



ALLEN PASCUAL
Commissioner

**TOWNSHIP OF NORTH BERGEN
DEPARTMENT OF PUBLIC SAFETY
POLICE DEPARTMENT**

LAW & PUBLIC SAFETY BUILDING
4233 KENNEDY BOULEVARD
NORTH BERGEN, NJ 07047



Peter Fasilis
Chief of Police

EFFECTIVE DATE: Immediately		DIRECTIVE: General Order 15-02	
SUBJECT: Recruitment and Selection			
REFERENCES:			
ACCREDITATION STANDARDS: N.J.S.A.C.O.P. 2.4.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.6.1			
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ISSUING AUTHORITY: Peter Fasilis Chief of Police		ISSUE DATE: February 2, 2015	REVISION DATE: November 5, 2021

I. PURPOSE:

- A.** To establish a fair and consistent procedure designed to enable the North Bergen Police Department to recruit and select qualified candidates for employment who will best serve the agency in the capacity of police officer. The goal of the North Bergen Police Department Recruitment Plan is to attract qualified individuals to pursue a career with the Township Police Department.

II. POLICY:

- A.** The North Bergen 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 North Bergen 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 North

Bergen 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.

III. OBJECTIVES:

- A.** If an open competitive test is to be announced: Identify and maintain contact with local organizations and social support groups including, but not limited to educational, religious, ethnic, racial, and gender-based organizations. Activities include, but are not limited to:
 - 1.** Provide recruitment brochures and materials to educational, religious, ethnic, racial, and gender-based organizations in an effort to promote diversity.
 - 2.** Contact the local Board of Education to seek permission to address high school students to interest them in a career with the agency following completion of their formal education.
 - 3.** Participate in Career Days at local schools and community colleges.
 - 4.** Print and distribute information that may attract qualified candidates to the agency. This includes making maximum use of the North Bergen Website to attract qualified candidates to the agency.
- B.** When appropriate and approved by the Township's Appointing Authority, contact the State of New Jersey Civil Service Commission and obtain the "Rice List" of eligible officers who were laid off from other jurisdictions.
 - 1.** Activities may include, but are not limited to conducting interviews with eligible laid off officers in an effort to employ such officers as to meet the agency's recruiting goals.
- C.** When appropriate and approved by the Township's appointing authority, participate in the State of New Jersey Civil Service Commission Intergovernmental Transfer Program. Activities include, but are not limited to:
 - 1.** Post future openings for sworn positions with the State of New Jersey Intergovernmental Transfer Program website.
 - 2.** Make maximum use of the North Bergen Police Department Website to attract qualified candidates to the agency.

IV. ELIGIBILITY

A. In order for a candidate to be considered for employment as a full time police officer, they must meet the following eligibility requirements:

- 1.** A citizen of the United States.
- 2.** Of mental and bodily health.
- 3.** Able to read, write and speak the English language well and intelligently.
- 4.** Of good moral character and free from conviction of any crime constituting an indictable offense or any crime or offense involving moral turpitude.
- 5.** No conviction of any domestic violence offense.
- 6.** Able to pass a written examination as administered by the New Jersey Civil Service Commission and subsequently physical and psychological exams as administered by the North Bergen Police Department and Police Academy of their choosing.
- 7.** Must possess a high school diploma.
- 8.** The holder of a valid New Jersey driver's license and does not have an adverse driving history.
- 9.** Otherwise meets all the requirements of N.J.S. 40A:14-122 to N.J.S. 40A:14-127.

V. RECRUITMENT OF SWORN PERSONNEL:

- A.** The North Bergen Police Department is a New Jersey Civil Service Commission jurisdiction and must adhere to New Jersey State Statutes and Administrative Code in its recruitment and selection process.
- B.** The Township of North Bergen has a residency preference in all hiring matters. Applicants must be a bona fide resident of the Township of North Bergen at the time of their application to the New Jersey Department of Personnel Law Enforcement Test.
- C.** The North Bergen Police Department will participate in school sponsored "career day" programs and also participate at local area institutions of higher learning when requested. The North Bergen Police Department will also maintain close ties to criminal justice programs in area colleges and universities by participating in student internship programs which may be deemed by many students as a gateway into the recruitment process.
- D.** The Chief of Police is responsible for the administration of the Recruitment Plan.

VI. REVIEW & EVALUATION:

A. The Chief of Police shall conduct a review of the Recruitment Plan annually. The following data shall minimally be reviewed:

- 1.** Number of applicants
- 2.** Number of applicants hired
- 3.** Number of Career Days attended
- 4.** Number of hits of the agency website (if available)
- 5.** Progress towards objectives

B. The Chief will assign a Command Level Supervisor to summarize the above analysis and present the needed revisions in a report to him. From this, a new plan will be drawn up if necessary.

C. This plan is subject to revision as needed.

VII. PROCEDURE:

A. Selection of Personnel

1. The goal of the North Bergen 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.

2. The Civil Service Commission provides for examinations. This includes the following:

- a.** The announcement and administration of the examinations that fairly test the knowledge, skills and abilities required to perform the duties of the applicable position;
- b.** The rating of examinations;
- c.** The security of the examination process and appropriate sanctions for a breach of security;
- d.** The selection of special examiners to act as subject matter specialists or to provide other assistance; and
- e.** 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.

B. Background Investigation

1. A background investigation will be conducted on all candidates for all positions prior to appointment that will include at least the following:
 - a. Verification of qualifying credentials;
 - b. A review of any criminal record;
 - c. Verification of at least three personal references.
2. Background Investigations will be conducted in compliance with department policy.

C. Medical Exam

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

D. Psychological Exam

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

E. Physical Qualification Test (PQT)

1. The purpose of this test is to ensure that each Class II Special Law Enforcement Officer applicant meets the entry-level physical performance standards for the department and to ensure recruits are in satisfactory physical condition for acceptance by an approved police academy. The candidate must perform a PQT. Failure of any one exercise will disqualify the applicant and remove them from the current selection process at that time. The tests consist of:
 - a. Vertical Jump: 15 inches
 - b. 1 Minute Sit-Up: 25 repetitions
 - c. 300 Meter Run: 85 seconds or less
 - d. Minute Push-up: 22 repetitions

- e. 1.5 Mile Run: 17:00 minute or less**
- 2.** Before participating in the Physical Qualification Test (PQT), candidates shall be required to complete and sign the voluntary simulated North Bergen Police Department assessment acknowledgement, waiver, and release form. This document will be given to candidates prior to performing any assessment by the physical fitness instructor.
- 3.** Candidates will be required to pass all sections of the physical assessment to move forward with the process. Selected candidates will then undergo a series of interviews, over the several months following the Physical Training Assessment, and will be required to successfully complete a comprehensive background investigation process.

F. Selection of Non-Sworn Personnel

- 1.** Requests to hire civilian staff members must be supported by ample justification and coordinated through the Chief of Police and Public Safety Commissioner.
- 2.** 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.
 - a.** Appointment to a competitive job title is considered provisional until the Civil Service Commission conducts its testing process.
 - b.** Any testing for a competitive position is generally performed within 12 months following appointment.
 - c.** The New Jersey Civil Service Commission may waive the testing process if there are fewer than four (4) applicants.
- 3.** The working test period for full-time non-sworn employees is three months of active service from date of employment, which may not be extended (NJAC 4A:4-5.2).
- 4.** The Chief of Police reserves the right to assign (or reassign) civilian employees working for the North Bergen Police Department from division to division, bureau to bureau, unit to unit, shift to shift, at any time and for any reason consistent with their job description and existing collective bargaining agreement; in accordance with N.J.S.A. 40A-14-118.

5. Civilian employees are representatives of this agency and the Township of North Bergen and are subject to the provisions of this agency's written directive system.

A handwritten signature in dark ink, appearing to read "Peter Fasilis", with a stylized flourish at the end.

Peter Fasilis
Chief of Police