


CLINTON TOWNSHIP POLICE DEPARTMENT
 DEPARTMENTAL RULES AND REGULATIONS/POLICIES AND PROCEDURES

Clinton Township Police Department			
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SUBJECT: Recruitment and Selection of Employees			
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POLICY:

The employee selection process is a crucial activity leading to the effectiveness of a law enforcement agency. As a result, law enforcement agencies shall strive to identify and recruit sworn officers who best possess the proper attitude, skill, knowledge, and abilities necessary for an effective and respected police officer. This process should also be administered and scored in a fair, consistent, and objective manner. In doing so, the Clinton Township Police Department shall comply with all recruitment and selection requirements under the law, including but not limited to its commitment to providing Equal Employment Opportunity. At a minimum, a police department’s selection process should describe any testing, interview, resume, and application requirements -- and their related processes -- to screen prospective officers. The Township reserves the right to hire officers from other departments to expedite the process on the approval of the Township Administrator / Director of Public Safety on the recommendation of the Chief of Police.

I. DEFINITIONS

- A. Township Administrator / Director of Public Safety - As provided in Section 4-51A of the Clinton Township Municipal Code, the Township Administrator serves as the Director of Public Safety.
- B. Appropriate Authority - the Mayor and Council of the Township of Clinton are designated by ordinance as the “appropriate authority” as defined in *N.J.S.A.* 40A:14-118.

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- C. Employee - everyone employed by the Clinton Township Police Department, whether sworn police officers, civilian employees, or appointed employees. Where appropriate, “employee” may also include unpaid volunteers.
- D. Chief of Police – As defined in Section 4-52(2) of the Clinton Township Municipal Code, the Chief of Police shall be the head of the police department, who shall have all powers set forth in N.J.S.A. 40A:14-118 and shall be directly responsible to the appropriate authority for the efficiency and routine day-to-day operations of the department.

PROCEDURE

II. RECRUITMENT OF SWORN OFFICERS

- A. The Selection Committee shall be composed at minimum of the Township Administrator / Director of Public Safety and the Chief of Police. The Chief of Police may appoint up to three additional superior officers to serve on the Selection Committee.
- B. The Selection Committee shall be in charge of recruitment for the particular hiring period in which it has been activated.
- C. Once activated, the Selection Committee shall conduct research into the following areas as deemed necessary or appropriate in an effort to achieve a comprehensive understanding of the needs of the Clinton Township Police Department as they relate to the recruitment function:
 - 1. Community and area business demographic data.
 - 2. The current composition of the Clinton Township Police Department.
 - 3. Legal, ethical, and diversity issues associated with the recruitment process.
 - 4. Characteristics likely to disqualify certain candidates.
 - 5. The successful recruitment measures utilized by other law enforcement agencies.
- D. As a general rule, the Clinton Township Police Department shall not engage in continuous recruitment activities. Active periods of recruitment shall only occur when deemed necessary by the Township Administrator / Director of Public Safety and the Chief of Police.

III. ELIGIBILITY REQUIREMENTS FOR SWORN OFFICERS

Candidates for employment as sworn police officers with the Clinton Township Police Department shall meet the following eligibility requirements:

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- A. Must be a citizen of the United States.
- B. Must be of sufficient health to satisfy the requirements of the Board of Trustees of the Police and Firemen's Retirement System (PFRS) as to the candidate's eligibility for membership in the retirement system.
- C. Must be at least eighteen (18) years old but not over their thirty-fifth (35th) birthday.
- D. Must be of good moral character and must not have been convicted of any criminal offense involving moral turpitude.
- E. Must possess a valid New Jersey driver's license.
- F. Must meet one or more of the following education/experience requirements:
 - 1. The individual has earned a bachelor's degree from an accredited college or university. To meet this requirement, the individual must have completed all academic, financial, and administrative obligations to be conferred a bachelor's degree as of the date the individual submits his or her application for appointment for membership in the Police Department; OR
 - 2. As of the date the individual submits his or her application for appointment for membership in the Police Department, the individual has earned 80 college credits from an accredited college or university, and further will have earned a bachelor's degree no later than one year from the date the individual submits his or her application for appointment for membership in the Police Department, signifying completion of the undergraduate curriculum and graduation from an accredited college or university. To meet the bachelor's degree requirement, the individual must have completed all academic, financial, and administrative obligations to be conferred a bachelor's degree; OR
 - 3. As of the date the individual submits his or her application for appointment for membership in the Police Department, the individual has earned an associate's degree or 60 college credits from an accredited college or university and has completed at least 24 months of satisfactory employment or military experience. Work experience must equate to 104 weeks of employment, including military experience, with a minimum of 20 hours of work per week. The 104 weeks are not required to be consecutive; OR
 - 4. As of the date the individual submits his or her application for appointment for membership in the Police Department, the individual has earned 30 college credits from an accredited college or university and has at least 24 months of active-duty military service.

IV. ADVERTISEMENT FOR THE POSITION OF POLICE OFFICER

- A. When a vacancy exists for the position of police officer, the Township Administrator /

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Director of Public Safety shall forward a request to the Mayor and Council to advertise to fill the vacancy.

B. Upon receiving permission from the Mayor and Council, the Township Administrator / Director of Public Safety and/or the Chief of Police shall advertise to fill the vacancy of one or more police officers. Such advertisement may be placed:

1. On the Township of Clinton’s website
2. On the Clinton Township Police Department’s website
3. On the League of Municipalities website
4. In any of the various central New Jersey newspapers/media outlets commonly utilized by the Clinton Township Police Department
5. In any other form of notice or posting deemed appropriate by the Township in order to solicit a sufficient and diverse pool of qualified applicants.
6. In addition, a letter shall be sent to central New Jersey police academies announcing the commencement of the selection process.

C. The advertisement shall run for a minimum of a two-week period. The advertisement shall, at a minimum:

1. solicit detailed resumes from candidates,
2. advise candidates how an application may be obtained
3. advise candidates of the submission deadline for all required materials
4. notify the candidates if the Clinton Township Police Department will give preference to applicants who hold active/valid police training certifications from the New Jersey Police Training Commission (PTC).
5. notify candidates that the Clinton Township Police Department is an Equal Employment Opportunity employer.

V. FIRST PHASE—PROCEDURES FOR THE DISSEMINATION OF APPLICATIONS AND RECEIPT AND SCREENING OF THE APPLICATION, RESUME, AND RELATED MATERIALS

A. Applications shall be disseminated and collected at police headquarters, department website, Police App. Website, and/or through the police academies.

B. An “Applicant List” shall be kept at the front desk at police headquarters.

C. When a candidate is given an application, the time, date, and location for returning the

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application shall be provided to that applicant.

- D. When a secretary or officer gives a candidate an application, the applicant's information shall be added to the Applicant List.
- E. When the application and resume are returned, the secretary/officer on duty shall:
 - 1. Place a check in front of the applicant's name on the Applicant List, thereby indicating that an application and resume have been received from the candidate.
 - 2. Advise the applicant that the department will review his or her submission and that the department will contact him or her with the date, time, and location if they are to proceed to the next phase of the selection process.
- F. All original applications and resumes are to be forwarded to the Chief of Police's office.
- G. The Chief of Police shall stamp the date that the application and related materials were received. Applicants who apply through Police App will be collected via the agreement signed by the agency and the website.
- H. Once the date for the return of all applications, resumes, and related materials has passed, the Chief of Police or his or her designee shall forward to the Selection Committee copies of *each and every* application, resume, and related materials received.
- I. The Selection Committee shall promptly review *each and every* application, resume, and related materials for the sole purpose of determining whether each of the applicants meets the eligibility requirements outlined in Section III, above.
- J. If the Selection Committee determines that an applicant does not meet the eligibility requirements outlined in Section III, above, the Selection Committee shall forward the application, resume, and related materials back to the Chief of Police with written notification that the applicant is not eligible for consideration. The Selection Committee shall also specifically list each and every factor in so finding.
- K. The Selection Committee may also recommend the rejection of an applicant based upon material omissions or deficiencies in the applicant's application, resume, and related materials. An applicant shall be rejected if any of the information provided in the applicant's application, resume, and related materials is determined to be intentionally false or misleading. The Chief of Police shall make the final determination whether a the applicant shall be removed from the process.

VI. SECOND PHASE—ORAL EXAMINATION BOARD

- A. Applicants who successfully complete the First Phase of the selection process shall proceed to the Second Phase – Oral Examination Board.
- B. The Oral Examination Board shall consist of members designated by the Chief of

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Police.

1. The Selection Committee shall prepare a set number of standard questions to be presented to each candidate. These questions shall be approved in advance by the Township Administrator / Director of Public Safety and the Chief of Police.
 2. When necessary and applicable, the Selection Committee may pose follow-up questions to the applicant during the interview based upon and directly related to that applicant's response to one of the standard questions approved by the Township Administrator / Director of Public Safety and the Chief of Police. The purpose of such follow-up questions shall be limited to allowing the Selection Committee to gain a more complete understanding of the applicant's response to the standard questions.
- C. A representative of the Clinton Township Police Department shall contact all applicants who have been approved to proceed to the Oral Examination Phase and notify those applicants of the time and place of their interview.
- D. The representative making the call shall identify themselves and shall memorialize the notification, in writing, on the Applicant List or otherwise.
- E. The applicant must be present at the interview location on the date and time specified.
- F. If the applicant does not report to the interview location as specified and has not been excused and given a rescheduled date by the Township Administrator / Director of Public Safety or the Chief of Police, the applicant shall be ineligible for further consideration for the current vacancy.
- G. Each applicant interviewed by the Selection Committee shall be scored by an established, predetermined scoring process which shall be approved by the Township Administrator / Director of Public Safety prior to any interviews.
- H. All interview results shall be forwarded in writing to the Township Administrator / Director of Public Safety.
- I. Upon completion of this phase, the Township Administrator / Director of Public Safety and the Chief of Police shall select up to fifteen (15) applicants who scored the highest, ranking them one (1) through fifteen (15), (1 being the highest scoring and 15 being the lowest), and arrange for them to proceed to the next phase; a second interview with the Township Administrator / Director of Public Safety, the Chief of Police, and the appropriate Division Heads.
- J. All applicants who qualify to participate in the next phase shall be notified of the date and time within thirty (30) days of the next interview.
- K. Those who do not qualify shall be notified via letter thanking them for their participation in the selection process. The letter can be sent via regular mail but shall be mailed no

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less than five (5) days before the interviews with the selected applicants. This can also be done via e-mail with the approval from the Township Administrator / Director of Public Safety and the Chief of Police.

VII. THIRD PHASE—INTERVIEW WITH TOWNSHIP ADMINISTRATOR / DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE.

- A. As stated, up to fifteen (15) candidates can proceed to this phase based upon their scores from the previous phase.
- B. Candidates in the Third Phase shall be interviewed personally by the Township Administrator / Director of Public Safety and the Chief of Police.
- C. Upon completion of the interviews, the Township Administrator / Director of Public Safety and the Chief of Police shall prepare a list of candidates who shall proceed to the next phase.

VIII. FOURTH PHASE—BACKGROUND INVESTIGATION

- A. A background investigation shall be conducted on all applicants who successfully complete the Third Phase.
- B. The Clinton Township Police Department's '*Background Investigations*' general order, Volume 1, Chapter 9, and all relevant laws and regulations shall be followed.
- C. The completed background investigation shall be evaluated by the Township Administrator / Director of Public Safety and the Chief of Police.
- D. Applicants who do not successfully pass the background investigation to the satisfaction of the Township Administrator / Director of Public Safety and the Chief of Police shall not be considered further.
- E. If the candidate(s) successfully pass(es) the background investigation, the Township Administrator / Director of Public Safety and the Chief of Police shall then present the successful candidate(s) to the Township Council for consideration for a conditional offer of employment. The Township Council may, in its discretion, accept or reject any candidate recommended by the Chief Executive Officer. A conditional offer of employment *shall* be presented to any applicant whom the Township wishes to send for a psychological evaluation or medical examination (Fifth and Sixth Phases).

IX. FIFTH PHASE—PSYCHOLOGICAL EVALUATION

- A. All candidates receiving a conditional offer of employment shall, prior to final appointment, undergo a psychological examination, at the office of a licensed psychiatrist/psychologist deemed acceptable by the Township, to determine the candidate's ability to perform the essential functions of the job of Clinton Township Police Officer with or without reasonable accommodation.

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- B. The applicant(s) shall be notified of the evaluation at least three (3) days in advance. The applicant(s) shall be notified of the following:
 - 1. Time
 - 2. Location
 - 3. Name of the evaluator
 - 4. Date
- C. The Township of Clinton shall pay for the applicant's psychological evaluation.
- D. The psychological evaluation is designed to provide the department with information about a candidate that will assist in the final selection process.
- E. With assistance from the evaluator, the Township Administrator / Director of Public Safety and the Chief of Police shall review the psychological evaluation report and determine the appropriate action to take.

X. SIXTH PHASE—MEDICAL EVALUATION AND DRUG SCREENING

- A. All candidates receiving a conditional offer of employment shall, prior to final appointment, submit to a complete medical examination, conducted by the designated township physician, to determine the candidate's ability to perform the essential functions of the job of Clinton Township Police Officer with or without reasonable accommodation.
- B. The Township of Clinton shall pay for an applicant to be examined. The Township Administrator / Director of Public Safety and the Chief of Police shall designate the physician and arrange for the appointment.
- C. The physician shall be provided with the department 'Medical Examination Form' and shall be instructed to complete the appropriate sections.
- D. The completed Medical Examination Form shall be reviewed by the Township Administrator / Director of Public Safety and the Chief of Police, who shall determine the appropriate action to take.
- E. As required by the Attorney General's Law Enforcement Drug Testing Policy, candidates extended conditional offers of employment will be required to undergo pre-employment drug testing. Applicants will be notified that the pre-employment process includes drug testing, that a negative test result is a condition of employment, and that a positive test result will lead to (1) the applicant being dropped from consideration for employment, (2) the applicant's name being reported to the central drug registry maintained by the Division of State Police, and (3) the applicant being barred

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permanently from future law enforcement employment in New Jersey. If the applicant is currently employed as a sworn law enforcement officer by another agency, that agency will be notified of the positive test result. Refusal to submit to drug testing shall be treated as the equivalent of a positive drug test.

F. In the event that a candidate is chosen who is not already certified by the Police Training Commission, the following training commission forms shall be completed. These forms are supplied by the academy which the applicant will be attending.

1. Letter to The Prospective Employee

This letter informs the prospective employee that he or she must obtain a medical clearance prior to acceptance into a commission basic course. The agency shall provide the prospective employee with a copy of this letter.

2. Health History Statement

The prospective trainee shall complete this form and shall give it to the licensed physician who will conduct the medical examination. The physician shall retain the completed Health History Statement.

3. Letter to The Physician

This letter shall be given to the examining physician by the prospective trainee. The letter shall contain information with respect to the commission's Physical Conditioning Training Program and the medical screening process.

4. Medical Certification Form

This form shall be completed by the examining physician and returned to the Clinton Township Police Department. The Clinton Township Police Department shall then provide a copy of the completed Medical Certification Form to the prospective candidate, who shall bring it to the academy on the day of Trainee Orientation.

5. As required by the Attorney General's Law Enforcement Drug Testing Policy, officers required to undergo academy training will be notified that drug testing is mandatory during basic training, that negative test results are a condition of employment, and that a positive test result will lead to (1) the trainee being dismissed from basic training, (2) the trainee's name being reported to the central drug registry maintained by the Division of State Police, and (3) the trainee being barred permanently from future law enforcement employment in New Jersey. Refusal to submit to drug testing shall be treated as the equivalent of a positive drug test.

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XI. EXEMPTIONS

Applicants for employment who (1) have an active/valid police training certificate as a law enforcement officer issued by the New Jersey Police Training Commission, *and* (2) are currently employed in good standing as a sworn law enforcement officer by a municipal, county, state, or federal law enforcement agency, shall proceed directly to the Third Phase of the Recruitment Procedure upon submission of an application for employment.

XII. NOTIFICATION TO THE POLICE TRAINING COMMISSION

The Police Training Commission (PTC) shall receive written notification of the appointment of a police officer within thirty (30) days of the officer's date of hire. The form entitled 'Notice of New Appointment for Law Enforcement and Corrections Officers' shall be utilized for this purpose. The Chief of Police shall be responsible for transmitting a completed 'Notice of New Appointment for Law Enforcement and Corrections Officers' to the Police Training Commission.

XIII. PERMANENT EMPLOYMENT STATUS

All members of the Clinton Township Police Department shall be initially appointed on a probationary basis for a period of one year from the date of appointment except when, pursuant to *N.J.S.A. 52:17B-69*, the one-year limit may be extended. Probationary members shall not be considered permanent members of the Police Department until their appointments are made permanent by resolution of the Mayor and Council. Probationary members shall be deemed removed upon the expiration of their probationary periods if their appointments are not made permanent by resolution of the Mayor and Council on or prior to said expiration.

- A. The Township Administrator / Director of Public Safety and the Chief of Police may recommend that an officer's probation be extended (when permitted by *N.J.S.A. 52:17B-69*), that an officer be granted permanent status, or that an officer's employment be terminated.
- B. The Township reserves the right to terminate the probationary employment of any officer at any time during the probationary period, with or without cause and with or without notice.

XIV. NON-SWORN OR 'CIVILIAN' EMPLOYEES

- A. The Clinton Township Police Department does not recruit or select civilian employees.
- B. Candidates for non-sworn civilian employee positions with the Clinton Township Police Department are recruited by the Township of Clinton via advertisements.
- C. The Township Administrator and/or the Township Clerk will interview candidates for full-time, non-sworn civilian positions with the Clinton Township Police Department.

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- D. At the Township’s request, the Clinton Township Police Department shall conduct background checks of prospective full-time, non-sworn civilian employees.
- E. At the Township’s request, the police department shall provide input and guidance regarding the employment of prospective full-time, non-sworn civilian employees.
- F. Once these steps have been taken, the Township—at its sole discretion—may hire the applicant as an employee and, further, assign that employee to the police department.

XV. CONFIDENTIALITY

To the extent permitted or mandated by applicable law, all interview results shall remain confidential and shall not be released to any person or agency unless specifically authorized by the individual applicant or pursuant to a court order.

XVI. RETENTION AND SECURITY OF CANDIDATE RECORDS

- A. All applicant records, including but not limited to the formal application, background check, medical examination, and psychological examination, shall be maintained in the respective employee’s file while employed.
- B. After retirement or termination, the files shall be retained for a period of seven (7) years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records management, Records Retention and Disposition Schedule, unless otherwise required to be maintained for a specific purpose for a longer period of time, *e.g.*, a litigation hold.
- C. In the case of a candidate who was not selected for employment, the record (which may include the background check, medical examination, and psychological examination), if any, shall be maintained for a period of seven (7) years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records Management, Records Retention and Disposition Schedule, unless otherwise required to be maintained for a specific purpose for a longer period of time, *e.g.*, a litigation hold..
- D. The Township Administrator / Director of Public Safety and the Chief of Police shall insure that all selection materials are stored in a secure location and at the time of destruction are destroyed in a permanent manner.

Appendixes

- A – Clinton Township Police Department Recruitment Plan
- B – Recruitment Resources
- C – Recruitment Initiatives
- D – Application for Police Officer
- E – Hiring Announcement
- F – Recruitment Plan Annual Review

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All police procedures heretofore employed by the Clinton Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Clinton Township Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.