GLEN ROCK POLICE DEPARTMENT

ENTRANCE EXAM

REQUIREMENTS





**THE BOROUGH OF GLEN ROCK IS AN EQUAL OPPORTUNITY EMPLOYER**



**The Glen Rock Police Department is currently recruiting for the position of**

**Probationary Police Officer**

**Entry Level Salary $ 38,496 [Recruit] - $ 43,115 [PTC Certified]**

**Benefits include:**

* **NJ State Health Benefits**
* **Delta Dental**
* **NJ Police & Fire Retirement System**

#### MINIMUM QUALIFICATIONS

All applicants for the Glen Rock Police Department must meet the following minimum qualifications to be eligible to participate in the recruitment process for the position of entry level officer. Failure to meet any of these qualifications will automatically disqualify a candidate from further consideration.

#### At the time of the written examination the applicants must meet the following requirement:

* 21 years of age and less than 35 years of age at time of appointment;
* A citizen of the United States and a resident of New Jersey at time of appointment;
* 60 credits from an accredited college or university ***– or -***
* An honorable discharge from the United States Armed Forces.
* Must not have been convicted of any crime of the first, second, third or fourth degree, as designated by the Criminal Code of New Jersey, or a crime or felony offense in any other jurisdiction that involved moral turpitude or, at the time of application, is undergoing or awaiting court action of any kind in regard to such a crime or felony offense.
* A licensed driver, with a valid New Jersey driver’s license at time of appointment.

#### An applicant must:

* + Score 75 percent or better on the written examination administered by the NJ State Association of Chiefs of Police
  + Score 80 percent or better on the physical agility test to move forward to the command level oral interview.
  + Pass the command level oral interview and qualify to move forward to an interview with the Public Safety Committee.
  + Complete and pass a background investigation.
  + Complete and pass a psychological examination.
  + Complete and pass a medical examination.

**HOW TO APPLY**

**All applications will be completed online at:** PoliceApp.com/GlenRockNJ

\*\* The first 150 qualified applications received by September 6th 2021 will be eligible for the written exam \*\*

#### NO APPLICATIONS WILL BE ACCEPTED AT THE POLICE DEPARTMENT

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**May include but is not limited to the following:**

* Protect life, private and public property
* Prepare and present detailed written reports and cases for prosecutions and/or investigations of criminal, civil, and traffic offenses.
* Communicate effectively with the public, other agencies, in court and other formal settings
* Ability and willingness to work a variety of shifts of up to twelve hours duration or longer, including nights, weekends, and legal holidays.
* Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
* Have a prerequisite level of computer knowledge and familiarity in order to perform

computer inquiries and type reports on computer system.

* Ability and willingness to lead others in solving community problems, facilitating discussion, and negotiating solutions.
* Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and others encountered in an antagonistic environment.
* Stop traffic violators and take appropriate action, identify suspicious individuals and investigate their activities.
* Be able to safely operate a motor vehicle often under adverse conditions.
* Apprehend violators or offenders of the law, sometimes involving substantial elements of personal danger. In instances where lawful arrests are resisted, the officer must be prepared and able at times, through high levels of physical exertion, to protect citizens, themselves, fellow officers, and overcome the resistance.

**TATTOO AND BODY ART POLICY:**

Any offensive form of body art which include images that are sexually explicit, racially and/or sexually biased or could be viewed as discriminatory in nature is strictly prohibited. Visible body art on the face and neck is prohibited. Preexisting “Sleeve” tattoo art on an employee’s arms may be ordered to be covered or concealed while the employee is on-duty if determined to be offensive.

The wearing of any items of jewelry (rings, earrings, rods, etc.) through any pierced area of skin that is visible or noticeable is strictly prohibited while on duty.

**OVERALL SELECTION PROCESS**

* Candidates must score a grade of 75% or better in the written examination.
* The top twenty five (25) scoring candidates will be eligible to take the physical agility test. Candidates must score 80% or better to pass.
* Of the candidates who achieve a minimum score of 80%, a cumulative list will be calculated by combing results from the written and physical test. The top scoring candidates (*5 per position being filled*) will be eligible for the department Oral Review Board.

* The top preforming candidates will be eligible for final consideration by the Borough of Glen Rock Public Safety Committee.

**Background Investigation**

Prior to a final interview by the Glen Rock Public Safety Committee, the candidate shall be subject to a background investigation.

The Chief of Police shall appoint a Detective and/or members of the department to conduct a detailed background investigation of the passing candidates.

The necessary investigation shall include is but not necessarily limited to the following:

* 1. Criminal background.
  2. Motor vehicle background.
  3. Character check.
  4. Educational institution checks.
  5. Employers (past and present).
  6. Military information.
  7. Neighbors, friends and reference checks.
  8. General background investigation.
  9. Court and other legal information, including a credit background.
  10. In-depth personal interview.

1. The investigating team shall furnish a written report to the Chief of Police with its recommendations concerning the suitability of the candidate for appointment.

## Conditional Offer of Employment

Once a final candidate has been granted a conditional offer of employment by the Borough of Glen Rock, the candidate shall be subject to:

**Medical Examination**: performed by the Police Physician. The Physician shall furnish the Police Department and the applicant with a written certificate of that examination.

**Drug Testing Notice**: Pre-employment medical examination will include drug testing. A negative result is a condition of employment and a positive result will:

1. Result in the candidate being dropped from consideration for employment
2. Cause the candidate’s name to be reported to the central drug registry maintained by the Division of State Police; and
3. Preclude the candidate from being considered for future law enforcement employment for a period of two years from the date of the drug test.
4. If the candidate is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for illegal drug use, the officer’s employing agency will be notified.

**Psychological Examination**: a psychological examination to be administered by a licensed psychologist or psychiatrist selected by the Chief of Police. A report evaluating the suitability of the candidate for police and law enforcement duty shall be submitted to the Chief of Police.

### If the candidate fails the medical or psychological examination, they shall be automatically disqualified from the hiring process.

*Note: A conditional offer of employment does not guarantee a position as a police officer. Applicants must still successfully complete the above testing and be approved by the Borough of Glen Rock.*

Applicants who pass all of the above testing and are then selected for employment must successfully complete recruit training conducted by a New Jersey Police Training Commission Police Academy.

Once a recruit successfully passes the Police Academy training they enter the Glen Rock Police Department Field Training Program. New officers are on probationary status for 12 months from the date of certification by the New Jersey Police Training Commission.

#### EXAMINATION and FEES

1. Written Examination: **Fee $75.00 - due at time of application submission**

The examination is given by the New Jersey State Chiefs of Police. The total test time for all sections of the written examination is approximately 2.5 hours and it consists of:

* 1. Math
  2. Reading Comprehension
  3. Spelling and Grammar
  4. Report Writing

1. Physical Agility Test- The tests shall evaluate the applicant's strength, agility, stamina and speed.

You must score at least 75% on the written examination and at least 80% on the physical agility test. Failure to do so will result in your elimination from consideration.

#### HIRING PROCESS

The hiring process consists of numerous phases and assessments. Candidates must successfully pass each phase in order to proceed through the process. The components of the testing process are listed below. Candidates who fail to report to any of the testing procedures and/or who fail any component of the testing process will automatically be disqualified from further consideration. There will be no make‐up dates scheduled.

The Glen Rock Police Department reserves the right to change any of the posted dates if necessary and applicants will be properly notified if this should occur.

**Phase 1: Application Process**: The application period will close upon receiving the first 150 applications or on September 6, 2021, whichever comes first.

**Phase 2: Written Examination**: September 22, 2021 Location**:** Bergen Community College (Moses Center)– 400 Paramus Road Paramus, NJ 07652. Doors will open and **5:15PM**, the test begins promptly at 6:00PM. Plan to arrive early, ***no admittance after test begins.***

**Applicant must produce photo ID for admission**. A driver’s license will be the preferred form of ID.

**Phase 3**: **Physical Agility Test:** The top twenty five (25) candidates will be notified of the date and time. **There will be no make-up dates.**

**Phase 4**: **Oral Review Board:** Candidates passing the physical agility test and are selected to move forward will be notifiedof the date and time to appear. There will be no make-up dates.

Results of ALL tests will be available online at PoliceApp.com candidate profile

**Effective Period of Test**

The list shall remain in effect for a period of 2 years from the date of the written test, provided that the list is not exhausted prior to that time.

#### Police Physical Qualification Test (Physical Agility)

**PRIOR TO PARTICIPATING IN THE PHYSICAL AGILITY TEST CONTAINED IN THIS COMMUNICATION, YOU SHOULD CONSULT YOUR PHYSICIAN TO ENSURE IT IS SAFE FOR YOU TO ENGAGE IN THE GLEN ROCK POLICE PHYSICAL FITNESS TRAINING REGIMENT.**

The purpose of the entrance testing is to ensure that the candidate has the physical capabilities to be able to perform the required essential job tasks necessary for the position of law enforcement officer. It will be conducted by Dr. Michael W. Golz, a Chiropractic Sports Physician who is certified by the New Jersey State Police Training Commission.

At the end of this document you will find medical clearance documents and a description of the physical agility test which have been provided by Dr. Golz. Please review these documents carefully.

