



# Florham Park Police Department GENERAL ORDER

Subject:

**SELECTION**

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**Chief Joseph Orlando**

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**2.5.1, 2.5.2**

**PURPOSE:** The purpose of this directive is to provide statutory and procedural guidelines concerning the selection and recruitment of all personnel for the Florham Park Police Department.

**POLICY:** The selection process is generally acknowledged as a key event in the operational effectiveness of a law enforcement agency. This agency will attempt to identify and recruit individuals who best possess the skills, knowledge, and experience necessary to contribute to the agency. This agency will use a selection process, which is in compliance with applicable standards of the New Jersey State Association of Chiefs of Police (NJSACOP).

## **PROCEDURE:**

### **I. General Qualifications Sworn Personnel**

- A. The general qualifications for employment with the Florham Park Police Department shall be:
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 criminal history and of good moral character.
  7. Those individuals possessing bona fide residency in the Borough of Florham Park shall be given preference in the hiring of all officers and employees to be employed or appointed by the Borough to serve in the Police Department. No person shall be appointed to a position within the Department who is not a bona fide resident at the time of appointment unless all qualified applicants who are bona fide residents have been appointed or have declined an offer of appointment.
  8. Where it is determined that there cannot be recruited a sufficient number of qualified residents for available positions, preference shall be given for the hiring of nonresidents for such positions in the following order:
    - a. Other residents of Morris County;
    - b. Other residents of New Jersey;
    - c. All other qualified applicants.

### **II. Selection Sworn Officer First Phase- Physical Agility Testing**

- A. The Chief of Police, or his/her designee, shall make a determination, prior to the testing date, of how many candidates shall be tested based on qualifications and resume.
- B. The Chief of Police, or his/her designee, shall notify those candidates who qualify. Notification shall include the date, time, and location of the testing:
1. Instructions on attire, as well as instructions on any items needed for the test shall be included;
  2. Candidates will also be supplied an outline on the specific testing that will be performed.
- C. All candidates must be present at the specified location, date, and time of the test.

- D. All candidates must supply a doctor's note, stating that they are physically fit to participate in the physical agility test.
- E. All candidates must present a valid NJ drivers license as proof of identity.
- F. The physical agility test shall reflect the PTC pre-admission physical fitness test mandated by the PTC prior to the entrance into the police academy.
  - 1. The candidate must complete a 1.5 mile run in 15:55 minutes or less,
  - 2. The candidate must complete a 300 meter run in 70.1 seconds or less,
  - 3. The candidate must complete a vertical jump of 15 inches or more,
  - 4. The candidate must successfully complete 24 push-ups in 1 minute or less, and
  - 5. The candidate must successfully complete 28 sit ups in 1 minute or less.

### **III. Selection Sworn Officer Second Phase- Oral Interview Supervisors**

- A. The Chief of Police, or his/her designee, shall notify those candidates who qualify to advance to the Initial Interview. Notification shall include the date, time, and location of the interview.
- B. The department Initial Interview shall be conducted by a Board consisting of Sergeants, OIC's and Patrolman.
- C. Each candidate will be scored and assigned a value between 1 (lowest) and 10 (highest) based on each of the following categories:
  - 1. Appearance;
  - 2. Presentation;
  - 3. Content.
- D. Once the scores for each candidate are totaled, the personnel involved in the interview process, shall meet to discuss the results:
  - 1. Anything found in the interview of the candidate, which causes concern for the officers involved in the interviews, will be discussed among the interviewers;
  - 2. A list will be made with the rankings of each candidate based on their score. Included in this list will be any comments/concerns that the Board have. This list will be forwarded to the Chief of Police.

### **IV. Section Sworn Officer Second Phase – Oral Interviews Command Level**

- A. The Chief of Police, or his/her designee, shall notify those candidates who qualify to advance to the next phase. Notification shall include the date, time, and location of the Command Level Oral interview.

- B. The Command Level Oral Interview will be conducted by the Captain and Lieutenants.
- C. Each candidate will be scored and assigned a value between 1 (lowest) and 10 (highest) based on each of the following categories:
  - 1. Appearance;
  - 2. Presentation;
  - 3. Content.
- D. Once the scores for each candidate are totaled, the personnel involved in the interview process, shall meet to discuss the results:
  - 1. Anything found in the interview of the candidate, which causes concern for the officers involved in the interviews, will be discussed among the interviewers;
  - 2. A list will be made with the rankings of each candidate based on their score. Included in this list will be any comments/concerns that the Board have. This list will be forwarded to the Chief of Police.
- E. The Command Level interviewers will forward their top 5 candidates to the Chief of Police, who will make a recommendation to the Appropriate Authority, identifying the candidate(s) to be offered a conditional offer of employment.

#### **V. Exemptions**

- A. The Chief of Police, after consulting with the Borough Administrator, may opt to forgo the physical agility test. In lieu of those phases, only candidates who are New Jersey PTC certified, or actively enrolled in the "Alternate Route" program shall be eligible. In this event the following procedures will apply:
  - 1. The Chief of Police shall advertise the position consistent with the agency Recruitment Plan
  - 2. The advertisement shall state that only candidates who are New Jersey PTC certified, or actively enrolled in the "alternate route" program shall be eligible.
  - 3. The advertisement will indicate that applications shall be distributed and collected at police headquarters. The advertisement shall state the days and times that the applications will be distributed/collected and will coincide with the schedule that Records Bureau staff will be on duty. In addition, a resume shall be returned with the application.

#### **VI. Additional Exemptions**

- A. A candidate for employment may be exempted from the selection process as set forth herein above, if such a candidate has previously been certified by the New Jersey Police Training Commission as a law enforcement officer and is serving as a Class II Special Officer in Florham Park. Any such candidate will still be subject to the eligibility requirements as set forth in Paragraph I.

1. Eligible candidates will participate in a department oral interview process.

## **VII. 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.

## **VIII. 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.

## **IX. Selection Process Non-Sworn Positions**

- A. All vacancies for non-sworn positions will be selected at the sole discretion of Florham Park pursuant to Florham Park Borough policies and procedures. At a minimum the selection process shall include:
  1. Advertisement of the position unless a current Florham Park employee meets the qualifications and submits an application for consideration.
  2. Resume review;
  3. Oral Interview;
  4. Background check consistent with Section IX of this policy.
- B. The Chief of Police shall make a recommendation to the Mayor and Council for employment.

## **X. 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 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 law enforcement officer, or formally served as a law enforcement 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.