



**BOROUGH OF PARAMUS
POLICE DEPARTMENT**

1 Carlough Drive
Paramus, New Jersey 07652-2724
201-262-3400 Fax 201-649-0406
www.paramuspolice.org



**KENNETH R. EHRENBERG
CHIEF OF POLICE**

**ROBERT M. GUIDETTI
DEPUTY CHIEF OF POLICE**

November 1, 2019

To Paramus Police Department Candidate:

Thank you for acquiring an application for the Paramus Police Department. Please carefully follow all of the instructions. A candidate checklist has been provided to ensure that all of the proper documentation is completed and returned.

Once you have returned your completed application and relevant documentation, do not call the Paramus Police Department. Candidates who are selected to continue in the hiring process will be contacted with further instructions.

This packet should contain the following items:

- 1) Cover letter to candidate (1 page)
- 2) Paramus Police Minimum Application Requirements (1 page)
- 3) Paramus Police Disclaimer Form (1 page)
- 4) Paramus Police Application (4 pages)
- 5) Domestic Violence Questionnaire (2 Pages)
- 6) Drug Testing Applicant Notice and Acknowledgement (1 page)
- 7) Equal Opportunity Employer Candidate Notice (1 page)
- 8) Equal Employment Opportunity Date Record (1 page)
- 9) Police Officer – Essential Functions (1 page)
- 10) Paramus Application Candidate Checklist (1 page)

**All applications must be returned in person to the Paramus Police Department by
December 1, 2019.**

Sincerely,

Kenneth R. Ehrenberg
Chief of Police

Paramus Police Minimum Application Requirements:

The Paramus Police Department will be accepting applications for the position of Police Officer from candidates who meet the below listed Paramus Police Minimum Application Requirements:

APPLICATIONS CAN BE PICKED UP IN PERSON AT THE PARAMUS POLICE DEPARTMENT FRONT DESK, 1 CARLOUGH DR., PARAMUS, OR DOWNLOADED FROM www.paramuspolice.org STARTING: NOVEMBER 1, 2019.

ALL APPLICATIONS MUST BE RETURNED TO THE PARAMUS POLICE DEPARTMENT BY : DECEMBER 1, 2019

The position of Police Officer that candidates are applying for with the Paramus Police Department is an entry level position regardless of background or experience.

- Selection Process** Candidates must possess a Police Training Course certificate for the “Basic Course for Police Officers” or have completed the Alternate Route Basic Police Officer Program at a Police Training Commission approved school and have a graduation date no later than March 1, 2020. The process may also include a written examination, physical fitness test, extensive background investigation, oral interview and upon conditional appointment, a medical examination and psychological evaluation.
- Education** Candidates must have a Bachelor’s Degree from an Accredited College or University recognized by the N.J. Department of Higher Education.
(or)
The Paramus Police Department will also accept 64 credits from an Accredited College or University for individuals who have an Honorable Discharge from the United States Military after serving two full years of active duty.
(or)
The Paramus Police Department will also accept 64 credits for individuals who have two years of police experience as a Law Enforcement Officer with at least one of these as a fully certified Municipal Police Officer, Sheriffs Officer or State Trooper in the State of New Jersey. (Full Municipal PTC or State Police Equivalent. No waivers will be accepted or applied for).
- Age** All candidates must be at least 18 years of age on the date of application and not reach their 35th birthday on the date of appointment.
- Residency** Must be a resident of the State of New Jersey for not less than six months and must be a citizen of the United States.
- Driver’s License** Candidates must have a current valid New Jersey Driver’s License.
- Background** Candidates must have a good reputation and be of sound moral character. Any conviction for an indictable offense or any other crimes and offenses are subject to evaluation during a background investigation.

The Paramus Police Department is an Equal Opportunity Employer



**BOROUGH OF PARAMUS
POLICE DEPARTMENT**

1 Carlough Drive
Paramus, New Jersey 07652-2724
201-262-3400 Fax 201-649-0406
www.paramuspolice.org



**KENNETH R. EHRENBERG
CHIEF OF POLICE**

**ROBERT M. GUIDETTI
DEPUTY CHIEF OF POLICE**

Paramus Police Disclaimer Form

Paramus Police Department Applicant,

The position of police officer that you are applying for with the Paramus Police Department is an entry level position regardless of background or experience.

The Borough of Paramus and the Paramus Police Department are not responsible for any reimbursement or buyout costs that may be associated for those applicants transferring from another agency or the municipality that they were employed by.

Please sign below to verify that you have read and understand this form and return with your Paramus Police Department application.

Should you have any questions, please contact the Paramus Police Department Training Unit at 201-262-3400 extension 1170

Print Name _____

Sign Name _____

Date _____

APPLICATION PORTION
PARAMUS POLICE DEPARTMENT

Use typewriter or ink. Application not properly completed will not be accepted; they may be rejected or returned.

1. Name (print) _____
FIRST MIDDLE INITIAL LAST

2. Present Address _____
NUMBER STREET
CITY STATE ZIP CODE PHONE NUMBER

3. How long at this address? _____

4. Give addresses for past 10 years _____

5. Do you possess a valid driver's license? Yes No Driver's License Number _____
(Attach copy of drivers license)

6. Are you a US citizen? Yes No If naturalized, give date _____

7. Social Security # _____ - _____ - _____

8. Military experience is generally considered relevant experience, which may enhance your chance of being selected. Did you ever serve in the military? Yes No If so, give date of enlistment, date and type of discharge, rank/ranks attained and whether or not you saw active duty. Attach a copy of Service Record (DD-214) _____

9. Foreign language ability is considered a valuable skill for police officers. Can you speak, read or write any foreign language. Specify language and to what degree _____

10. Answering 'yes' to the following questions will not necessarily preclude you from obtaining employment with the Police Department. Have you ever been arrested? Yes No Have you ever been convicted of a crime or a motor vehicle moving violation? Yes No If so, please describe each arrest and/or offense of conviction, the year, and the court _____

11. What experience have you had with firearms? _____

12. Education:
(a) Grade School: Dates attended _____ to _____
Highest grade completed _____

(b) High School: Name and location _____
(Attach copy of High School Diploma)

Dates attended _____ to _____

Highest grade completed _____ Were you graduated? Yes No

Major courses _____

(c) College: Name and location From To Diploma / Degree
(Attach copy of Diploma/Degree)

Major / Minor: _____

(d) What special training, apprenticeships, correspondence courses, etc., not shown above have you had?

Course Where Taken Length of Time

13. References: Give the names and addresses of three reliable persons, other than relatives or your past employers, who know you well enough to give information about you:

Name Address Occupation

14. If currently employed, may we contact your present employer? Yes No

15. List below your complete work history, starting with your present position and working backwards through your experience. List any periods of unemployment:

<u>EMPLOYER</u>	<u>DATE</u>	<u>POSITION HELD</u>	<u>REASON FOR LEAVING</u>
Present Employer:	From		
Address:	To		

Previous Employer	From
Address:	To
Employer:	From
Address:	To
Employer:	From
Address:	To

16. What prompted you to make application for appointment to the Paramus Police Department?

17. Have you ever taken a police examination before? Yes No If so, where and when _____

18. If the answer to question #17 is yes, what were the results of the examination? _____

19. Are you presently being considered for appointment to other Police Departments? Yes No

Department _____

20. Have you ever been accepted/conditionally hired to be a police officer in another department/agency and refused the appointment? Yes No Explain _____

21. Do you know of anything that would disqualify you for appointment to the Police Department or prevent your full discharge of the official duties of such a position? _____

22. Please list any special interest(s) you may have in law enforcement.

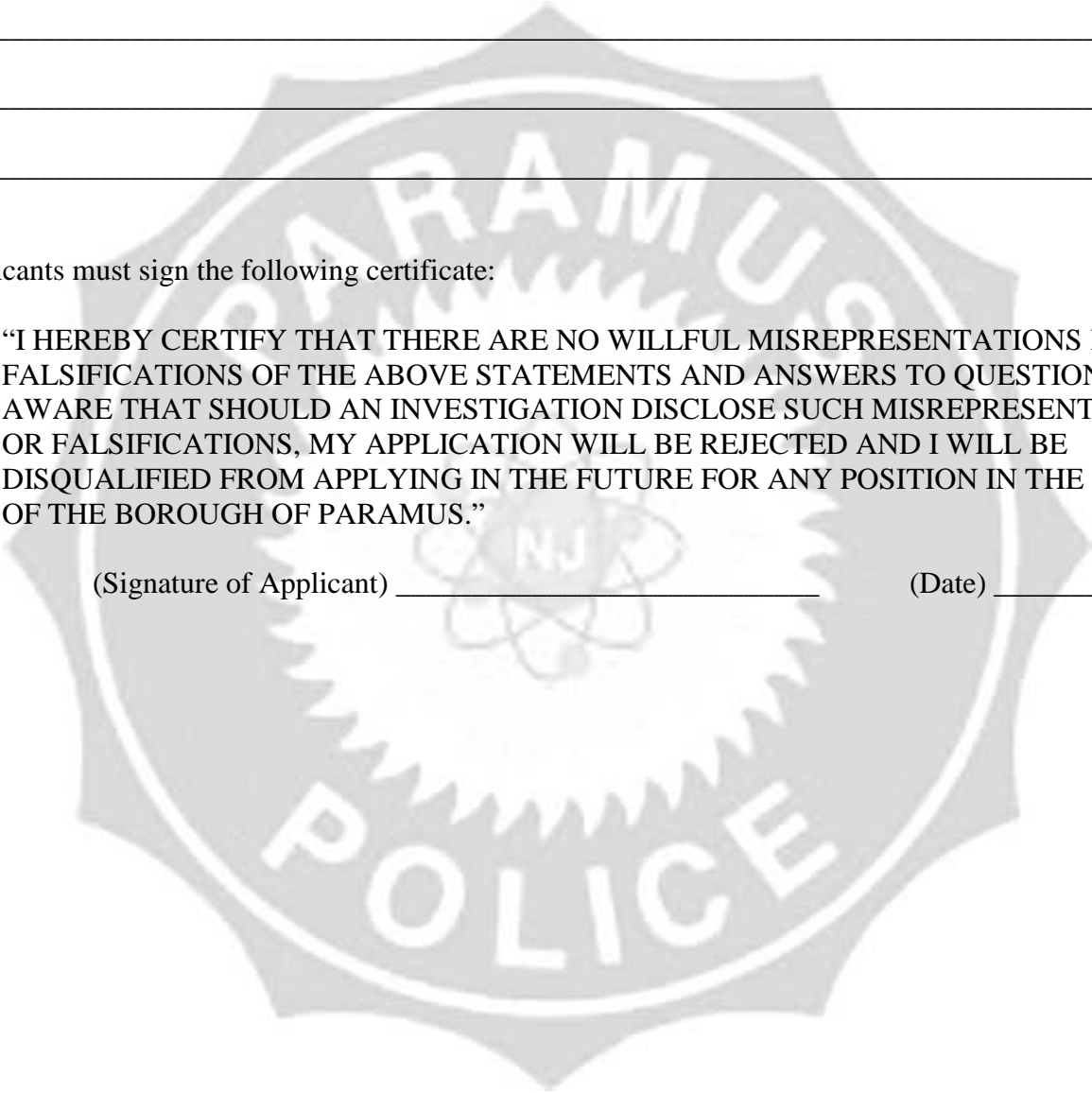
23. You may indicate in the space below and on additional blank sheets, if necessary, such experience and training you have had or specialized ability which, in your opinion, will qualify you for the position for which this application is filed. Describe fully, positions you have held which required executive ability, the exercise of authority, and the ability to lead others.

24. All applicants must sign the following certificate:

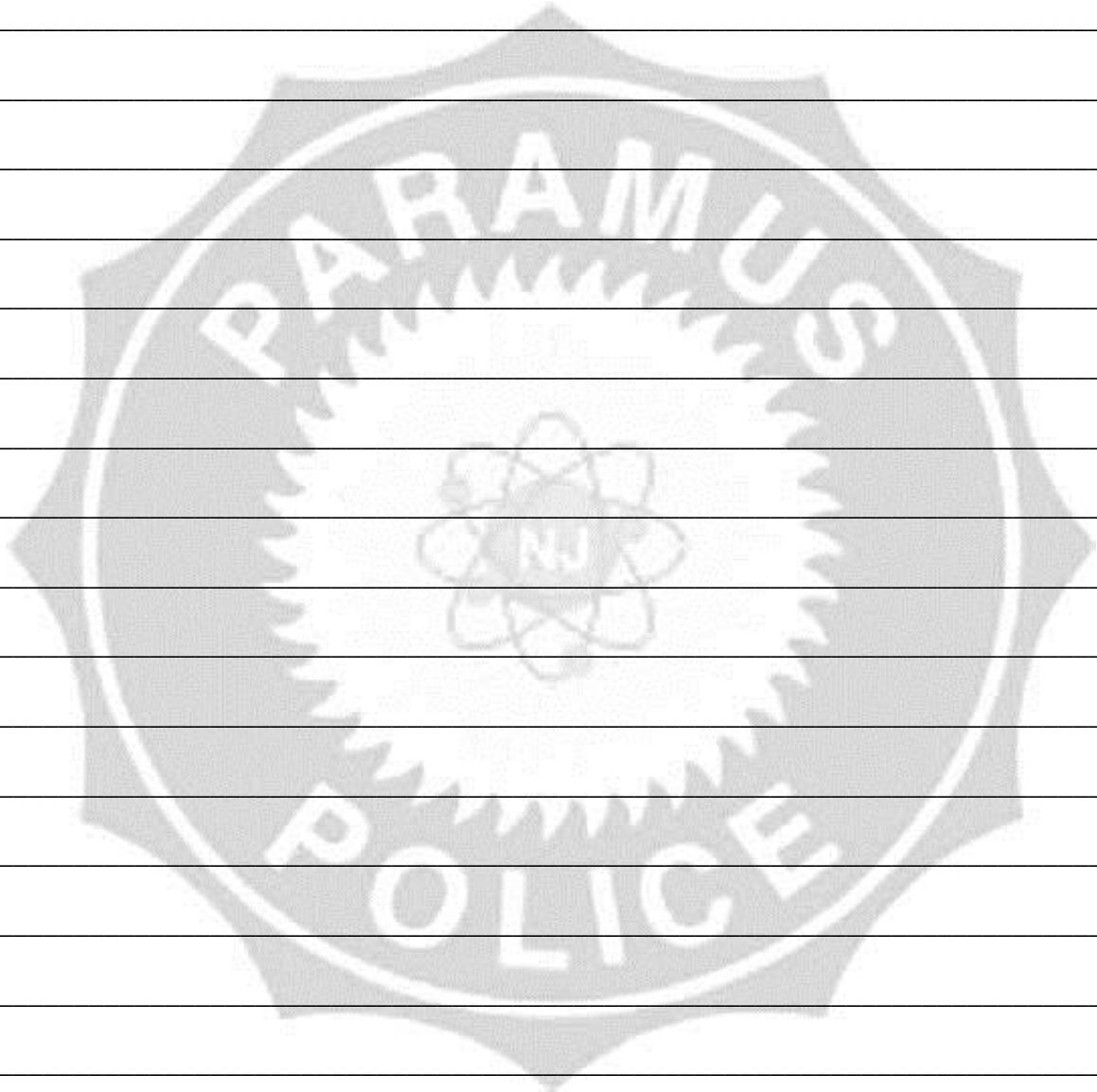
“I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS IN OR FALSIFICATIONS OF THE ABOVE STATEMENTS AND ANSWERS TO QUESTIONS. I AM AWARE THAT SHOULD AN INVESTIGATION DISCLOSE SUCH MISREPRESENTATIONS OR FALSIFICATIONS, MY APPLICATION WILL BE REJECTED AND I WILL BE DISQUALIFIED FROM APPLYING IN THE FUTURE FOR ANY POSITION IN THE SERVICE OF THE BOROUGH OF PARAMUS.”

(Signature of Applicant) _____

(Date) _____



APPLICATION PORTION
PARAMUS POLICE DEPARTMENT



ESSENTIAL FUNCTIONS OF A POLICE OFFICER

1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
3. Ascend or descend stairs.
4. Climb over, pull up over, and jump over obstacles.
5. Jump down from elevated surfaces or areas.
6. Climb or crawl through openings.
7. Crawl under obstructions or in confined areas.
8. Balance on uneven or narrow surfaces.
9. Use body force to gain entrance or break through barriers.
10. Push objects, vehicles or persons.
11. Pull objects or persons.
12. Lift and carry objects or persons.
13. Drag objects or persons.
14. Sit or stand for extended periods of time.
15. Employ defensive tactics, using balance, leverage, concentration of power and opponent's power.
16. Swim.
17. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, rain, ice or snow.
18. Detain individuals.
19. Stop suspicious individuals and vehicles.
20. Pursue fleeing suspects, in a vehicle or on foot.
21. Disarm persons.
22. Restrain or subdue resisting suspects.
23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
24. Conduct visual and audio surveillance.
25. Perform law enforcement patrol functions, on foot or in a vehicle.
26. Issue summonses.
27. Direct traffic, sometimes for long period of time, using hand signals, flares, barricades, etc.
28. Observe, record, recall, and report incidents and information.
29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph, and videotape individuals, objects, and scenes.
33. Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label, and preserve evidence.
37. Secure the scene of a crime, emergency, or disaster.
38. Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies, and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure they are secure.
44. Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
45. Perform searches of people, vehicles, building and large outdoor areas, which may involve seeing, feeling, and detecting objects and walking for long periods of time.
46. Search for missing, wanted, or lost persons and evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
48. Process arrested persons, which includes examining documents, communicating verbally and eliciting and recording information.
49. Understand and follow orders, policies, and procedures.
50. Accept direction and function cooperatively as one member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.
56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information and by advising of rights, processes and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection, and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
61. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exist to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.
64. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims and their families; with incidents of suicide and domestic violence.



**BOROUGH OF PARAMUS
POLICE DEPARTMENT**
1 Carlough Drive
Paramus, New Jersey 07652-2724
201-262-3400 Fax 201-649-0406
www.paramuspolice.org



**KENNETH R. EHRENBERG
CHIEF OF POLICE**

**ROBERT M. GUIDETTI
DEPUTY CHIEF OF POLICE**

DOMESTIC VIOLENCE QUESTIONNAIRE

1.) Have you ever been accused of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse? (Yes / No)

- If yes, describe in detail: _____

2.) Have you ever had a past or present restraining order filed against yourself or have filed one against another person? (Yes / No)

- If yes, describe in detail including the disposition of the restraining order :



**BOROUGH OF PARAMUS
POLICE DEPARTMENT**

1 Carlough Drive
Paramus, New Jersey 07652-2724
201-262-3400 Fax 201-649-0406
www.paramuspolice.org



**KENNETH R. EHRENBERG
CHIEF OF POLICE**

**ROBERT M. GUIDETTI
DEPUTY CHIEF OF POLICE**

I, _____, hereby state that I am the above named person and that I have completed the foregoing questionnaire. I further state that the answers contained herein are complete and correct in every respect. I understand also that any misrepresentation of fact, falsification, omission of material fact and/or concealment of material facts may be cause for rejection before appointment or disqualification or prosecution after appointment.

Signature of Applicant



PARAMUS POLICE DEPARTMENT



ATTACHMENT A

DRUG TESTING

APPLICANT NOTICE AND ACKNOWLEDGEMENT

I, _____, understand that as part of the pre-employment process, the Paramus Police Department will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as a part of this process, I will undergo drug testing through urinalysis.

I understand that a negative drug test result is a condition of employment.

I understand that if I refuse to undergo testing, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use and am not currently employed as a sworn law enforcement officer, I will be barred from future law enforcement employment in New Jersey for two years from the date of the test. After this two year period, the positive test result may be considered in evaluating my fitness for future criminal justice employment.

I understand that if I am currently employed as a sworn law enforcement officer and I produce a positive test for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgement" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

Signature of Applicant

Date

Signature of Witness

Date

PARAMUS POLICE DEPARTMENT IS A EQUAL OPPURTUNITY EMPLOYER
CANDIDATE NOTICE:

Job applicants are considered for all positions without regard to race, creed, color, national origin, sex, affectional or sexual orientation, age, religion, marital, or veteran's status, or disability. The Paramus Police Department will not tolerate any form of discrimination or sexual harassment.

The Americans with Disability Act of 1990 prohibits employers from discriminating against any qualified person on the basis of a disability. The Paramus Police Department makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job function and participate equally with co-workers without disabilities. However, the Paramus Police Department can only make reasonable accommodations when informed of a disability. It is up to you to inform the prospective employer if you need reasonable accommodations. If you need a reasonable accommodation before the interview process begins, please inform the agency personnel office for which you are applying.

LAW ENFORCEMENT CANDIDATE'S NOTICES AND AGREEMENTS:

WHOLE OR INPART, NEW JERSEY STATUTE 2c:28-3 "Unsworn falsification to authorities", PROVIDES:

- a. Statements "Under Penalty." A person commits a crime of the fourth degree if he makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.
- b. In general. A person commits a disorderly persons offense if, with purpose to mislead a public servant in performing his function, he:
 - (1) Makes any written false statement which he does not believe to be true;
 - (2) Purposely creates a false impression in a written application for any pecuniary or other benefit, by omitting information necessary to prevent statements therein from being misleading;
 - (3) Submits or invites reliance on any writing which he knows to be forged, altered or otherwise lacking in authenticity; or
 - (4) Submits or invites reliance on any sample, specimen, map, boundary-mark, or other object which he knows to be false.

AS SUCH, THE INFORMATION ON THIS PERSONAL HISTORY STATEMENT MUST BE COMPLETE AND ACCURATE, TO THE BEST OF YOUR KNOWLEDGE. ANY PURPOSELY FALSE, MISLEADING OR INCORRECT INFORMATION MAY RENDER THIS APPLICATION VOID AND BE JUST CAUSE FOR IMMEDIATE TERMINATION AND/OR PROSECUTION (DEPARTMENT OR STATUTORILY MANDATED) AT ANY TIME, BARRING STATUTORY CONSTRAINTS AND/OR SEPARATE OR SUPERCEEDING DEPARTMENTAL REGULATIONS. THE ABOVE STATUTE PROVIDES THAT FALSE STATEMENTS BE MADE ON OR PURSUANT TO A FORM BEARING NOTICE AND BY SIGNING BELOW YOU HEREBY ACKNOWLEDGE SUCH NOTICE HAS BEEN GIVEN AND IS IN FULL FORCE AND EFFECT THROUGHOUT THESE AND ALL APPLICATION DOCUMENTS _____ (INITIAL HERE).

IF OFFERED EMPLOYMENT I UNDERSTAND THAT APPOINTMENT TO THE POSITION OF POLICE OFFICER IS CONDITIONAL UPON COMPLETION OF POLICE ACADEMY TRAINING THE FIRST TIME I AM SENT TO THE ACADEMY _____ (INITIAL HERE). FURTHERMORE, I UNDERSTAND THAT IF I FAIL TO COMPLETE THE ACADEMY TRAINING, FOR ANY REASON, I WILL HAVE TO RESIGN MY POST OR I MAY FACE DEPARTMENTAL CHARGES PURSUANT TO AGENCY VIOLATIONS FOR FAILING TO COMPLETE ASSIGNED TRAINING _____ (INITIAL HERE). I UNDERSTAND THAT IN THE EVENT I FAIL TO COMPLETE THE POLICE ACADEMY TRAINING OR I AM TERMINATED DUE TO FAILURE TO COMPLY WITH THE PARAMUS POLICE DEPARTMENT RULES AND REGULATIONS OR RESIGN MY POST, THE PARAMUS POLICE DEPARTMENT WILL NOT BE HELD LIABLE FOR THE REIMBURSEMENT OF ANY EXPENSES INCURRED FOR THE PREPARATION OF THE POLICE ACADEMY TRAINING OR POSITION AS POLICE OFFICER _____ (INITIAL HERE).

BY SIGNING BELOW I HEREBY ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTANDAND WILL COMPLY WITH ABOVE STATEMENTS SHOULD I BE OFFERED EMPLOYMENT.

SIGNED: _____ WITNESSED: _____

DATE: _____

Paramus Police Department Candidate Checklist

The following items must be returned in person to the Paramus Police Department by
December 1, 2019

- 1) Paramus Police Department Application (4 pages) _____
- 2) Equal Employment Opportunity Data Record (1 page) _____
- 3) Equal opportunity employer candidate notice (1page) _____
- 4) Drug Testing Applicant Notice (1 page) _____
- 5) Domestic Violence Questionnaire (2 pages) _____
- 6) Paramus Police Disclaimer Form (1 page) _____
- 7) Copy of your résumé _____
- 8) Copy of your valid NJ Driver's License _____
- 9) Copy of your High School Diploma _____
- 10) Copy of your PTC certificate for the "Basic Course for Police Officers" (candidate's who will graduate by **March 1, 2020** will be asked to supply after graduating) or NJ State Trooper Academy Certificate. _____
- 11) Copy of your college degree/diploma or a copy of your college transcript(s) indicating a total of 64 credits earned (candidate's who will graduate by **March 1, 2020** will be asked to supply after graduating) _____
- 12) Copy of your DD214 (for candidates with military background) _____
- 13) A non-refundable check or money order made payable to **"Borough of Paramus"** for **\$150.00**. _____
- 14) Copy of your completed Paramus Police Department Candidate Checklist _____

Any application that is returned with missing or incomplete information will cause the candidate to be excluded from the hiring process. Please keep a copy of this form for your records.

All items are to be returned in a sealed envelope to the desk officer at the Paramus Police Department.