


POMPTON LAKES POLICE DEPARTMENT GENERAL ORDER		
SELECTION		
EFFECTIVE DATE:	NUMBER OF PAGES: 6	
ACCREDITATION STANDARDS: 2.5.1, 2.5.2, 2.5.3, 2.5.4	BY THE ORDER OF: Chief Anthony J. Rodriguez	

PURPOSE The purpose of this directive is to provide statutory and procedural guidelines concerning the selection of all personnel for the Pompton Lakes Police Department.

POLICY The Pompton Lakes Police Department is a New Jersey Civil Service Commission jurisdiction subject to NJSA 11A:1-1 et seq. and NJAC 4A:1-1 et seq. in all employment decisions. The goal of the Pompton Lakes Police Department is to recruit and select the best candidates available in order to create a lower rate of personnel turnover, fewer disciplinary problems, higher morale, stronger community relations and more efficient and effective services. Also, the Pompton Lakes Police Department is a strong supporter of equal employment opportunity (EEO). This support includes removing barriers that prevent people of all classes from being treated fairly in employee recruitment, selection, and employment. Similarly, the agency supports affirmative action in its recruitment process.

PROCEDURE:

I. CIVIL SERVICE COMMISSION METHODS OF SELECTION OF PERSONNEL

- A. The goal of the Pompton Lakes Police Department is to develop and maintain an efficient, effective, and fair process for the selection and appointment of personnel. This process includes choosing individuals who best possess the skills, knowledge, and abilities necessary to carry out the duties of the applicable position.
- B. The Civil Service Commission provides for open competitive examinations. This includes the following:
 - 1. The announcement and administration of the examinations that fairly test the knowledge, skills and abilities required to perform the duties of the applicable position;
 - 2. The rating of examinations;
 - 3. The security of the examination process and appropriate sanctions for a breach of security;
 - 4. The selection of special examiners to act as subject matter specialists or to provide other assistance; and
 - 5. The right to appeal adverse actions relating to the examination and appointment process, which will include but not be limited to rejection of an application, failure of an examination, and removal from an eligible list.
- C. The New Jersey Civil Service Commission provides for procedures to be utilized for the selection of personnel from the Special Employment List, commonly known as the "Rice" list, and Intergovernmental transfers pursuant to NJSA 40A:14-180 and NJAC 4A:4-3.9 and 3.10.

II. DEPARTMENT SELECTION OF SWORN PERSONNEL

- A. If selection method is from an open competitive examination the Appointing Authority shall request from the New Jersey Civil Service Commission a certified list of eligible candidates.
 - 1. Candidates on the eligible list will be notified in writing by the New Jersey Civil Service Commission to determine their interest in proceeding in the selection process. Candidates not responding to the notification will be removed from the eligible list.
 - 2. Eligible candidates from an open competitive list shall be contacted by the Pompton Lakes Police Department to determine if they meet the eligibility requirements.
 - a. Candidates not meeting eligibility requirements (age, residency, etc.) shall be disqualified.
 - 3. Candidates meeting eligibility requirements shall participate in a department oral interview.

4. Selected candidate(s) will be provided a background investigation package.
 5. If the candidate satisfactorily completes the background investigation, and the oral interview, a decision will be made if to offer the candidate employment. The candidate will then be given a “conditional offer of employment”.
 6. The Rule of Three may be utilized in selecting a candidate(s) only if utilizing such rule does not conflict with any other New Jersey Civil Service rule or regulation and applicable law.
- B. Pursuant NJSA 40A:14-180 and NJAC 4A:4-3.9 and 3.10 eligible candidates may be selected from the Special Employment List, commonly known as the “Rice” list, or the Intergovernmental transfer program.
1. If selection method is from the “Rice” list the Appointing Authority shall request from the New Jersey Civil Service Commission a certified list of eligible “Rice” list candidates.
 - a. Candidates meeting eligibility requirements shall complete a Police Department application.
 - b. The Department shall conduct an oral interview of the candidate(s) of their choosing before making a final selection of candidate(s).
 2. Intergovernmental eligible candidate(s) are generally recruited and therefore there is no eligibility list other than meeting the New Jersey Civil Service Commission rules concerning intergovernmental transfer and applicable laws and regulation pursuant to NJSA 40A:14-180 and NJAC 4A:4-3.9 and 3.10.
 - a. The Department shall conduct an oral interview of the candidate(s) of their choosing before making a final selection of candidate(s).
- C. Pursuant to N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination, but who have successfully completed a Basic Course for Police Officers, at a school approved and authorized by the New Jersey Police Training Commission, allows the department to bypass the Civil Service hiring process. Additionally, N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. Candidates shall possess the following qualifications:
1. Must be a resident of New Jersey and a citizen of the United States;
 2. Must be at least 18 years of age;
 3. Shall have graduated from high school or possess a General Equivalency Degree (GED);
 4. Ability to perform all the tasks and duties of a Police Officer;

5. Possess a valid New Jersey driver's license;
 6. No indictable criminal history conviction and of good moral character;
- D. Candidates who possess Basic Course for Police Officer certification shall be subject to:
1. Application review;
 2. Resume review;
 3. Oral interview/exam;
 4. Background investigation;
 5. A medical and psychological examination.

III. SELECTION OF NON-SWORN PERSONNEL

- A. Requests to hire civilian staff members must be supported by ample justification and coordinated through the Chief of Police and Borough Administrator, subject to budgetary conditions.
- B. The New Jersey Civil Service Commission classifies job positions (job titles) as either competitive or non-competitive. Competitive positions generally require a testing process while non-competitive positions do not.
1. Appointment to a competitive job title is considered provisional until the Civil Service Commission conducts its testing process.
 2. Any testing for a competitive position is generally performed within 12 months following appointment.
 3. The New Jersey Civil Service Commission may waive the testing process if there are less than four (4) applicants.
- C. All vacancies for non-sworn noncompetitive positions will be selected at the sole discretion of Pompton Lakes pursuant to Borough policies and procedures. At a minimum the selection process shall include:
1. Advertisement of the position, unless a current Borough employee meets the qualifications and submits and application for consideration;
 2. Resume review;
 3. Oral Interview;
 4. Background check consistent with Section IV of this policy.
- D. The Chief of Police shall make a recommendation to the Borough Administrator for employment.

IV. BACKGROUND INVESTIGATION

- A. A background investigation will be conducted on all candidates for all positions prior to appointment that will include at **least** the following:
1. A review of the candidate's application to confirm/verify meeting eligibility requirements for the position applied for;
 2. A check of the applicant's driving history if driving is a requirement of the position;
 3. A fingerprint check for criminal record;
 4. Candidates for sworn positions shall be checked against the New Jersey Central Drug and Domestic Violence Registries;
 - a. All candidates for police officer shall be subject to a criminal history check prior to the selection phase paying particular attention to acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse, including a check of the Domestic Violence Registry to determine the existence of any active restraining orders and to determine if there is a history of domestic violence.
 - b. Police officer candidates shall be interviewed about any history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition. Applications for employment to the position of police officer shall be amended to require information on these topics.
 - c. Those police officer candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse shall be identified and declared ineligible for employment as police officers.
 5. Verification of at least three personal references.
 6. Background for candidates who are currently serving as a police officer, or formally served as a police officer, must include a review of their internal affairs file. New Jersey law enforcement agencies are generally required to disclose the entire internal affairs file of a candidate and a candidate with out-of-state law enforcement experience must waive confidentiality of their internal affairs file.
 7. Candidates may be disqualified from eligibility pursuant to N.J.A.C. 4A:4-6.1.

V. MEDICAL EXAM

A medical exam will be conducted on all sworn candidates prior to appointment, but after being given a conditional offer of employment, to certify the general health of each candidate.

VI. PSYCHOLOGICAL EXAM

A psychological fitness examination of each candidate for a sworn position will be conducted by a qualified professional prior to appointment, but after being given a conditional offer of employment.