



NEWARK POLICE DIVISION GENERAL ORDER

**SUBJECT:**

Hiring Standards

GENERAL ORDER NO.

00-01

SUPERSEDES:G.O. 00-01 (*Dated 04-10-2023*)**DATED:**

June 11, 2024

RELATED POLICIES:*G.O. 24- Law Enforcement Licensure Unit*

- I. POLICY**
- II. PURPOSE**
- III. DEFINITION OF TERMS**
- IV. MINIMUM STANDARDS FOR POLICE OFFICERS**
- V. SELECTION PROCESS**
- VI. MINIMUM STANDARDS FOR SPECIAL LAW ENFORCEMENT OFFICER**
- VII. LAW ENFORCEMENT LICENSURE REQUIREMENTS**
- VIII. MINIMUM STANDARDS FOR POLICE AIDES**
- IX. MINIMUM STANDARDS FOR CROSSING GUARD, COMMUNICATION CLERK, COMMUNICATION OFFICER AND PUBLIC SAFETY TELE-COMMUNICATOR**
- X. ESSENTIAL DUTIES AND WORK RESPONSIBILITIES FOR POLICE OFFICERS**
- XI. AUTHORITY**
- XII. EFFECT OF THIS ORDER**



NEWARK POLICE DIVISION GENERAL ORDER



I. POLICY

- A. Those called to serve in the criminal justice system are faced with many difficult occupational situations. Without strictly defined and appropriate hiring standards, the opportunities for police personnel to engage in inappropriate behavior, corruption and criminal activity, are significantly increased.
- B. Police officers are entrusted with extraordinary powers to uphold and enforce the law in a fair and impartial manner. Inherent in all police officer's duties is the power of arrest, and the power to enforce all applicable federal, state, municipal laws and ordinances and the power to use deadly force when appropriate. These are awesome powers and responsibilities. All persons who are expected to enforce the law should be free of a criminal background, and free from past inappropriate behavior that may compromise sound and fair judgment.
- C. Therefore, it shall be the policy of the Newark Police Division to establish a comprehensive set of standards and disqualifiers for the screening of prospective police applicants, which comply with the statutory requirements of Law Enforcement Licensure.

II. PURPOSE

- A. The purpose of the Newark Police Hiring Standards Policy is to establish clearly defined, at a minimum, criminal, motor vehicle, employment, educational and essential police officer duties and responsibilities that all potential police applicants must successfully satisfy in order to be considered for the position of police officer.
- B. This policy establishes uniform hiring guidelines that ensure the police division is hiring the most capable applicants available without compromising the high standards established by the division for its police personnel.
- C. The hiring standards delineated in this order are designed to assist the division in hiring only those individuals who can successfully and effectively perform the duties of an employee of the police division.
- D. This policy provides Division personnel with clearly defined parameters that will assist in the removal of unqualified or unacceptable police applicants.

III. DEFINITION OF TERMS

- A. **Adjudicated Delinquent:** A juvenile that has been convicted of an adult crime of the first, second, third or fourth degree, as defined in the New Jersey Code of Criminal Justice.
- B. **Alternate Route Candidate:** A person who enters a police academy without first being hired by a police agency.
- C. **Civil Service Exempt Candidate:** A person exempt by the Civil Service Commission from the requirement to take an examination for an entry-level law enforcement officer position, in accordance with *NJ S3672 (N.J.S.A. 11A:4-1.3)*.



NEWARK POLICE DIVISION GENERAL ORDER



- D. **Civil Service Candidate:** A person who has successfully passed a Civil Service open-competitive or promotional examination for a specific job title and is placed on an eligible list.
- E. **Controlled Dangerous Substances:** A Controlled Dangerous Substance is defined as the meaning assigned by *21 U.S.C. 802* and includes all substances listed on Schedules I through V as they may be revised periodically (*21 CFR 1301-1316*), illicit drugs, drugs that are required to be distributed only by a medical practitioner's prescription or other authorization and certain preparations for which distribution is documented through over the counter sales.
- F. **Crime:** A crime is defined as an offense by the New Jersey Code of Criminal Justice Title 2C or by any other statute of the State of New Jersey, for which a sentence of imprisonment is in excess of six (6) months. Crimes are designated as being of the first, second, third and fourth degree.
- G. **Disorderly Persons and Petty Disorderly Persons Offenses:** A Disorderly Persons and Petty Disorderly Persons Offenses are defined as described in the New Jersey Code of Criminal Justice Title 2C for which a sentence of imprisonment is six months or less.
- H. **Disqualification:** Disqualification is defined as any current or past act of circumstances which precludes an applicant from obtaining a position of employment with the Newark Police Division. Disqualifications may be for a specific period of time (*i.e., one, three or five years*) or, in certain cases, the lifetime of the applicant.
- I. **Employment-Related Information:** Written information in an employer's records, internal affairs files, or personnel files that relates to an applicant's performance or behavior while employed, including all performance evaluations, complaints, disciplinary records, records concerning investigations of misconduct, and records concerning reasons for separation and eligibility for rehire.
- J. **Expungement:** The extraction and isolation of all records on file within any court, detention or correctional facility, law enforcement or criminal justice agency concerning a person's detection, apprehension, arrest, detention, trial or disposition of an offense within the criminal justice system.
- K. **Gang:** An ongoing group or association of three or more persons who may have a common identifying sign, symbol or name, and who individually or collectively engage in a pattern of criminal activity or delinquent conduct.
- L. **Inactive Status:** The status of a previously licensed law enforcement officer upon separation from employment, and *prior* to reactivation, thereby placing the individual in a non-law enforcement status, no longer authorized to function in the capacity of a law enforcement officer.
- M. **Licensing Committee:** The committee established by the Police Training Commission to perform duties with respect to Law Enforcement Licensing pursuant to *N.J.S.A. 52:17B-71a*.
- N. **Probationary Law Enforcement License:** A license issued by the Police Training Commission to a person appointed by a law enforcement agency on a probationary or temporary basis, authorizing the person to perform the functions of a permanent law enforcement officer during the person's probationary or temporary appointment term.



NEWARK POLICE DIVISION GENERAL ORDER



IV. MINIMUM STANDARDS FOR POLICE OFFICERS

A. The following categories represent minimum hiring requirements applicable to all prospective police recruit applicants, civil service exempt candidates, alternate route and where noted for special law enforcement officer, police aide and civilian applicants.

1. Pursuant to *N.J.S.A. 11A:4-1.3*, the Newark Police Division may hire a person, *exempt* from the requirement of Civil Service examination, upon adoption of an ordinance or resolution.

a. *Newark Municipal Ordinance 2:24-1.2(e)* has been adopted to authorize the Police Division to appoint civil service exempt candidate(s).

B. Citizenship:

1. All applicants and civil service exempt candidates must be United States citizens by the date of the application filing and proof of such must be presented *prior to* appointment.

2. Acceptable proof of United States citizenship shall include;

a. Birth certificate from within the United States,

b. Naturalization papers,

c. United States passport,

d. Certificate of Live Birth Abroad of a United States Citizen.

3. Applicants who are *not* United States citizens are automatically disqualified from the selection process and shall be removed from the applicable New Jersey Department of Personnel Certification.

a. Civil Service exempt candidates who are *not* United States citizens are automatically disqualified.

C. Age:

1. All applicants applying for sworn positions within the Newark Police Division must not be less than eighteen (18) years of age and not exceed thirty-five (35) years of age at the announced closing date for filing applications with the New Jersey Department of Personnel.

a. Applicants for Police Aide must be seventeen (17) years of age by the date of hire.

b. Applications for civilian positions within the police department must be eighteen (18) years old by the date of hire.



NEWARK POLICE DIVISION GENERAL ORDER



c. Applicants under the age of eighteen (18) may apply for summer youth employment positions sponsored by the police department with the prior approval of the Public Safety Director.

2. Civil Service exempt candidates applying for sworn positions within the Newark Police Division must not be less than eighteen (18) years of age, and not exceed thirty-five (35) years of age.

D. Residency:

1. Applicants *prior* to January 5, 2023 must be a resident of the City of Newark at the time of filing the application.

2. Effective January 5, 2023 all applicants and civil service exempt candidates seeking appointment shall be residents of the City of Newark, and must have maintained continuous residency within the City of Newark at least two (2) years *prior* to the announced closing date of the Department of Personnel examination up to and including the date of appointment, pursuant to *Newark Municipal Ordinance 2:24-1.2(e)*.

a. An applicant may be exempt from the residency requirement if the applicant can show proof of residency within the City of Newark for five (5) years at any time *prior* to application.

3. Applicants must provide sufficient proof of residency. Examples include, but are not limited to the following items;

a. New Jersey Driver's License,

b. W-2 Form,

c. Telephone bill,

d. Utility bill,

e. Date of telephone, water and heat hookup,

f. Bank statement.

4. Police officer applicants must also maintain residency in the City of Newark from the date of graduation from the police academy until completion of their first full year of service with Newark Police Division.

5. Applicants and civil service exempt candidates who do *not* meet the residency requirement are automatically disqualified from the selection process.



NEWARK POLICE DIVISION GENERAL ORDER



E. **Education:**

1. All applicants and civil service exempt candidates are required to be able to read, write, speak, understand, and communicate effectively in English, both orally and in writing, to sufficiently perform the duties of a police officer.
2. A high school diploma or a certificate equivalent to a high school diploma (GED) is required that is recognized by the State of New Jersey as an accredited school.
 - a. At the time of the application, the applicant must submit a copy of a high school diploma or a copy of a GED certificate.
3. In lieu of a copy of a high school diploma or GED certificate, an original certified high school transcript bearing the official seal and showing graduation date or original letter on the school's letterhead, which verifies the graduation date, may be submitted.
4. Applicants who fail to meet the educational requirement shall be automatically disqualified.

F. **Driver's License:**

1. All applicants applying for a law enforcement position are required to possess a valid New Jersey driver's license at the time of application filing.
 - a. Failure to possess a valid driver's license shall be an automatic disqualification.
2. For additional driver's license requirements and disqualifications refer to *section VI, Motor Vehicle History*.

G. **Medical Examination:**

1. Police officer applicants shall be required to pass medical and psychological and psychiatric examination.
 - a. A failed psychological evaluation shall be disqualifying for one year.
2. Any conditions identified that would prevent efficient performance of job duties, cause the recruit to be hazardous to themselves or others, or become aggravated as a result of the performance of these duties, will be cause for automatic disqualification.
3. A psychological evaluation resulting in a rating of "*pass or fail*" will be considered with other information presented and may be disqualifying.

H. **Alternate Route:**

1. Applicants are required to sign a condition of employment letter where they agree to remain employed by the Newark Police Division for three (3) years.



NEWARK POLICE DIVISION GENERAL ORDER



I. Standards of Appearance:

1. All applicants shall maintain a neat and well-groomed appearance during the selection / investigation process.
2. Tattoos, body art and brands on an applicant's face, head, neck, scalp, hands, or any part of the exposed body that is gang related, prejudicial to good order, discipline, or causes a discredit to the member or the Division while acting in any capacity may disqualify an applicant.
3. This includes any degree of visible and deliberate altering or mutilation of the human anatomy in the interest of artistic or other form of self-expression, including, but not limited to;
 - a. piercings,
 - b. skin implants,
 - c. gauges,
 - d. forking of the tongue,
 - e. dental ornamentation, etc.
4. If an applicant is found to be in violation, the applicant may, at his or her sole discretion, have the tattoo, branding, or body art, or visible portion thereof, removed at his or her own expense.
5. The final determination to disqualify the applicant shall be made after consultation with the Chief of Police on a case by case basis.

J. Physical Conditioning:

1. As part of the hiring standard for Civil Service, Civil Service Exempt, and Alternate Route Candidates, the Newark Police Division hereby institutes the following physical conditioning testing procedure.
2. This testing procedure mirrors the requirements set forth by *Police Training Commission Directive 2016-4*.
 - a. **General Physical Conditioning Testing Procedures:**
 - i. Warm up for at least three (3) minutes.
 - ii. Perform vertical jump, then recover for one to two (1-2) minutes.
 - iii. Perform sit-ups for one minute, then recover for five (5) minutes.
 - iv. Perform the timed run (300 meter), then recover for ten (10) minutes.



NEWARK POLICE DIVISION GENERAL ORDER



- v. Perform push-ups for one minute, then recover for five (5) minutes.
- vi. Perform timed distance run (1.5 mile), then recover for five (5) minutes.

Note: Candidates should recover through active techniques (walking, stretching, etc.). Candidates may be given more time in between events due to processing delays, but should not be given less time in between activities.

b. Physical Conditioning Passing Test Requirements:

- i. Vertical Jump: 15 inches
- ii. 1 Minute Sit-up: 28 repetitions
- iii. 300 Meter Run: 70.1 seconds or less
- iv. 1 Minute Push-up: 24 repetitions
- v. 1.5 Mile Run: 15:55 minutes or less

Note: If the candidate fails to meet these minimum requirements, the candidate shall be dismissed from consideration for failure to meet the minimum requirements of the physical conditioning standard.

V. SELECTION PROCESS

A. Applicants applying for the position of Newark Police Officer *must* undergo, and successfully complete an extensive selection process to meet the statutory requirements of Law Enforcement Licensure.

B. Disqualifiers:

1. Information obtained by Candidate Investigation Section personnel *not* already specifically set forth herein, such as credit history, employment references, personal characteristics, associating with the criminal element and any criminal behavior discovered on social media shall be considered, and *may* be cause for disqualification.
2. Failure to cooperate with any investigator, specifically by not responding to scheduled interviews, telephone calls relative to the status of the investigation, or failure to provide documents and remain professional at all times, *may* be cause for disqualification.
3. All applicants applying for a position as a police recruit, officer, special law enforcement officer, police aide or other civilian position, *shall* be prompt in providing any information or documentation requested by any investigator.
 - a. Lying, falsifying or omitting any information *at any time* during the selection or investigation process *shall* result in disqualification.



NEWARK POLICE DIVISION GENERAL ORDER



C. Criminal & Disorderly Persons Offense History: (*without conviction*)

1. All arrests shall be evaluated for frequency, repetition, type, job relatedness and severity to determine past or present criminal behavior, which is inconsistent with the duties and functions of the position or service in the Newark Police Division.
2. As a general standard, two or more incidents of arrest within five years of the commencement of the candidate's background investigation *may* be disqualifying.
3. Within the five-year time period at the commencement of the candidate's background investigation, any arrest in the last two years *shall* be disqualifying.
4. The applicant *shall* be disqualified if they have an open warrant for their arrest.
5. The applicant *shall* be disqualified for any placement or participation in any Pre-Trial Intervention (*PTI*) or diversionary program in this or any other state.
6. The applicant *shall* be disqualified if they are a participant in a Conditional Discharge for a disorderly person's offense involving a controlled dangerous substance within five years of the commencement of the candidate's background investigation.
7. In certain instances, the applicant's *prior* conduct may be so egregious that a lifetime disqualification from seeking employment as a police officer with the Newark Police Division is warranted.

D. Criminal & Disorderly Persons Offense History: (*post conviction*)

1. Any applicant who has been convicted of a crime of the first, second, third or fourth degree, as defined in the New Jersey Code of Criminal Justice - *Title 2C*, *shall* be disqualified for life.
2. Any applicant who has been an *adjudicated* delinquent convicted of a crime of the first, second, third or fourth degree, as defined in *Title 2C*, *shall* be disqualified for life.
 - a. Any conviction shall be evaluated by investigators on a *case by case* basis for offense type, severity and moral turpitude.
 - b. The final determination to disqualify the applicant shall be made after consultation with the Chief of Police.
3. Any conviction (*crime or disorderly persons offense*) under the Prevention of Domestic Violence Act of 1990 (New Jersey Criminal Code - *Title 2C: Chapter 25* - Domestic Violence) by a police officer applicant *shall* result in a lifetime disqualification.
4. Any conviction under Chapter 35 (*controlled dangerous substances*) of the New Jersey Criminal Code - *Title 2C* *shall* result in a lifetime disqualification of the applicant. This includes, but is not limited to, the following;



NEWARK POLICE DIVISION GENERAL ORDER



- a. Selling or promoting the sale of any drug, controlled dangerous substance, prescription legend drug or imitation controlled dangerous substance with or without compensation.
 - b. Delivering or transporting any drug, controlled dangerous substance, prescription legend drug or imitation controlled dangerous substance with or without compensation.
 - c. Manufacturing, cultivating, or otherwise producing any drug, controlled dangerous substance, prescription legend drug or imitation controlled dangerous substance with or without compensation.
 - d. Possession or use of any drug, controlled dangerous substance, prescription legend drug or imitation controlled dangerous substance.
 - e. Exhibiting a pattern of abusing prescription medication prescribed to self or another (*examination, frequency and amount of drug must be considered*).
 - f. *Exception:* Applicants who have one charge for Disorderly Possession of Marijuana (*50mg or less*) as long as it is *not* within the last two years of the closing date, and there are no other aggravating factors shall *not* be automatically disqualified.
 - i. Investigators should evaluate charges beyond the two years for amount, frequency, repetition, whether job-related, and severity.
 - ii. Any conviction for manufacturing, distribution or sales of marijuana would still be grounds for automatic disqualification.
5. Any conviction involving perjury or false statement shall be disqualifying for life.
- a. Providing *any* false statement or information at any time during the selection process will result in disqualification.
6. Any conviction of a disorderly person offense beyond the five (5) year period, shall be evaluated by investigators for offense amount, frequency, whether job-related, and severity.
- a. *Three or more* convictions, which have occurred beyond the five-year period is disqualifying for life.
 - b. *Less than three* convictions, which occurred beyond the five-year period, will be evaluated for frequency, repetition, type, job relatedness and severity to determine a pattern of past or present criminal behavior.
7. Pursuant to *N.J.S.A. 11A:4-11* and *N.J.A.C. 4A:4-4.7(a)4*, an applicant's name may be removed from an eligible list when the eligible has a criminal record which includes a conviction for a crime that relates adversely to the employment sought. The following factors may be considered in such determination;



NEWARK POLICE DIVISION GENERAL ORDER



- a. Nature and seriousness of the crime,
 - b. Circumstances under which the crime occurred,
 - c. Date of the crime, and age when the crime was committed,
 - d. Was the incident an isolated event, *and*
 - e. Evidence of rehabilitation.
8. The presentation of a pardon or expungement to an appointing authority shall *prohibit* an appointing authority from rejecting an eligible applicant based on such criminal conviction, *except* for law enforcement, firefighter or corrections, and other titles.

F. **Driver History:**

1. The operation of a motor vehicle is an essential function of a police officer's duties and responsibilities (*refer to Section X, Essential Duties and Work Responsibilities for additional information*).
2. Applicants who have exhibited poor driving habits in the past may be disqualified from continuing with the police officer and special law enforcement officer selection process.
3. The following motor vehicle history standards shall serve as a guideline when evaluating applicants during the motor vehicle history background check.
 - a. *Current suspension(s):* Police officer applicants must possess a valid driver's license that is *not* under suspension, cancellation, or revocation.
 - b. *Prior suspension(s):* Investigators shall evaluate offense amount, frequency, whether job-related, and severity. (*i.e., suspensions for administrative versus hazardous moving violations*)
 - c. *Driver's license suspension(s):* Occurring during this two-year time frame may be cause for disqualification.
 - i. One driver's license suspension occurring beyond the two years will be considered with other information presented and *may* be disqualifying.
 - ii. If the applicant has pled guilty or has been found guilty of any motor vehicle moving violation five or more times within the past two years, the applicant *shall* be disqualified.
 - iii. However, if the suspensions are a result of Parking Offenses, this information will be considered with other factors and *may* be cause for disqualification.



NEWARK POLICE DIVISION GENERAL ORDER



4. Police officer applicants must provide and/or disclose information concerning every State in which the applicant has applied for, and has been granted a driver's license.
 - a. Failure or omission to provide this information *shall* be grounds for disqualification.
 - b. The same motor vehicle guidelines enumerated in this section apply to any driver's license an applicant has or had.
5. Current outstanding traffic warrants *shall* be cause for disqualification;
 - a. An instance of more than three warrants in the past five years *may* be cause for disqualification.
 - b. A history or pattern of outstanding traffic summonses and/or warrants shall be taken into consideration and *may* be cause for disqualification.

G. **Employment History:**

1. Termination of the applicant for cause or resignation in lieu of termination by any law enforcement agency, or law enforcement related agency is disqualifying for life.
 - a. Rejection by any law enforcement agency of the applicant will be considered with other information presented, and *may* be disqualifying.
 - b. An applicant that has more than two terminations for cause or resignations in lieu of termination from a full-time employer(s) within the last ten years *shall* be disqualified.
2. An applicant whose work history or whose expressed views reflect job instability; unwillingness to perform shift work or work weekends, holidays, or overtime emergencies; or an unwillingness to obey orders from supervisory personnel may be disqualified.
 - a. An applicant whose work history reflects excessive tardiness and absenteeism, incompatibility with coworkers and supervisors, carelessness, insubordination, inability to follow instructions may be a basis for disqualification.
 - b. Disciplinary action in *prior* employment for behavior that would be either a criminal act or other major violation of the Newark Police Division's rules and regulations will be a basis for evaluation and may be disqualifying.
 - c. Other factors relating to work history, compliance with law and similar job-related areas may be considered in evaluation the individual's fitness for employment.
3. An applicant with Military convictions by Court-Martial comparable to felonies or convictions by a Court-Martial higher than a Summary are disqualifying.



NEWARK POLICE DIVISION GENERAL ORDER



- a. General and Special Court-Martial that are used for serious breaches of the Uniformed Code of Military Justice *shall* be disqualifying for life.
- b. Disciplinary action not resulting in a Court-Martial that would be either a criminal act, or other major violation of the Newark Police Division's rules and regulations will be a basis for evaluation, and *may* be disqualifying.

VI. MINIMUM STANDARDS FOR SPECIAL LAW ENFORCEMENT OFFICER

- A. The above minimum standards listed for the position of police officer apply to Special Law Enforcement Officer with the following exception.
- B. Must be a resident of Newark to be commissioned as a Special Law Enforcement Officer in the City of Newark.
 1. Pursuant to *N.J.A.C. 13:1-10.2(a)*, an applicant seeking appointment as a Special Police Officer, shall have the burden of demonstrating to the satisfaction of the Newark Police Division, that they meet all requirements for the issuance of a law enforcement license.

VII. LAW ENFORCEMENT LICENSURE REQUIREMENTS

A. Licensure Requirement:

1. Effective January 1st 2024, any person appointed as a law enforcement officer, including a full-time permanent law enforcement officer; a class one, class two, or class three special law enforcement officer; or a probationary or temporary law enforcement officer shall hold a *valid, active license* as a law enforcement officer, in accordance with *N.J.A.C. 13:1-10.1(a)*.
 - a. Probationary licenses issued by the Commission shall remain valid for a period of *one* year from the date of issue.
 - b. Probationary license may be subject to an extension of no more than *six months* for those enrolled or scheduled to attend the course after January 1, 2024.
 - c. Upon successful completion of a probationary or temporary appointment, a Special Police Officer may apply for licensure as a permanent law enforcement officer.
 - d. A license issued to law enforcement officers who have been permanently appointed after the successful completion of their probationary period, shall remain valid for a period of *three years*.



NEWARK POLICE DIVISION GENERAL ORDER



B. Pre-Employment Qualifications & Selection Process:

1. Pursuant to *N.J.A.C. 13:1-10.2(a)*, an applicant seeking appointment as a law enforcement officer or probationary police officer, shall have the burden of demonstrating to the satisfaction of the Newark Police Division, that they;
 - a. Are eighteen (*18*) years of age or older,
 - b. Are a citizen of the United States,
 - c. Are a graduate of high school, or have obtained a GED certificate,
 - d. Have a valid New Jersey driver's license, *and*
 - e. Have *not* received a dishonorable discharge, if they served in the military.
2. Applicant(s) shall provide the Police Division, a completed application and certification, that includes;
 - a. A waiver form allowing the Police Division and Police Training Commission to review the officer's employment-related information, including records, from all *prior* law enforcement positions to include internal affairs records, and records relating to any completed applications submitted to law enforcement agencies, even if the applicant was not employed by that agency, *and*
 - b. An acknowledgement the applicant remains under a continuing obligation to provide necessary information, documentation, and cooperation upon request from the Police Division and Police Training Commission.
3. An applicant seeking appointment as a law enforcement officer or probationary law enforcement officer shall submit to and successfully pass or complete the following;
 - a. Standards for background investigation as set forth in *N.J.A.C. 13:1-10.3*, to include;
 - i. Grounds for denial of licensure as stated in *N.J.A.C. 13:1-12.1*.
 - b. Medical examination as set forth in *N.J.A.C. 13:1-10.4*,
 - c. Drug screening test as set forth in *N.J.A.C. 13:1-10.5*,
 - d. Psychological examination as set forth in *N.J.A.C. 13:1-10.6*, *and*
 - e. Physical ability test as set forth in *N.J.A.C. 13:1-10.7*.



NEWARK POLICE DIVISION GENERAL ORDER



C. Transfers of Licensed Officers:

1. Pursuant to *N.J.A.C. 13:1-11.4(a)*, the Chief or designee shall contact the Police Training Commission before employing a licensed law enforcement officer;
 - a. To inquire as to the facts and reasons an officer separated from any previous agency, *and*
 - b. Request and review an applicant's internal affairs, and personnel files from any previous employing agency.

D. Certification of Acceptance of Trainee:

1. In accordance with *N.J.A.C. 13:1-8.1 (a)*, prior to the acceptance of a trainee into a basic course, the Chief or designee shall certify by completing a trainee record card that the trainee has successfully completed;
 - a. The selection process, meeting the qualifications for police officer, *and*
 - b. Received a probationary appointment.

F. Notice of Appointments:

1. Pursuant to *N.J.A.C. 13:1-8.5*, the Chief or designee shall notify the Police Training Commission of all newly appointed trainees, whose permanent appointment is contingent upon successful completion of the basic training course.
 - a. Notice shall be provided to the Police Training Commission within thirty (30) days of appointment.
2. Pursuant to *N.J.A.C. 13:1-8.2*, the Chief or designee shall notify the Director of the Police Academy in writing, twenty-one (21) days prior to the commencement of the basic training course.

VIII. MINIMUM STANDARDS FOR POLICE AIDE

- A. The above minimum standards listed for the position of police officer apply to Police Aide with the following *exceptions*;
1. Exempt from medical and psychological exam.
 2. Must be a Newark resident while employed by the City of Newark.



NEWARK POLICE DIVISION GENERAL ORDER



IX. MINIMUM STANDARDS FOR CROSSING GUARD, COMMUNICATION CLERK, COMMUNICATION OFFICER & PUBLIC SAFETY TELE-COMMUNICATOR

- A. The above minimum standards listed for the position of police officer apply to Crossing Guards, Communication Clerk, Communication Officer and Public Safety Tele-Communicator with the following *exceptions*;
1. Exempt from medical and psychological exam.
 2. Exempt from the automatic disqualification for failure to possess a valid New Jersey driver's license.
 3. Exempt from the automatic disqualification for a suspended New Jersey driver's license.
 4. Must be a Newark resident while employed by the City of Newark.
 5. A high school diploma is *NOT* required for the Crossing Guard position.

X. ESSENTIAL DUTIES AND WORK RESPONSIBILITIES FOR POLICE OFFICERS

- A. Police work provides a varied and diverse work environment.
1. Police officers are responsible for performing the essential functions of the job, which include the suppression of crime, the protection of life and property from criminal activity, the apprehension and arrest of violators of the criminal and traffic laws of New Jersey, the recovery of stolen property and the regulation of non-criminal conduct.
 2. Police officers patrol an assigned sector or area, familiarizing themselves with business, public facilities, area residents, etc. Police officers are also responsible for investigating suspicious persons, circumstances and accidents; make detailed reports of all such occurrences and respond to all police calls in their sector or other area, as ordered by the police dispatcher.
 3. Police applicants must be capable of performing the essential job functions of a probationary police officer with or without reasonable accommodations, as stated in the Americans with Disabilities Act.
 4. If applicants cannot perform any of the listed essential duties and work responsibilities, they *may* be disqualified from the selection process. The final determination shall be made after consultation with the Chief of Police.
- B. The following have been determined to be the essential functions of a police officer (*this list is not, nor is it intended to be, exhaustive*).



NEWARK POLICE DIVISION GENERAL ORDER



1. **Essential Arrest / Apprehension Functions:**
 - a. Identify and apprehend offenders.
 - b. Conduct "Terry" search.
 - c. Handcuff suspects or prisoners.
 - d. Use deadly force when necessary.
 - e. Advise persons of constitutional rights.
 - f. Seize contraband.
 - g. Pursue suspect on foot.
 - h. Pursue suspect in vehicle.

2. **Essential Patrol Functions:**
 - a. Ability to drive a motor vehicle in non-emergency conditions.
 - b. Ability to search person, vehicles and places.
 - c. Respond to assignments.
 - d. Patrol assigned area in a vehicle.
 - e. Transport prisoners.
 - f. Ability to driver motor vehicle in emergency conditions.
 - g. Check conditions/status of assigned patrol equipment.
 - h. Warn offenders in lieu of arrest or summons.
 - i. Assist elderly or disabled persons.
 - j. Evacuate persons from dangerous areas.
 - k. Escort vehicles or persons.
 - l. Patrol assigned area/sector on foot.
 - m. Administer first aid.
 - n. Perform business and bus checks.
 - o. Transport injured or disabled persons.



NEWARK POLICE DIVISION GENERAL ORDER



p. Respond to and resolve animal complaints.

3. **Essential Traffic Functions:**

a. Enforce all motor vehicle laws and city ordinances.

b. Investigate traffic accidents and render aid to the injured.

a. Investigate suspicious vehicles.

d. Request emergency assistance for an accident.

e. Issue parking or traffic citations.

f. Administer roadside sobriety test.

g. Inspect for proper insurance and registration of motor vehicles.

h. Locate witnesses to accidents.

i. Identify owner/operator of vehicle involved in accident.

j. Assist stranded motorist.

k. Control, regulate and direct traffic, vehicular and pedestrian.

l. Direct traffic-using barriers, flares and hand signals.

m. Arrange for obtained blood/urine samples for sobriety tests.

n. Collect physical evidence from traffic scene.

o. Remove hazards from roadway.

p. Measure tire marks.

q. Escort emergency vehicles.

4. **Essential Knowledge, Skills and Abilities:**

a. Ability to use good judgment in emergency situations.

b. Ability to speak clearly and concisely.

c. Ability to use tact and diplomacy in dealing with the public.

d. Ability to maintain control of emotions.

e. Ability to use reasoning to solve problems.



NEWARK POLICE DIVISION GENERAL ORDER



- f. Ability to learn and retain dispatch codes and procedures.
- g. Ability to relate/ explain information and the law to others.
- h. Knowledge of rules and regulations, orders and policies of the division.
- i. Ability to adjust to changes in policies and procedures.
- j. Ability to follow rules and obey orders without questioning authority.
- k. Ability to learn and retain State Statues and Traffic Laws.
- l. Ability to know force tactics and ability to use force.
- m. Ability to work under stressful conditions.

XI. AUTHORITY

The sole authority for the hiring or disqualification of any candidate within the Division of Public Safety rests with the Chief of Police.

XII. EFFECT OF THIS ORDER

This Order is effective immediately upon promulgation. Any previous Orders, Memoranda, Directives, or portions thereof that conflict with this Order are hereby rescinded.

By Order of:


FRITZ G. FRAGE
PUBLIC SAFETY DIRECTOR

FGF/CS/LC/JG:tr