goals and objectives will be accomplished through various recruitment activities listed in the Recruitment Activities section of this plan.

Somerset 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:

Data is based on the 2020 Census Count	POPULATION		CURRENT SWORN OFFICERS TOTAL		CURRENT SWORN OFFICERS FEMALE	
	#	%	#	%	#	%
WHITE	177,411	51%	40	71%	7	13%
BLACK or AFRICAN AMERICAN	30,480	9%	4	7%	1	2%
HISPANIC - ANY RACE	57,379	17%	8	14%	3	5%
AMERICAN INDIAN OR ALASKA NATIVE	306	<1%	0	0%	0	0%
ASIAN	67,098	19%	0	0%	0	0%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	69	<1%	0	0%	0	0%
SOME OTHER RACE ALONE	2,015	1%	3	5%	0	0%
POPULATION OF TWO OR MORE RACES	10,603	3%	1	2%	0	0%
TOTAL	345,361	100%	56	100%	11	20%

## II. RECRUITMENT

- 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 department. The Sheriff 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 to the Somerset County Sheriff'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;

## **SOMERSET COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN**

- Citizen police academies, junior police academies, and law enforcement explorer posts; and
  - Posting vacancy announcements on the County website and in local newspapers.
- C. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the available workforce in the County.
- D. School Resource Officers play a particularly important role in mentoring local youth, especially towards law enforcement careers. As such, one of their more prominent roles is influencing students towards a career with this agency.
- E. 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
  - State hiring guidelines
  - Community information
  - Cultural diversity
  - Qualification and selection process
  - Physical and academic requirements
- F. The following information should prove useful when participating in recruitment activities:
- Recruitment/informational brochures
  - Agency organizational chart
  - Current contractual agreements
  - Training catalogs
  - Demographic data
  - General Employment Applications
- H. This agency will distribute announcement bulletins at the Sheriff's Office, the County Administration building, schools, and other public places in an effort to encourage qualified individuals to apply.
- I. This agency's recruiting brochure will identify this agency as an equal opportunity employer and will include the following information:
- Basic description of duties
  - Responsibilities

## **SOMERSET COUNTY SHERIFF'S OFFICE RECRUITMENT PLAN**

- Requisite skills
- Educational level
- Other minimum qualifications and requirements

### **III. REVIEW & EVALUATION:**

- A. The Sheriff or designee shall conduct an annual review of the Recruitment Plan.
- B. As a result of the annual review, if necessary, the Recruitment Plan shall be revised if the goals and objectives are not achieved.