

## **SPECIAL LAW ENFORCEMENT OFFICER - CLASS III**

The Police Training Commission will begin processing waiver requests for Special Law Enforcement Officer Class III on July 1, 2019. **Additional training will be required for individuals who do not have an active PTC Basic Course for Police Officer Certification.**

**Officers retired more than 3 years will be required to complete the Basic Course for Police Officer, waiver for Physical Conditioning.**

In accordance with the enabling legislation, all applicants for the title must meet the following:

### Pre-certification Requirements:

- Must be a retired officer who has previously served as a duly qualified, full time law enforcement officer in any municipality, county, agency of this state, bi-state agency, or federal agency, and must be living in New Jersey.
- Must be retired from that agency in good standing (necessary to have a letter of good standing issued by the agency from which officer retired, listing the date and type of retirement. A copy will be submitted to the PTC).
- Must be less than 65 years of age for appointment.
- Must pass a psychological exam.
- Must pass a medical exam and have doctor complete Medical Certification Form (Form PTC 8A).
- Must pass a Drug Test pursuant to Attorney General's Law Enforcement Drug Testing Policy.
- Must have an updated background investigation.

### After Appointment to SLEO III Position:

- Submit Request for Waiver of Training Form (Form PTC-15), located at [www.njptc.org](http://www.njptc.org).
- Documentation Confirming Date of Appointment (Resolution, signed Letter from Appointing Authority, or signed copy of Personnel Action Form). Please note that Oaths of Office are not acceptable.
- File Notice of New Appointment (NONA) form, located at [www.njptc.org](http://www.njptc.org).
- Complete SRO training within 12 months of being appointed (Courses to be offered at the local academies).

- Conform to Attorney General's Mandatory in-service training requirements.
- Must be a uniformed officer, displaying the Special Law Enforcement Officer Class III patch provided by the Police Training Commission.
- Acts under the authority of police department.
- Complete Agency Training.
- Must be appointed yearly and must be less than 65 years of age (can only be reappointed up to age 65).

**The following forms must be submitted to the  
PTC at time of request for waiver:**

- Request for Waiver of Training Form (Form PTC-15).
- Notice of New Appointment (NONA) Form.
- Documentation Confirming Date of Appointment (Resolution, signed Letter from Appointing Authority, or signed copy of Personnel Action Form). Please note that Oaths of Office are not acceptable.
- Letter of good standing from retiring agency, which includes date of retirement and type of retirement.
- Signed Medical Form (Form PTC 8A).
- Letter from hiring agency certifying the completion of a psychological exam, drug test, and updated background investigation.
- Copy of School Resource Officer training certification, if completed. (Training must be completed within 12 months of appointment).

**Failure to submit required forms will result in the  
waiver not being processed promptly. Questions may be  
directed to the PTC staff at (609) 376-2800.**