

# MORRIS PLAINS POLICE DEPARTMENT POLICY AND PROCEDURES



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**BY THE ORDER OF:**

**Chief Michael M. Koroski**

**SUPERSEDES ORDER #:**

Volume I, Chapter 3.

**PURPOSE:** To establish a fair and consistent procedure designed to enable the Morris Plains Police Department to recruit and select qualified candidates for employment whom will best serve the agency.

**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 Law Enforcement Accreditation Program.

**PROCEDURE:**

## **I. Recruitment of Sworn Personnel**

- A. The department shall establish a Recruitment Plan, conduct an annual review and, if necessary, modify the Recruitment Plan, which is designed to assist the department in achieving the stated recruitment goal of employing a sworn workforce representative of the overall workforce of the department's service area.
- B. The written recruitment strategy shall include the following:
  - 1. Statement of objectives;
  - 2. A plan of action designed to achieve the stated objectives; and
  - 3. Identify employees, inside or outside the agency, responsible for the administration of the Recruitment Plan.

## **II. Selection- Sworn Officer**

- A. When a vacancy exists, the Chief of Police shall forward a request to the Morris Plains Borough Council to advertise in local newspapers.
  - 1. The advertisement shall be for a period of time deemed appropriate by the Chief of Police. Applications will only be given to candidates who meet the requirements set forth by the Chief of Police and the Morris Plains Council (ie. Age, college credits, military service);
  - 2. The advertisement will indicate the filing deadline.
- B. In February of 2020, the Morris Plains Police Department will begin utilizing PoliceApp for the application and fee processing portion of the police officer selection process. PoliceApp requires candidates to submit applications and payment electronically for a cost which is built into the application fee.
  - 1. The Chief of Police and other designee(s), as deemed necessary will have administrative access to the PoliceApp lists, reports and candidates for Morris Plains.
  - 2. Policeapp.com and the New Jersey Association of Chiefs of Police will also post police officer hiring announcements on their websites, <https://www.policeapp.com> and [www.njsacop.com](http://www.njsacop.com) respectively.
- C. Paper applications will still be utilized for the hiring of Special Law Enforcement Officers. Applications will be distributed and collected at police headquarters for the position of Class II or Class III Special Law Enforcement Officer.
- D. When a candidate is given an application, the time, date and location of the written test will be attached (when applicable).
- E. When the application is returned, the Records Bureau Personnel on duty shall:

1. Collect the application and attach the money order or the certified check that is received with the application; (when applicable)
  2. If applicable, give the applicant a numbered test booklet after recording the booklet number next to the applicant's name;
  3. The Records Bureau Personnel shall place the application, with the money order or certified check attached, in the Patrol Division Commander's mailbox.
- F. When the applications are received by the Patrol Division Commander, he shall check to ensure that the appropriate fee has been received and attached to the application form:
1. He shall stamp the date that the application was received;
  2. All original applications are to be forwarded to the Chief's Office;
  3. The Patrol Division Commander shall forward the checks or money orders to the Chief's Office. (when applicable)
- G. The Patrol Division Commander or his designee shall arrange for the testing locations for the written, physical and oral testing phases.(when applicable)
1. Must be a citizen of the United States;
  2. Must possess a Bachelor's Degree or, Associates Degree plus an Honorable Discharge from the U.S. Military, or 65 credits and attending college plus an Honorable Discharge from the U.S. Military.
  3. Must be of good moral character;
  4. Must be at least twenty-one (21) years old and less than 35 years old;
  5. Must not have been convicted of a crime;
  6. Must possess a valid New Jersey driver's license.

### **III. Second Phase – Written Examination**

- A. Applicants shall submit to a written examination (when applicable).
1. In order for an applicant to move on to Phase III, the applicant must attain a minimum score of 70% on the written examination. Final determination on the number of candidates advancing to Phase III shall be based on how many candidates can be tested by the designated facility. The amount of candidates advancing to Phase III shall be determined prior to receiving the written examination scores.
- B. The written examination shall be administered by the New Jersey State Association of Chiefs of Police or appropriate authority.

- C. The applicant must be present at the testing location on the date and time specified. If the applicant does not report to the testing location as specified, he shall be ineligible for further consideration for the current vacancy:
  - 1. The applicant may re- apply and be eligible when another vacancy exists.
- D. Written test scores shall be submitted to the Patrol Division Commander and forwarded to the Chief of Police for review.
- E. All applicants that do not qualify to participate in the next phase shall be notified in writing and their written test score shall be included.
- F. If an applicant has taken the New Jersey Chiefs of Police examination for another agency, he may apply his/her test score and be exempt from taking the test again. His test score must be current:
  - 1. For the purpose of this section, current shall mean that the applicant would have had to have taken the written examination within one (1) year, prior to the posted test date for the position of Patrolman with the Borough of Morris Plains Police Department.
  - 2. This score shall be a minimum of 70%.

#### **IV. Physical Agility Testing**

- A. The Patrol Division Commander or his designee shall notify those applicants who qualify to participate in the Physical Agility Testing phase (when applicable).
  - 1. Applicants will be notified of the following:
    - a. Time of test;
    - b. Location;
    - c. Date;
    - d. Clothing to be worn.
- B. The Patrol Division Commander shall set up the Physical Agility Test and arrange to have the necessary department personnel assigned to assist.
- C. The Physical Agility Test shall be comprised of the standard Testing utilized by the Morris County Public Safety Training Academy.
- D. The physical test shall be Pass or Fail.
- E. Any applicant who fails to advance past the Physical Agility Test shall be notified in writing within five (5) working days:
- F. A Physical Agility Examination Report will be completed for each candidate tested.

## **V. Oral Interviews**

- A. The Chief of Police shall designate a committee that will administer the Oral Interview Phase.
- B. The pre-determined number of candidates who scored the highest grades shall be selected to move on to this Phase.
- C. The Patrol Division Commander or his designee shall notify each applicant that has qualified that they are to report for an Oral Interview.
  - 1. Notification shall be made at least five (3) days prior to the scheduled interview.
  - 2. The applicant shall be notified of the following:
    - a. Date;
    - b. Time;
    - c. Location.

## **VI. Psychological Evaluation**

**Special Note: ADA requirement, must be a Conditional Offer of Employment**  
(See Appendix D)

- A. The applicant shall be notified of the evaluation at least three (3) days in advance. The Chief of Police shall designate the Psychologist (a qualified Professional) and arrange for the appointment:
  - 1. The applicant will be notified of the following:
    - a. Time;
    - b. Location;
    - c. Name of Consultation Team;
    - d. Date.
- B. The psychological evaluation is designed to provide the department with dimensional information about a candidate that will assist in the selection process.
- C. The Chief of Police shall review the psychological evaluation report, prior to appointment to probationary status.

## **VII. 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;
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 Central 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 with the Morris Plains Police Department.
  - d. Verification of at least three personal references.

#### **VIII. Medical Examination**

**Special Note: ADA requirement, must be a Conditional Offer of Employment**  
(See Appendix D)

- A. The Morris Plains Police Department shall pay for an applicant to be examined.
  1. The Chief of Police shall designate the physician and arrange for the appointment.
- B. The Department shall provide the candidate with the Medical Examination Forms.
- C. Blood and urine analysis is to be conducted for every applicant examined;
  1. A screen for drugs in the applicant's system is to be conducted.
- D. The completed medical form is returned by US Mail from the physician and reviewed by the Chief of Police.
- E. If a candidate's medical examination reflects that the applicant has traces of a controlled dangerous substance in their system, they are disqualified from the selection process.

- F. Any other medical problem, other than traces of CDS in the applicant's system, are to be thoroughly reviewed and a determination made as to the applicant's fitness for police work.
- G. All medical records are to be treated as confidential with access limited in accordance with the ADA requirements; the medical records should be kept in a separate file.

**IX. Successful Candidates(s)**

- A. The successful candidate or candidates will be presented to the Mayor and Council for final approval.

**X. Scoring Guide**

- A. Must satisfactorily pass the NJ State Association of Chief's of Police written entrance exam with a minimum score of 70%.
- B. Satisfactorily pass a Physical Agility Examination administered by the Morris County Public Safety Training Academy.
- C. Satisfactorily pass the Department Interview as determined by Department Interview Committee.

**XI. Exemptions**

- A. A candidate for employment may be exempted from the selection process as set forth in Articles I through VI, herein above, if such a candidate has previously been certified by the New Jersey Police Training Commission as a law enforcement officer. Any such candidate will still be subject to the eligibility requirements as set forth by the Chief of Police.
- B. A candidate for employment may only be granted exemption status by action of the Governing Body upon the advice and recommendation of the Chief of Police. The Chief of Police shall recruit and interview qualified candidates and may reject any or all candidates prior to submission to the Governing Body.
- C. Once the Police Chief's interview and medical examination have been completed, the Chief shall present the candidate to the Governing Body for its consideration. The Governing Body may, in its discretion either accept or reject any candidate recommended by the Chief of Police.

**XII. Summary**

- A. All applicants shall be notified of the test date, time and place at least three (3) days prior to the test.
- B. All applicants that are rejected at any phase of the testing process shall be notified in writing by the Chief of Police within fifteen (15) days after the testing date.

- D. All testing results will remain confidential and will not be released to any person or agency unless specifically authorized by the individual applicant.
- E. All applications will be kept on file according to the State of New Jersey, Records Retention Schedule.

**XIII. Selection Process Non-Sworn Positions**

- A. All vacancies for non-sworn positions will be selected at the sole discretion of Morris Plains Borough pursuant to Morris Plains Borough policies and procedures.
- B. There shall be no minimum secondary educational requirement for an applicant in Clerical, Records and Communications.
- C. A medical examination will be conducted on all candidates before appointment.
- D. A background investigation shall be conducted to determine suitability for employment in the position applied for as determined by the Chief of Police.

**XIV. Background Investigation Non-Sworn Positions**

- A. A background investigation will be conducted on all candidates prior to appointment that will include at least the following:
  - 1. Verification of qualifying credentials;
  - 2. A review of any criminal record; and
  - 3. Verification of at least three personal references.