



OFFICE OF THE PROSECUTOR

COUNTY OF WARREN



JESSICA CARDONE
ACTING COUNTY PROSECUTOR

RECRUITMENT PLAN

GOALS and OBJECTIVES

The goal of the Warren County Prosecutor's Office Recruitment Plan is to attract qualified individuals to pursue a career with the Warren County Prosecutor's Office. The objective is to achieve an overall racial and gender composition of the office in comparison to the population of the communities we serve. Through various office-recruiting activities, this office will make a good faith effort in meeting specific goals for recruiting a diverse workforce, in terms of race, ethnicity, and gender diversity. Our goals and objectives are listed in the Recruitment Activities section of this plan and achieving them are paramount for success.

GENERAL

The Warren County Prosecutor's Office recruits from a candidate pool open to residents of the State of New Jersey.

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

CURRENT DEMOGRAPHICS

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

Data is based on the 2020 U.S. Census	Warren County Population		Current WCPO Sworn Officers Male		Current WCPO Sworn Officers Female	
	#	%	#	%	#	%
Race						
White	95,700	87%	13	100%	5	100%
Black or African American	7,920	7.2%	0	0%	0	0%
American Indian/Alaska Native	550	0.5%	0	0%	0	0%
Asian	3,520	3.2%	0	0%	0	0%
Native Hawaiian and Other Pacific Islander	110	0.1%	0	0%	0	0%
Some Other Race	0	0%	0	0%	0	0%
Two or More Races	2,200	2.0%	0	0%	0	0%
Total	110,000	100%	13	100%	5	100%

Data is based on the 2020 U.S. Census	Warren County Population		Current WCPO Sworn Officers Male		Current WCPO Sworn Officers Female	
Ethnicity	#	%	#	%	#	%
Hispanic or Latino	13,640	12.4%	1	7.70%	0	0%
White alone, not Hispanic or Latino	84,370	76.7%	12	92.3%	5	100%
Total	110,000	100%	13	100%	5	100%

RECRUITMENT ACTIVITIES

- A. The best law enforcement recruiters are personnel currently serving in sworn positions. Therefore, every member is tasked with actively recruiting individuals they feel are qualified and have the potential to be an asset to the agency. The Chief of Detectives is responsible for the administration of the Recruitment Plan.
- B. The Warren County Prosecutor's Office provides internship opportunities for male and female high school and college students of diverse ethnic backgrounds. The internships are designed to give students a hands-on experience with the criminal justice system, allowing them to work side-by-side with detectives at the Warren County Prosecutor's Office.
- C. This agency will take a proactive role in programs intended to attract qualified people to apply for investigative positions within the Warren County Prosecutor's Office. These programs include; but are not limited to:
 - a. Establishing and maintaining contacts with community organizations and educational institutions and providing recruitment materials for display and distribution;
 - b. Participation in career day type programs at educational institutions and other public places and events;
 - c. Posting on going recruitment announcements on the Warren County Prosecutor's Office website
 - d. Posting on going recruitment announcements with the New Jersey State Benevolent Association (PBA)
- D. Particular attention should be paid to attracting candidates in approximate proportion to the racial, ethnic, and gender composition of the County of Warren.
- 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:
 - a. Career opportunities
 - b. Salaries, benefits, and training
 - c. Hiring guidelines
 - d. Community information
 - e. Cultural diversity
 - f. Qualification and selection process
 - g. Eligibility requirements

- F. These recruiting materials will identify the Warren County Prosecutor's Office as an equal opportunity employer and will include the following information:
- a. Explain the mission and values of the agency
 - b. Basic description of duties
 - c. Responsibilities
 - d. Requisite skills
 - e. Educational level
 - f. Other minimum qualifications and requirements

ANNUAL REVIEW, EVALUATION, and REPORTING

- A. The Prosecutor, or his/her designee, shall conduct an annual review of the Recruitment Plan and shall include, but not be 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.njgov/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>