



WORKPLACE DIVERSITY ACTION PLAN

This is the Workplace Diversity Action Plan for the Burlington County Sheriff's Office. This plan makes a commitment to Equal Employment Opportunity and Workplace Diversity in accordance with N.J.S.A. 10:5-4. This statute declares that all persons shall have the opportunity to obtain employment without discrimination because of race, creed, color, national origin, ancestry, age, marital status, sexual orientation, or gender. The purpose of this Workplace Diversity Action Plan is to establish a formal program that includes goals and policies to which this Office is committed and provide equal employment opportunity to all employees and job applicants. This plan also establishes this Office's Equal Employment Opportunity Policy in accordance with N.J.S.A. 10:5-12 stating that no discriminatory practices shall be tolerated within the Burlington County Sheriff's Office and the procedures for filing related complaints.

The information supplied in this plan shall include an annual analysis of the current employee profile, an establishment of measurable objectives, a plan of action to begin correcting any identified inequities including specific action steps to be taken, a timetable for achieving the objectives and procedures for annually evaluating progress toward these objectives and revising the plan as needed.

The employee profiles included in this plan represent all sworn members of the Burlington County Sheriff's Office. This is to reaffirm that the Office of the Sheriff fully supports the laws on nondiscrimination in employment and directs that all personnel take immediate action to eliminate any existing discriminatory practices, procedures, or attitudes. There is no acceptable reason for any discrimination in this area. Supervisors shall take an affirmative, leading role in seeking out, removing, and preventing any traces of discrimination.

Undersheriff Odise Carr is the Equal Employment Opportunity and Workplace Diversity Coordinator for the Burlington County Sheriff's Office Law Enforcement Division. Undersheriff Carr has been instructed to immediately report all cases of alleged discrimination and to keep me advised of their investigation. Unresolved cases will be reviewed by Undersheriff Carr so that proper action may be taken and to correct any injustices in accordance with General Order 98-25, Equal Employment Opportunity Coordinator & Complaint Procedures.

Copies of this notice shall be posted permanently in conspicuous locations throughout the Sheriff's Office.



WORKPLACE DIVERSITY POLICY STATEMENT

Federal Laws (Title VII of the Civil Rights Act of 1964) and State Laws (N.J.A.C. 4A: 7 et seq., Chapter 124 of the Laws of 1981) make it illegal for employers to discriminate because of race, creed, color, national origin, ancestry, age, marital status, sexual orientation, or sex during appointing new employees. Under Chapter 124 of the Laws of 1981, the New Jersey State Civil Service Commission shall ensure that the pool of applicants for all vacant positions in this office includes both minorities, the handicapped and females to the end that Workplace Diversity goals are attainable through agency selection decisions. The Civil Service Commission shall further review their regulations and testing procedures in order to amend or eliminate those which serve to discriminate against minorities, the physically handicapped, and females. They shall ensure that selection devices are validated as significant predictors of successful job performance, isolate and eliminate prerequisites that are not legitimate occupational qualifications, review all discrimination complaints under Title VII of the Civil Rights Act of 1964, evaluate trends and recommend appropriate policy changes.

This plan shall be the policy and procedures that guide this Office's efforts in recruitment, employment, training, promotion and retention of minority, disabled persons, and females within the sworn ranks of the Law Enforcement Division. In accordance with the above cited Federal and State Laws, the Burlington County Sheriff's Office strives to hire from all racial, cultural, ethnic, and religious backgrounds so that our Office's workforce attempts to match as closely as possible or exceed the diversity within the community we serve. All personnel movements such as training, education, transfers, and new assignments shall be administered without regard to race, creed, color, national origin, ancestry, age, marital status, sexual orientation, or sex.

This plan will be available to all members and employees of the Burlington County Sheriff's Office. All members and employees are charged with ensuring compliance with this policy, and the policy and laws of this State. The Office shall establish, periodically review, and if necessary, modify a written recruiting strategy that is designed to assist the Office in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the Office's service area.



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Burlington County Sheriff's Office shall not discriminate against any employee or applicant for employment because of gender, age, nationality/national origin; race, religion, creed, color, marital or familial status, sexual orientation or preference, gender expression (as defined under NJ State law), handicap/physical condition, or any other legally protected class. Where applicable, the Office will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their status in a legally protected class. Such actions shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Office shall continue to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Office shall, in all solicitations or advertisements for candidates for employment placed by or on behalf of the County, state that all qualified applicants will receive consideration for employment without regard to an applicant's status as being a member of a legally protected class as described above.

The Office, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Office's commitments under this policy and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Office, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964, as Amended.

The Office agrees to make good faith efforts to employ minority and women workers consistent with the applicable County employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the New Jersey Division on Civil Rights, pursuant to N.J.A.C. 17:27-5.2.



BURLINGTON COUNTY SHERIFF'S OFFICE

SHERIFF JAMES H. KOSTOPLIS

Exceptions to this policy shall be made only in situations where a State agency has approved the use of a bona-fide occupational qualification (BFOQ) such as gender specific jobs.

Undersheriff Odise Carr is the Equal Employment Opportunity and Workplace Diversity Coordinator for the Burlington County Sheriff's Office Administrative Division. He has been instructed to immediately report all cases of alleged discrimination and to keep me advised of their investigation. Undersheriff Carr or his designee will review unresolved cases so that proper action may be taken to correct any injustices and ensure that an annual analysis is completed of the EEO Plan and related employment policies. Copies of this notice are to be posted permanently in conspicuous locations throughout the Office of the Sheriff.

WORKPLACE DIVERSITY PLAN GOALS AND OBJECTIVES

The goal of the Burlington County Sheriff's Office is to have its sworn workforce be in approximate proportion to the makeup of the available workforce in the County of Burlington. "This goal is within the framework of the New Jersey State Civil Service Commission's selection process."

The following data is a breakdown of the ethnic and racial background of the residents of Burlington County for the year 2022 and the projected available workforce in the County of Burlington for the year 2024 according to the NJ Department of Labor in comparison to the current demographic makeup of this agency.



BURLINGTON COUNTY SHERIFF'S OFFICE

SHERIFF JAMES H. KOSTOPLIS

BCSO Sworn Personnel Demographics 2024				Burlington County Demographics 2022	
Total Sworn Members			78		
Gender	Total Male	68	87%	230,343	49.40%
	Total Female	10	13%	235,760	50.60%
	Total X or Non-Binary	0	0%	N/A	N/A
Race/Ethnicity	Total American Indian or Alaska Native alone	0	0%	138	0.16%
	Total Asian alone	2	3%	28K	6.00%
	Total Black or African American alone	9	12%	73.3K	15.70%
	Total Native Hawaiian or other Pacific Islander alone	0	0%	31	0.03%
	Total White alone	53	68%	291K	62.50%
	Total Two or more races alone	5	6%	24.7K	5.30%
	Total Other alone	1	1%	3.9K	0.90%
	Total Hispanic or Latino	8	10%	44.6K	9.60%

Data Source:

<https://censusreporter.org/profiles/05000US34005-burlington-county-nj/>



BCSO Sworn Personnel Demographics 2024

**Burlington County
Projected Available
Workforce 2024**

		Total Sworn Members	78		
Race/ Ethnicity	Total American Indian or Alaska Native alone	0	0%	N/A	N/A
	Total Asian alone	2	3%	14,400	3.44%
	Total Black or African American alone	9	12%	38,400	9.16%
	Total Native Hawaiian or other Pacific Islander alone	0	0%	N/A	N/A
	Total White alone	53	69%	340,000	81.11%
	Total Two or more races alone	5	6%	5,900	1.41%
	Total Other alone	1	1%	1000	0.24%
	Total Hispanic or Latino	8	10%	19,500	4.65%

Data Source:

<https://www.nj.gov/labor/labormarketinformation/demographics/population-labor-projections/>

Our sworn workforce has grown from sixty-seven sworn members in 2020 to seventy-eight sworn members in 2024. During our tenure, the agency has successfully increased female, Black, Asian, and Hispanic sworn members representation using a multifaceted approach through several strategies to include, but not limited to, Community Outreach and Engagement, Partnerships with Educational Institutions, Inclusive Recruitment Practices, Policy and Cultural Changes, and Community Policing Initiatives.

As a civil service agency that recruits to fill actual or forecasted vacancies, we acknowledge the challenge of maintaining and increasing female representation. However, we are committed to actively enhancing and expanding female representation within our organization. We believe that through our continued



efforts, we can achieve our goal of increasing and sustaining female representation within the sworn ranks.

The Division Commander or designee shall review and complete an annual analysis of this plan and all related employment policies and revise the Workplace Diversity Plan as needed. At that time, the statistics indicating the available make-up of the workforce in the County of Burlington shall be updated, progress made towards attaining our stated goals and objectives shall be documented, and new goals and objectives established for the future.

DISSEMINATION OF THE WORKPLACE DIVERSITY PLAN

This Workplace Diversity Plan will be brought to the attention and understanding of members, employees, and the public through the following means:

1. Discuss the Workplace Diversity Plan at various staff meetings to make our intentions clear regarding recruitment and selection.
2. Provide a copy of the Workplace Diversity Plan to every employee of this agency annually.
3. Post the Workplace Diversity Plan throughout the various working areas of this agency.
4. Post the Workplace Diversity Plan on the official Sheriff's Office website.
5. Provide the Workplace Diversity Plan as part of a recruitment package for personnel assigned to speak to various high school and college groups regarding career choices.

In addition to these procedures, it shall be the practice of this agency to maintain an open-door policy to the Equal Employment Opportunity Workplace Diversity Coordinator in order to give all members and employees ample opportunity to present questions, comments, or concerns regarding the Burlington County Sheriff's Office's Workplace Diversity Plan.