

<b>Eatontown Police Department</b> <b>General Order: CH2-06</b>			
<b>Section: The Personnel Function</b> <b><u>Recruitment of Personnel</u></b>		<b>Effective Date:</b> <b>2/3/2021</b>	
<b>Subject:</b> <b>Recruitment Plan/Selection of Personnel</b>		<b>NJSACOP Standard: 2.4.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.6.1</b>	
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			<b>III.F.1.a, e / III.G</b>

## **I. PURPOSE**

The Borough of Eatontown is committed to hiring only the most qualified and capable candidates for the positions of regular and special law enforcement officers. In that pursuit, all members should encourage qualified individuals to apply for police service with this department. The purpose of this policy is to provide guidelines concerning the recruitment and selection of qualified personnel to become regular and special law enforcement officers of the Eatontown Police Department.

## **II. POLICY**

It is the policy of the Eatontown Police Department to actively recruit and select the best available candidates for open or forecasted vacancies in the Police Department. Although a goal of this Department is to maintain a ratio of female and ethnic minority group officers and employees reflective of the percentage of minorities in the Borough of Eatontown, according to current census data, the emphasis is on quality recruitment and selection in full compliance with Equal Employment Opportunity (EEO) regulations. While recruitment is an ongoing process, activities are increased during the year preceding the planned exams. The selection process will confirm that every individual applicant truly possesses the necessary skills, knowledge, stamina, poise and character required to be an effective and productive member of this agency.

## **III. PROCEDURES**

### **A. RECRUITMENT**

(1) Recruiting efforts by the Police Department shall be the responsibility of the Captain of Police, who shall, henceforth, be referred to as the Personnel Officer. The Personnel Officer may utilize other department members to assist in the recruiting effort. These other members may be assigned to be part of a Recruitment Committee, which will be consulted in developing alternative approaches to developing and enacting minority, female and protected class recruitment activities. The Personnel Officer shall have the authority and responsibility to administer the Recruiting Program, as approved by the Chief of Police. The Personnel Officer shall be responsible for the review of and reporting on the progress and effectiveness of the Recruitment Program and shall make his / her report directly to the Chief of Police at least annually. The Personnel Officer will also serve as a liaison with minority and protected class organizations and community action groups. The Personnel Officer shall be responsible for arranging recruiting visits to educational institutions and community organizations to recruit on site. Particular attention will be given to "Career Days" at those institutions offering baccalaureate degrees in Criminal Justice. The Personnel Officer may also seek the assistance of career counselors and law enforcement instructors at area colleges and universities.

**(2)** The recruitment strategies and procedures shall be supported by the written job description on file for the position of patrol officer.

**(3)** Recruiters - All personnel actively involved in recruiting activities shall be familiar with personnel matters, especially Equal Employment Opportunity and Affirmative Action as they affect the Department and are set forth in Borough policy. Personnel will also be familiar with:

- a. The Department's recruitment needs and commitment;
- b. Career opportunities, salaries, benefits and training;
- c. The community and its needs (with an emphasis on the community's views on integration);
- d. The awareness of minority groups;
- e. Each step of the selection process;
- f. All minimum requirements for acceptance of application.

**(4)** Employee's Role in Recruiting – All department personnel shall be encouraged to participate, formally and informally, in the recruiting process.

**(5)** Notices shall be posted in the Department announcing the recruitment efforts. The notices will include all pertinent dates and how to get further information.

**(6)** All Department personnel shall have available the Equal Employment Opportunity policies of the Borough (*Adopted 9-7-1994 by Borough Ordinance No. 17-1994*).

**(7)** Minorities' Role in Recruitment:

- a. All minority employees shall be encouraged to participate formally and informally in the recruiting process.
- b. Whenever possible, minority employees shall be included in recruiting presentations.

**(8)** Community Involvement in Recruiting - Neighborhood associations, other community organizations, and key leaders in the community should be contacted for their assistance during active recruiting. All should be provided with job announcements and recruiting information.

**(9)** Programs Used as a Tool for Recruitment - In order to enhance the quality of people entering the law enforcement profession in general and to facilitate recruitment efforts, this department will actively participate in the following programs:

- a. The College Internship Program
- b. The Ride-Along Program
- c. Several officers are certified and participate in teaching at area academies.

**(10)** Recruitment Plan - The Personnel Officer shall develop a recruitment plan designed to conduct an organized and effective search for well-qualified applicants. The recruitment plan shall consist of the following elements:

- a. A statement of goals and general objectives in quantitative terms;
- b. Current and pertinent demographic figures;
- c. Key activities and planned objectives;
- d. Section denoting procedures for review and evaluation of recruitment program.

**(11)** Recruitment shall be actively pursued throughout the Monmouth County area in order to attract a sufficient number of qualified candidates.

## B. ANNOUNCEMENT OF OPENING FOR POLICE OFFICER

(1) With the approval of the Mayor and Council based on recommendations submitted by the Chief of Police, the Eatontown Police Department will advertise that it is seeking applicants for police officer position(s). The public announcement by the Department will set a date when and where prospective applicants may acquire application forms. It will also specify a date by which time the application is to be returned to this agency. Applications for police officer will only be accepted when an opening has been announced and the department is seeking qualified candidates.

(2) The Eatontown Police Department, at minimum, will utilize the following media to advertise an opening within the Department:

- a. The Borough of Eatontown Police Department website;
- b. Local newspaper classified section;
- c. Monmouth County Police Academy.

## C. POLICE OFFICER APPLICANT REQUIREMENTS

(1) All applicants, in addition to statutory requirements, must satisfy the following prerequisites to receive consideration for appointment:

- a. Must be named on the current Police Officers Eligibility List for non-Civil Service Municipalities issued by the Monmouth County Police Academy, or
- b. Must be certified by the New Jersey Police Training Commission as having satisfactorily completed the Basic Course for Police Officers. This certification must be valid at the time of application, and
- c. Must have a bachelor's degree, signifying completion of the undergraduate curriculum and graduation from an accredited college or university;
- d. Must be over 18 and less than 35 years of age at the time of appointment;
- e. Must possess a valid New Jersey Driver's License at the time of appointment;
- f. Only citizens of the United States are eligible for appointment to the Eatontown Police Department;
- g. New Jersey resident at the time of appointment.
- h. Must not have any tattoo or branding that would be in violation of **General Order CH1-06, Section IV.P.**

(2) All candidates, in addition to the above requirements, must be able to perform the “**essential functions**” of a police officer.

- Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
- Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions; in a physically hazardous location.
- Ascend or descend stairs.
- Climb over, pull up or jump over obstacles.
- Jump down from elevated surfaces or areas.
- Climb or crawl through openings.
- Crawl under obstructions or in confined areas.
- Balance on uneven or narrow surfaces.
- Use body force to gain entrance or break through barriers.
- Push objects, vehicles, or persons.
- Pull objects or persons.

- Lift and carry objects or persons.
- Drag objects or persons.
- Sit or stand for extended periods of time.
- Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
- Swim.
- Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
- Detain individuals.
- Stop suspicious individuals and vehicles.
- Pursue fleeing suspects, in a vehicle or on foot.
- Disarm persons.
- Restrain or subdue resisting suspects.
- Affect a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
- Conduct visual and audio surveillance.
- Perform law enforcement patrol functions, on foot or in a vehicle.
- Issue summons.
- Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
- Observe, record, recall, and report incidents and information.
- Operate radar equipment.
- Administer field sobriety tests.
- Operate a fire extinguisher.
- Fingerprint, photograph, and video tape individuals, objects, and scenes.
- Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
- Work rotating shifts and adapt to irregular working conditions.
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- Identify, collect, label, and preserve evidence.
- Secure the scene of a crime, emergency, or disaster.
- Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
- Control crowds.
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- Perform rescue and support functions and the scenes of accidents, emergencies, and disasters.
- Administer emergency first aid.
- Physically check buildings, including doors and windows, to insure they are secure.
- Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
- Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects, and walking for long periods of time.
- Search for missing, wanted, or lost persons and evidence.
- Load, unload, aim, and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
- Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
- Understanding and follow orders, policies, and procedures.
- Accept direction and function cooperatively as one member of a unit.
- Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
- Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.
- Communicate effectively and coherently over the telephone or radio, initiating or responding to verbal communications.
- Communicate effectively in court and in other formal settings.
- Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.

- Communicating effectively with individuals in an agitated or distraught condition.
- Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
- Mediate disputes and confrontations with hostile and potentially violent individuals.
- Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; exercise independent judgment to make decisions concerning choice of action and equipment.
- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time.
- Exercise independent judgment in determining when there is a reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
- Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.
- Withstand exposures to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims, disaster victims, and their families; with incidents of suicide and domestic violence.

#### **D. DISQUALIFICATION INFORMATION**

**(1)** Any potential candidate or applicant possessing one or more of the following will not be eligible to participate in the application or selection process:

- a.** If you were ever convicted of an indictable offense or are presently under an indictable conviction expungement;
- b.** A conviction of any offense involving domestic violence;
- c.** A conviction of any offense involving a "controlled dangerous substance";
- d.** A conviction of any offense involving public office, position or employment (i.e., school board, township committee, etc.);
- e.** If you were adjudicated by a court or found by an employer to have violated any person's civil rights in this State or any other State;
- f.** If you are currently on probation or have ever been on probation at any time within the last 12 months in this State or any other State;
- g.** If you participated in a program of supervisory treatment or pretrial intervention for an indictable offense under N.J.S.A. 2C:43-12 or an out-of state equivalent;
- h.** If you have been convicted of driving while intoxicated two times or once within five years in this State or any other State;
- i.** If your driving privilege is currently revoked or suspended in New Jersey or in any other State;
- j.** If you were dishonorably discharged from any branch of military service or law enforcement agency;
- k.** If you have ever renounced your United States citizenship;
- l.** If you are currently subject to a final domestic violence restraining order;
- m.** If you were ever terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment;
- n.** If you have used marijuana or hashish within the past three years;

- o. If you have possessed or used any other illegal drug or drugs other than those prescribed or provided by a physician or purchased over the counter including the use of anabolic steroids within the past ten (10) years;
- p. If you have ever sold, or given an illegal drug to another person in your life;
- q. If you have ever manufactured an illegal drug at any time in your life.

## E. SELECTION PROCESS

### (1) Initial Application

- a. Interested parties meeting the requirements of *Section III, Subsection C (1), a-h* and not possessing any of the automatic disqualifiers as described in *Section III, Subsection D (1), a-q*, will obtain a standard application from the Eatontown Police Department. This form can be obtained at the dispatch desk or downloaded from the Eatontown Police Department website. The initial application will elicit biographical, educational and employment information from the applicant. The application will also describe minimum qualifications and automatic disqualifiers that would preclude a potential applicant from continuing the selection process.

### (2) Screening

- a. All applications will be screened by the Chief of Police and Staff Officers to determine minimum qualifications, automatic disqualifiers and content. Based upon the overall strength of the biographical, educational and employment information of each applicant, the Department will select those candidates who will be invited to continue with the selection process.

### (3) Oral Interview

- a. The Oral Interview will be conducted by the Chief of Police and the Staff Officers of the Eatontown Police Department. Additional persons may participate in the Oral Interview at the request of the Chief of Police.

The subject matter of the interview shall deal largely with the candidate's qualifications, motivations and abilities to perform the required duties of a Police Officer. The questions shall be formulated beforehand by the evaluators and the candidates shall be rated based upon their overall performance. The ratings shall reflect the initial impression projected by the candidate; manners, expression and communication.

Candidates will be questioned as to any on-line sites in which they post / participate in the exchange of photos and or text / chats, such as Facebook. If the candidate does have photos or messages posted on any such sites, the candidate will be asked to sign on to those sites in the presence of the interview committee. The candidate will sign on themselves, thereby protecting their password access. The interview committee will then review the messages / photos posted on same to assess the candidate's traits. Candidates are permitted to refuse to allow the interview committee to review any such on-line sites if they so wish. Candidates not allowing access to said sites will not be penalized from progressing forward in the application process based solely on their refusal.

The interviewers should be guided by the following desirable traits, as exhibited by each candidate, in their assessment of the candidate's performance during the interview:

1. Integrity – candidate must possess high moral and ethical standards.
2. Human Diversity – candidate has the ability to act in an unbiased manner and understand social diversity.
3. Team Compatibility – candidate has the ability to work with others in a cooperative and supporting manner to achieve the goals of the group.

4. Oral Communication – candidate is a good listener and can clearly transmit thoughts and ideas to others.
5. Written Communication – candidate can convey ideas, concepts and information to others in a clear, concise and understandable written format.
6. Motivation – candidate is a self-motivator.
7. Performance Driven – candidate derives satisfaction by successfully achieving individual and group goals.
8. Decision Making and Problem Solving – candidate must demonstrate a history of making good decisions when faced with life's problems.
9. Planning and Organization – candidate must reveal skills in these areas and identify how they relate to police work.
10. Self-Control – candidate maintains a composed demeanor during stressful situations and provides evidence of self-discipline.

#### **(4) Interview Committee - Borough Council**

- a. Upon completion of the Departmental Interview process, the Chief of Police shall forward a minimum of the three highest rated candidates for advancement to the next level. An Interview Committee consisting of the Chief of Police, Captain of Police and three members of the Eatontown Borough Council will interview these candidates. In the event one of the committee members is unable to participate, the Business Administrator shall participate in their stead.
- b. Following this round of oral interviews, the Interview Committee shall identify the candidate(s) to undergo Background Investigations.

#### **(5) Background Investigation**

- a. The selected candidate(s) will receive an intensive questionnaire to prepare for the Background Investigation. All information requested must be provided in a timely manner. The candidate(s) shall sign a waiver to authorize the release of all requested records and information pertaining to all areas of the applicant's background, i.e., employment history, criminal history, medical history and education, place of residence, financial standing, and driving record. Failure to sign the waiver to allow for such a Background Investigation shall be an automatic disqualifier of the candidate.
- b. Applicants must have a good reputation and be of sound moral character. Factors which are disqualifiers for the position of Police Officer are listed on the application. An applicant's background will be carefully investigated and the answers which are supplied on the initial application and subsequent questionnaire are subject to verification. This will include, but not be limited to verification of an applicant's qualifying credential, (e.g. Driver's license and driving history; birth certificate; social security card; high school diploma or GED equivalency) a fingerprint check for a criminal record and a check of the individual's criminal history. An applicant who has intentionally made a false statement or practiced, or attempted to practice any deception or fraud in this initial application, in any examination, interview, questionnaire, or in securing eligibility for appointment will be rejected from the selection process and may be punishable by law.
- c. The questionnaire will be forwarded to a Detective Bureau Supervisor for background investigation purposes. The investigation will thoroughly examine the candidate's history and behavioral patterns, which will provide evidence of suitability for the position of Police Officer. Candidates shall be checked against the New Jersey Central Drug and Domestic Violence Registries.
- d. At least three (3) personal references will be provided and verified. Interviews of the candidate's family, neighbors and friends shall also be conducted. The investigator shall also visit the candidate's residence and conduct interviews of any cohabitants with whom the applicant may reside.

e. The Detective Bureau Supervisor shall submit a report to the Chief of Police explaining the results of the Background Investigation and include a recommendation regarding the candidate's suitability for appointment.

#### **(6) Provisional Offer of Employment**

a. Based upon **final standings** and the results of the Background Investigation, and in compliance with all applicable state and federal regulations, The Chief of Police will offer a provisional offer of employment to the selected candidate(s), subject to their successful completion of the following:

1. Psychological Examination
2. Medical Examination
3. Drug Screening

b. If the applicant(s) is disqualified because of a negative result in one or more of these three examinations, written notification shall be made to the applicant advising of same. This communication shall include the cause for disqualification.

c. If a selected candidate is disqualified, The Chief of Police retains the right to choose another candidate from the pool of qualified applicants or start the selection process over.

#### **(7) Psychological Examination**

a. The purpose of the Psychological Examination is to attempt to determine the candidate's emotional stability and ability to perform under stressful conditions. Measures of personality function and motor skills are tested for exaggerated faults and any indications of maladjustment. This examination shall be administered by a psychiatrist or psychologist selected by the Police Department.

b. All test results and accompanying reports shall be considered confidential and available only to those involved in the hiring process. The examining psychiatrist or psychologist shall include in his report a recommendation related to the candidate's suitability for appointment to the position of Police Officer. These reports will not be made available to any other agency, including law enforcement, without the expressed written permission of the candidate.

#### **(8) Medical Examination**

a. The purpose of the Medical Examination is to attempt to determine whether or not the candidate is in good health and free from defects which might prevent him from being capable of performing the "**essential functions**" of a Police Officer.

b. This examination shall be conducted by a physician selected by the Police Department. A thorough review of the candidate's personal medical history, current medical condition, sight, and hearing shall be performed by the physician. A complete report shall be submitted to the Chief of Police. The report shall indicate any conditions or maladies that may inhibit performance or contribute to work related disabilities. If the examining physician determines a potential employee is unable to perform the "**essential functions**" of the position, the conditional offer of employment will be withdrawn and the applicant will be disqualified.



## **(9) Drug Screening**

- a. The Department will conduct a drug screening test of all candidates in compliance with **Eatontown Police Department General Order CH1-27** in full compliance with the New Jersey Attorney General's Policy on Law Enforcement Drug Testing.

## **(10) Appointment**

- a. Upon successful completion of the Psychological, Medical and Drug Screening examinations, a candidate found to be suitable for appointment shall be recommended for same by the Chief of Police to the Mayor and Council of the Borough of Eatontown. Upon appointment through resolution by the Mayor and Council, the candidate shall swear to an oath of office and commence serving a probationary period of one year. At the conclusion of this one-year probationary period, the Chief of Police shall make recommendation to the Mayor and Council regarding the individual's suitability for permanent appointment.

## **F. CLASS I & CLASS II SPECIAL LAW ENFORCEMENT OFFICER APPLICANT REQUIREMENTS**

### **(1) Applicant Requirements**

- a. Must be over 18;
- b. Must possess a valid New Jersey Driver's License at the time of appointment;
- c. Only citizens of the United States are eligible for appointment to the Eatontown Police Department;
- d. New Jersey resident at the time of appointment.
- e. Must be able to read, write and speak the English language well and intelligently. Applicants for the position of Class I & Class II Special Law Enforcement Officer must have a high school diploma or an equivalent certificate.
- f. Is not serving as a regularly appointed full-time police officer of any municipality or public official with responsibility for selecting law enforcement policy or exercising authority over the budget of the Borough or supervision of the Police Department of the Borough.
- g. Applicants applying for the position of Class II Special Law Enforcement Officer must also meet the requirements set forth in *Section III, Subsection C(2)*.
- h. Must not have any tattoo or branding that would be in violation of **General Order CH1-06, Section IV.P**.

### **(2) Automatic Disqualifiers**

- a. Any potential candidate or applicant possessing one or more of the automatic disqualifiers as outlined in *Section III, Subsection D(1) a-q*, will not be eligible to participate in the application or selection process.

### **(3) Applications**

- a. Applications for Class II Special Law Enforcement Officer may be submitted by potential candidates at any time. Applications will be kept on file and qualified candidates may be contacted once a determination has been made by the Chief of Police through approval of Mayor and Council that a position is available.

## **(5) Screening**

**a.** All applications will be screened by the Services Lieutenant, the Operations Lieutenant and the Services Sergeant to determine minimum qualifications, automatic disqualifiers and content. Based upon the overall strength of the biographical, educational and employment information of each applicant, the Department will select those candidates who will be invited to continue with the selection process.

## **(5) Oral Interview**

**a.** An initial Oral Interview will be conducted by the two Division Commanders with the Services Sergeant. Additional persons may participate in the Oral Interview.

The subject matter of the interview shall deal largely with the candidate's qualifications, motivations, skills and abilities to perform the required duties of a Class II Special Law Enforcement Officer.

The interviewers should be guided by the following desirable traits, as exhibited by each candidate, in their assessment of the candidate's performance during the interview:

1. Integrity – candidate must possess high moral and ethical standards.
2. Human Diversity – candidate has the ability to act in an unbiased manner and understand social diversity.
3. Team Compatibility – candidate has the ability to work with others in a cooperative and supporting manner to achieve the goals of the group.
4. Oral Communication – candidate is a good listener and can clearly transmit thoughts and ideas to others.
5. Written Communication – candidate can convey ideas, concepts and information to others in a clear, concise and understandable written format.
6. Motivation – candidate is a self-motivator.
7. Performance Driven – candidate derives satisfaction by successfully achieving individual and group goals.
8. Decision Making and Problem Solving – candidate must demonstrate a history of making good decisions when faced with life's problems.
9. Planning and Organization – candidate must reveal skills in these areas and identify how they relate to police work.
10. Self-Control – candidate maintains a composed demeanor during stressful situations and provides evidence of self-discipline.

**b.** The two Division Commanders and the Services Sergeant shall forward to the Chief of Police, a list of the highest rated candidates based on the strength of their application, abilities, qualifications and the result of their initial interview. The Chief and Captain of Police will meet and interview each potential candidate.

**c.** Upon completion of the initial and final interview, all interviewers will convene to select the most qualified candidate(s).

**d.** If the selection committee determines that none of the interviewed candidates are qualified or desirable, the Chief of Police retains the right to choose another candidate from the pool of qualified applicants or start the selection process over.

## **(6) Background Investigation, Medical Examination, Psychological Exam, Drug Screening**

- a. The selected candidate(s) for Class II Special Law Enforcement Officer will be subject to the same background investigation, provisional offer of employment, medical and psychological examination and drug screening procedures required of all regular police officers as described in this order. (*Section III, Subsection E, 5-9.*)

## **(7) Appointment**

- a. Upon successful completion of the Psychological, Medical and Drug Screening examinations, a candidate found to be suitable for appointment shall be recommended for same by the Chief of Police to the Mayor and Council of the Borough of Eatontown. Upon appointment through resolution by the Mayor and Council, the candidate shall swear to an oath of office and commence serving a probationary period of one year. At the conclusion of this one-year probationary period, the Chief of Police shall make recommendation to the Mayor and Council regarding the individual's suitability for permanent appointment.

## **G. CIVILIAN EMPLOYEES**

### **1) Applicant Requirements**

- a. Must be over 18 years of age at the time of appointment;
- b. Must possess a valid New Jersey Driver's License at the time of appointment;
- c. Only citizens of the United States are eligible for appointment to the Eatontown Police Department;
- d. New Jersey resident at the time of appointment.
- e. Applicants must have a high school diploma or an equivalent certificate.
- f. Is not serving as a regularly appointed full-time police officer of any municipality or public official with responsibility for selecting law enforcement policy or exercising authority over the budget of the Borough or supervision of the Police Department of the Borough.
- g. Must not have any tattoo or branding that would be in violation of **General Order CH1-06, Section V.B.**

### **2) Automatic Disqualifiers**

- a. Any potential candidate or applicant possessing one or more of the automatic disqualifiers as outlined in *Section III, Subsection D(1) a-q*, will not be eligible to participate in the application or selection process.

### **3) Applications**

- a. With the approval of the Mayor and Council based on recommendations submitted by the Chief of Police, the Eatontown Police Department will advertise that it is seeking applicants for a civilian position(s). The public announcement by the Department will set a date when and where prospective applicants may acquire application forms. It will also specify a date by which time the application is to be returned to this agency. Applications for civilian employment will only be accepted when an opening has been announced and the department is seeking qualified candidates.

#### **4) Screening**

a. All applications will be screened by the Borough's Human Resources Director along with the Division Commander who would serve as supervisor for the position being applied for to determine minimum qualifications, automatic disqualifiers and content. Based upon the overall strength of the biographical, educational and employment information of each applicant, the Borough's Human resources director, along with the Division Commander will select those candidates who will be invited to continue with the selection process.

#### **5) Oral Interview**

a. An initial Oral Interview will be conducted by the Borough's Human Resources Director and the Division Commander who would serve as supervisor for the position being applied for. Additional persons may participate in the Oral Interview.

The subject matter of the interview shall deal largely with the candidate's qualifications, motivations, skills and abilities.

The interviewers should be guided by the following desirable traits, as exhibited by each candidate, in their assessment of the candidate's performance during the interview:

1. Integrity – candidate must possess high moral and ethical standards.
2. Human Diversity – candidate has the ability to act in an unbiased manner and understand social diversity.
3. Team Compatibility – candidate has the ability to work with others in a cooperative and supporting manner to achieve the goals of the group.
4. Oral Communication – candidate is a good listener and can clearly transmit thoughts and ideas to others.
5. Written Communication – candidate can convey ideas, concepts and information to others in a clear, concise and understandable written format.
6. Motivation – candidate is a self-motivator.
7. Performance Driven – candidate derives satisfaction by successfully achieving individual and group goals.
8. Decision Making and Problem Solving – candidate must demonstrate a history of making good decisions when faced with life's problems.
9. Planning and Organization – candidate must reveal skills in these areas and identify how they relate to police work.
10. Self-Control – candidate maintains a composed demeanor during stressful situations and provides evidence of self-discipline.

b. The Division Commander and the Borough's Human Resources Director shall forward to the Chief of Police, a list of the highest rated candidates based on the strength of their application, abilities, qualifications and the result of their initial interview. The Chief and Captain of Police will meet and interview each potential candidate.

c. Upon completion of the initial and final interview, all interviewers will convene to select the most qualified candidate(s).

d. If the selection committee determines that none of the interviewed candidates are qualified or desirable, the Chief of Police retains the right to choose another candidate from the pool of qualified applicants or start the selection process over.

## **6) Background Investigation**

- a. A background investigation of each qualified candidate will be performed prior to appointment and will include at a minimum:
  - 1. Verification of qualifying credentials;
  - 2. Review of any criminal record;
  - 3. Verification of at least three personal references.

## **7) Medical Examination**

- a. The purpose of the Medical Examination is to attempt to determine whether or not the candidate is in good health and free from defects which might prevent him/her from being capable of performing the essential functions of the position.
- b. This examination shall be conducted by a physician selected by the Police Department. A thorough review of the candidate's personal medical history, current medical condition, sight, and hearing shall be performed by the physician. A complete report shall be submitted to the Chief of Police. The report shall indicate any conditions or maladies that may inhibit performance or contribute to work related disabilities.
- c. If the examining physician determines a potential employee is unable to perform the essential functions of the position, the conditional offer of employment will be withdrawn and the applicant will be disqualified.

## **8) Appointment**

- a. Upon successful completion of the Background investigation and Medical Screening examination, a candidate found to be suitable for appointment shall be recommended for same by the Chief of Police to the Mayor and Council of the Borough of Eatontown. Upon appointment through resolution by the Mayor and Council, the candidate will commence serving a probationary period set by the borough. At the conclusion of this probationary period, the Chief of Police shall make recommendation to the Mayor and Council regarding the individual's suitability for permanent appointment.

## **H. CLASS III SPECIAL LAW ENFORCEMENT OFFICER APPLICANT REQUIREMENTS**

### **(1) Pre-Certification Requirements**

- a. Must be a retired police officer who has previously served as a duly qualified, fully-trained, full-time officer in any municipality or county of this state, or as a member of the New Jersey State Police, and must be living in New Jersey.
- b. Must be retired from that agency in good standing (necessary to have a letter of good standing issued by the agency from which officer retired, listing the date and type of retirement (a copy will be submitted to the PTC).
- c. Must be less than 65 years of age for appointment.
- d. Must pass a psychological exam.
- e. Must pass a medical exam and have a doctor complete a Medical Certification Form (Form PTC 8A).
- f. Must pass a Drug Test pursuant to the Attorney General's Law Enforcement Drug Testing Policy.

**g.** Must have an updated background investigation.

**h.** Limited break in Service; During the first year of the program (July 1, 2017 to June 30, 2018), a new SLEO III's break in service may not exceed five (5) years. Starting on July 1, 2018, a new SLEO III's break in service may not exceed three (3) years.

## **(2) Automatic Disqualifiers**

**a.** Any potential candidate or applicant possessing one or more of the automatic disqualifiers as outlined in Section III, Subsection D(1) a-q, will not be eligible to participate in the application or selection process.

## **(3) Applications**

**a.** Applications for Class III Special Law Enforcement Officer may be submitted by potential candidates at any time. Applications will be kept on file and qualified candidates may be contacted once a determination has been made by the Chief of Police through approval of Mayor and Council that a position is available.

## **(4) Screening**

**a.** All applications will be screened by the Chief of Police or his or her designee to determine minimum qualifications, automatic disqualifiers and content. Based upon the overall strength of the biographical, educational and employment information of each applicant, the Department will select those candidates who will be invited to continue with the selection process.

## **(5) Oral Interview**

**a.** An initial Oral Interview will be conducted by the Chief of Police or his or her designee. Additional persons may participate in the Oral Interview. The subject matter of the interview shall deal largely with the candidate's qualifications, motivations, skills and abilities to perform the required duties of a Class III Special Law Enforcement Officer. The interviewers should be guided by the following desirable traits, as exhibited by each candidate, in their assessment of the candidate's performance during the interview:

1. Integrity – candidate must possess high moral and ethical standards.
2. Human Diversity – candidate has the ability to act in an unbiased manner and understand social diversity.
3. Team Compatibility – candidate has the ability to work with others in a cooperative and supporting manner to achieve the goals of the group.
4. Oral Communication – candidate is a good listener and can clearly transmit thoughts and ideas to others.
5. Written Communication – candidate can convey ideas, concepts and information to others in a clear, concise and understandable written format.
6. Motivation – candidate is a self-motivator.
7. Performance Driven – candidate derives satisfaction by successfully achieving individual and group goals.
8. Decision Making and Problem Solving – candidate must demonstrate a history of making good decisions when faced with life's problems.
9. Planning and Organization – candidate must reveal skills in these areas and identify how they relate to police work.

10. Self-Control – candidate maintains a composed demeanor during stressful situations and provides evidence of self-discipline.

b. Upon completion of the initial and final interview, all interviewers will convene to select the most qualified candidate(s).

c. If the selection committee determines that none of the interviewed candidates are qualified or desirable, the Chief of Police retains the right to choose another candidate from the pool of qualified applicants or start the selection process over.

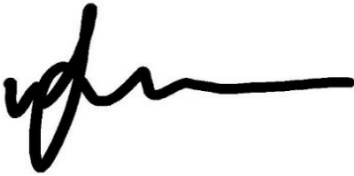
**(6) Background Investigation, Medical Examination, Psychological Exam, Drug Screening**

a. The selected candidate(s) for Class III Special Law Enforcement Officer will be subject to the same background investigation, provisional offer of employment, medical and psychological examination and drug screening procedures required of all regular police officers as described in this order. (Section III, Subsection E, 5-9.

**(7) Appointment**

a. Upon successful completion of the Psychological, Medical and Drug Screening examinations, a candidate found to be suitable for appointment shall be recommended for same by the Chief of Police to the Mayor and Council of the Borough of Eatontown for yearly appointment.

By Order Of:

A handwritten signature in black ink, appearing to read 'W. Lucia III', with a long horizontal stroke extending to the right.

William P. Lucia III – Chief of Police