

CLARK POLICE DEPARTMENT

POLICIES & PROCEDURES



VOLUME: 2

CHAPTER: 17

OF PAGES: 5

SUBJECT: SELECTION

BY THE ORDER OF:

Acting Chief of Police Pedro M. Matos

ACCREDITATION STANDARDS: 2.5.1, 2.5.2

Effective Date: 04/15/2015

SUPERSEDES ORDER #:

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

POLICY The Clark 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 Clark 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 Clark 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 Clark 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 Township Administrator 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 Clark 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 complete a Police Department application.

4. The Department shall conduct an oral interview of the candidate(s) of their choosing before making a final selection of candidate(s).
 5. 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.
 6. If the candidate satisfactorily completes the initial application and the oral interview a decision will be made to offer them employment. The candidate will then be given a “conditional offer of employment” application to complete. All conditional offer of employment shall require the candidate to successfully complete
 - a. A thorough background check.
 - b. Pre-employment medical screening. In addition any new officer candidate who will be assigned to the police academy must also successfully complete any medical screening required by the PTC and or Police Academy.
 - c. State mandated drug screening.
 - d. Psychological evaluation.
 - e. Any new officer candidate who will be assigned to the police academy must also complete a pre-employment physical fitness examination that meets the same standards of the current PTC police academy standard.
 7. After the completion of the above conditions of employment a report will be submitted to the Chief of Police recommending the applicant for employment or documenting any concerns about the candidate
- 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 Township Administrator 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).

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 City Administrator subject to budgetary constraints.
- 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 Clark pursuant to Township policies and procedures. At a minimum the selection process shall include:
 - 1. Advertisement of the position, unless a current Township employee meets the qualifications and submits an 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 Mayor and Council 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.

V. Medical Exam

- A. 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. In addition any new officer candidate who will be assigned to the police academy must also successfully complete any medical screening required by the PTC and or Police Academy.

VI. Psychological Exam

- A. 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.

VII. Physical Fitness Examination

- A. A physical fitness examination of each candidate for a sworn position will be conducted by all sworn candidates that will be required to attend a certified police academy. This physical fitness examination will require the candidate to meet the same standards of physical fitness as established by the PTC and or police academy. Further, the physical fitness examination shall be videotaped. Should any candidate fail one or all portions of the physical fitness test the chief law enforcement officer of the department or his designee shall make a final hiring decision on the candidate.