


OGDENSBURG POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SUBJECT: SELECTION		
ACCREDITATION STANDARDS: 2.5.1, 2.5.2	# OF PAGES: 7	
EFFECTIVE DATE: 14 June 2024	BY THE ORDER OF: Chief Stephen Gordon	

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

POLICY: The Ogdensburg Police Department is a New Jersey Civil Service Commission jurisdiction subject to N.J.S.A. 11A:1-1 et seq. and N.J.A.C. 4A:1-1 et seq. in all employment decisions. The goal of the Ogdensburg Police Department is to recruit and select the best candidates available to create a lower rate of personnel turnover, fewer disciplinary problems, higher morale, stronger community relations and more efficient and effective services. Also, the Ogdensburg 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 Ogdensburg 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 N.J.S.A. 40A:14-180 and N.J.A.C. 4A:4-3.9 and 3.10.

II. DEPARTMENT SELECTION OF SWORN PERSONNEL

- A. If the selection method is from an open competitive examination the Appointing Authority 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 Ogdensburg 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 thorough background check will then be completed. After the background check is completed, a report will be submitted to the Chief of Police recommending the applicant for employment or documenting any concerns about the candidate. A conditional offer of employment shall be issued at this time to the selected candidate(s).
- B. Pursuant N.J.S.A. 40A:14-180 and N.J.A.C. 4A:4-3.10 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 Business 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:4-3.10.
 - a. The Department shall conduct an oral interview of the candidate(s) of their choosing before making a final selection of candidate(s).
- C. Ogdensburg Borough has adopted the provisions of N.J.S.A.11A:4-1.3 which authorizes the appointment of entry level police officers, who have not passed the Civil Service Examination. N.J.S.A.11A:4-1.3 allows the hiring of any candidate as a temporary entry level officer who then must complete a Basic Course for Police Officers within nine months of hire as a temporary entry level officer before receiving a probationary appointment. There is no Borough residency requirement for those hired under the provisions of N.J.S.A.11A:4-1.3.

Currently employed law enforcement officers, from a Civil Service agency, are only eligible for hire utilizing the Civil Service Intergovernmental Transfer program. Currently employed law enforcement officers, from a non-Civil Service agency, are not eligible for hire under the provisions of N.J.S.A.11A:4-1.3.

- D. An applicant seeking appointment as an officer or probationary officer, consistent with N.J.A.C. 13:1-10.2, shall have the burden of providing documentation to the department, demonstrating that they:
1. Is 18 years of age or older;
 2. Is a citizen of the United States;
 3. Is sound in body and of good health sufficient to satisfy the board of trustees of the police and firemen's retirement system of New Jersey as to his eligibility for membership in the retirement system;
 4. Can read, write, and speak the English language well and intelligently;
 5. Is of good moral character and has not been convicted of any criminal offense involving moral turpitude;
 6. Is a graduate of high school or the holder of a general educational development diploma;
 7. If served in the military, did not receive a dishonorable discharge;
 8. Meets all eligibility requirements set forth in N.J.S.A. 40A14-122, N.J.S.A. 52:17B.71b and N.J.A.C. 13:1-10.2.
- E. Candidates shall be subject to:
1. Application review;
 2. Resume review;
 3. Oral interview/exam.

III. BACKGROUND INVESTIGATION SWORN PERSONNEL

- A. A background investigation shall be conducted meeting the standards as set forth in N.J.A.C. 13:1-10.3.
1. The applicant shall provide to the department, under penalty of perjury, a completed Ogdensburg Police Department background application with a certification, that includes:
 - a. A waiver form that allows the Police Training Commission, and the Ogdensburg Police Department, to review the officer's employment-related information, including records, from any and all prior employed positions, as well as internal affairs records and records relating to any completed applications submitted to departments, even if the applicant was not employed by that department;
 - b. A complete list of all social media accounts maintained by the applicant within the previous three years;

- i. A release granting the Police Training Commission and the Ogdensburg Police Department access to all outwardly facing activity and publicly accessible components of those social media accounts.
 - ii. A complete list of the organizations (other than 26 U.S.C. § 501(c)(3), (4), (5), or (6) organizations) in which the applicant has an active membership and the date joined.
 - iii. For an initial license, the dates during which the applicant was a prior member of an organization during the last 10 years or since turning 18 years of age.
- 7. An acknowledgement that the applicant remains under a continuing obligation to provide necessary information or documentation and cooperation as may from time to time be reasonably requested by the Police Training Commission and the Ogdensburg Police Department.
- 8. For those applicants possessing a Police Training Certificate, the Chief of Police, or the appointed designee, shall verify that each candidate possesses a Police Training Commission Certification, has completed an approved New Jersey Police Academy, and in fact does possess a Police Training Commission Certification or eligible to receive a full Police Training Commission Certification.
 - a. The Chief of Police, or designee, shall have each of these candidates complete an Academy Waiver Form allowing for the release of the final police academy score of the candidate.
- B. A drug screening test, meeting the standards as set forth in N.J.A.C. 13:1-10.5, shall be conducted as part of the background investigation.
- C. Candidates may be disqualified from eligibility pursuant to N.J.A.C. 4A:4-6.1.
- D. A physical ability test meeting the standards as set forth at N.J.A.C. 13:1-10.7, if the candidate requires Basic Academy training.
- E. A trained detective, or officer instructed in collecting the required background information, shall be assigned to complete a background check.
- F. The completed background investigation report shall be forwarded to the Chief of Police for review.

V. PSYCHOLOGICAL EVALUATION / MEDICAL EVALUATION

- A. A medical examination shall be conducted meeting the standards as set forth at N.J.A.C. 13:1-10 but only after a conditional offer is issued to the candidate.
- B. A psychological examination shall be conducted meeting the standards as set forth at N.J.A.C. 13:1-10.6 but only after a conditional offer is issued to the candidate.

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 the Borough 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 an 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 non-competitive positions will be selected at the sole discretion of Ogdensburg pursuant to Borough policies and procedures. At a minimum the selection process shall include:
 - 1. Advertisement of the position, unless a current Borough employee meets the qualifications and submits an application for consideration;
 - 2. Resume review;
 - 3. Oral Interview.
- D. A background investigation consisting of the following:
 - a. A fingerprint query for criminal record;
 - b. A query of the applicant's driving history if driving is a requirement of the position;
 - c. A review of the candidate's application to confirm/verify meeting eligibility requirements for the position for which applied including verification of qualifying credentials;
 - d. Verification of educational requirements, if applicable;
 - e. Verification of employment history;
 - f. Verification of at least three personal and/or professional references;
 - g. Candidates shall be queried with the New Jersey Domestic Violence Registry;
 - h. Consistent with the First Amendment and all applicable laws, a query of publicly available Internet and information sharing sites to identify activity that promotes or supports unlawful violence or unlawful bias against

persons based on race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability.

- E. The Chief of Police shall make a recommendation for employment.