

PROCEDURES:

I. General Qualifications Sworn Personnel

- A. The general qualifications for employment with the Harding Township Police Department shall be:
1. A citizen of the United States;
 2. 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 eligibility for membership in the retirement system;
 3. Able to read, write and speak the English language well and intelligently;
 4. Of good moral character and has not been convicted of any criminal offense involving moral turpitude;
 5. Eighteen years of age or over;
 6. A resident of New Jersey.
 7. Possess and High School Diploma or GED;
 8. Possess a New Jersey Driver's license;
 9. Able to pass such written, oral, medical and psychological examinations as may be approved by the Township Administrator;
 10. Meet the essential job requirements.

II. Selection Sworn Officer

- A. The department will accept résumés from potential candidates on a continual basis. In accordance with this agency's Recruitment Plan, when openings are available or anticipated, the Chief of Police or designee will post notices in local media outlets, agency or Township websites, and any other websites advertising these positions. Potential applicants will be required to submit a pre-employment application, cover letter and résumé.
1. The Chief of Police or designee(s) will collate the applicant's documents and résumés and eliminate those candidates who do not meet the minimum requirements.
 2. The Chief of Police or designee will then vet the résumés with criteria including, but not limited to:
 - a. Experience;
 - b. Education;
 - c. Military history (if any);

- d. Grammar and spelling.
 - 3. Candidates with the best résumés will be scheduled for an initial with a panel interview.
 - i. The initial interview will include the Chief of Police and other agency members.
- B. The Chief of Police or his/her designee shall notify those candidates who qualify to participate in a panel interview. Notification shall include the date, time, and location of the interview.
- C. The department panel interview shall be conducted by a Board consisting of members from the department of all rank and assignments, including the Chief of Police.
- D. The Board involved in the interview process, shall meet to discuss the results of each candidate's interview:
 - 1. Anything found in the interview of the candidate, which causes concern for the officers involved in the interviews, will be discussed among the interviewers;
 - 2. Upon successful completion of an oral interview, the candidate(s) will be provided an employment application to be completed and returned.
- E. The Chief of Police will make a recommendation to the Township Committee identifying the candidate(s) to be interviewed by the Township Committee.
- F. The Township Committee, in consultation with the Chief of Police, will determine the final candidate(s) to be appointed.

III. Exemptions

- A. A candidate for employment may be exempted from the selection process as set forth herein above, if such a candidate has previously been certified by the New Jersey Police Training Commission as a law enforcement officer and is serving as a Class II Special Officer in Harding Township. Any such candidate will still be subject to the eligibility requirements as set forth in Paragraph I.
 - 1. Eligible candidates will participate in a department oral interview and an interview with the Township Committee as outlined in this policy.

IV. Review of Application for Employment

- A. The first step in the background investigation occurs when an applicant returns his/her completed Application for Employment and the assigned investigator conducts a comprehensive review of the data contained therein.

1. Assigned investigators shall review the completed applications and attempt to identify any negative, controversial or inconsistent information that may need to be investigated further during the applicant interview.
2. To assist interviewers in this process, the assigned investigator shall complete an **Application Review Form** and note any of the above-described information on the review form.
 - a. The number of the original question In the Application for Employment should be referenced on the review form with the investigator's notes/comments.
- B. The candidate shall be informed that the results of the background Investigation are confidential and will only be reviewed by personnel that are essential to the hiring process.
- C. Candidates shall be instructed to refrain from contacting the department for information concerning the status of their application.
 1. Department representatives will make all contacts regarding steps in the hiring process as they become necessary.
 2. This should not be construed as to prevent candidates from contacting this Department if or when a material fact related to their application or eligibility changes or is discovered.
- D. All application folders that have been thoroughly reviewed by the assigned investigator shall be forwarded to the Chief of Police for consideration.

V. Post Interview Investigation

- A. Upon conclusion of all scheduled applicant interviews, the Chief of Police shall provide the background investigators with a list of applicants that were selected as candidates for employment.
 1. The list shall reflect the number of candidates the Chief of Police feels may be necessary to obtain a sufficient number of qualified candidates for employment.
 2. The number of candidates selected to advance to the background investigation process is flexible depending on the number of anticipated openings and the success of candidates involved in the process.
- B. Upon notification from the Chief of Police, the assigned investigator shall be responsible for contacting the candidate and scheduling a meeting to facilitate the initiation of the background investigation. This shall include, but not be limited to:
 1. Explain the investigative process and anticipated time lines to the candidate;
 2. Fingerprint and photograph the applicant;

3. Obtain signatures for all necessary release forms;
 4. Obtain any other information deemed necessary to complete the investigation.
- C. The initial step of the background investigation process involves inspection and verification of the applicant's credentials representing attainment of the minimum qualifications for employment with the department.
- D. The candidate shall be instructed to produce the following original documents which shall be photocopied and inserted in the applicant package:
1. Social Security Card;
 2. Birth Certificate;
 3. Marriage Certificate;
 4. Divorce Decree;
 5. Annulment;
 6. High School Diploma;
 7. GED Certificate;
 8. College Transcripts;
 9. Driver's License;
 10. Registration(s) for all owned or leased vehicles;
 11. Insurance cards for all owned or leased vehicles;
 12. Military Discharge Papers (DD-214);
 13. State and Federal tax returns from the two (2) preceding years;
 14. Financial judgments, bankruptcies, liens, lawsuits, etc.
 15. PTC Certificate or proof of satisfactory completion of academy training, if a requirement;
 16. Motor vehicle accidents reports involving the candidate;
 17. Certificates of successful completion of police related training courses;
 18. Firearm's Identification Card.
- E. The assigned investigator is responsible for conducting an investigation into the following and, where applicable, obtaining documentation regarding the inquiry and/or results thereof:

1. Warrants Check
 - a. Automated Traffic System (ATS);
 - b. Automated Criminal System (ACS);
 - c. Candidate's home County's Bureau of Identification;
 - d. NCIC/SCIC.

2. Local Police Departments
 - a. Check for knowledge and/or prior contacts with the local police departments in the jurisdictions where the candidate resides and previously resided;
 - b. Adult and juvenile arrest records.

3. Criminal History
 - a. Complete the Criminal History Request form included in the applicant package and carefully review all information returned as a result of this inquiry.

4. Driving Status and History
 - a. Conduct a check of the candidate's driving record by filing a written request on department letterhead with the New Jersey Division of Motor Vehicles for a "complete driver's history";
 - b. The request must list the candidate's name and driver's license number and shall be forwarded to:

New Jersey Division of Motor
Vehicle
Abstract Section
P.O. Box 142
Trenton, NJ 08666-0142
or faxed to (609) 341-3321.

5. Personal Background Information
 - a. Family Member Contact Report
 - (1) Interview at least one of the parents whenever possible;
 - (2) If the parent(s) are deceased or unavailable for contact, attempt to interview at least one sibling or other close relative.
 - b. Significant other Contact Report
 - (1) Interview current spouse, fiancée or girlfriend/boyfriend;

- (2) If the candidate is not married or involve in a long term relationship, interview the last two persons with whom the candidate was involved in a dating relationship;
 - (3) If possible, interview former spouses.
 - c. Reference Contact Report
 - (1) Interview all three of the listed references from the Application for Employment and inquire about the candidate's suitability for employment.
 - d. Interview of high school officials, if possible
- 6. Employment History
 - a. Interview all current and past employers;
 - b. Pay particular attention to any past Law enforcement employment.
- 7. Neighborhood Canvas
 - a. Verify the candidate's residence and Interview 2-3 neighbors that know the applicant;
 - b. Repeat at former residences if the data is insufficient or suspect;
 - c. Utilize the Neighborhood Contact Report.
- 8. Central Registry
 - a. Submit the name and social security number of the candidate to the New Jersey State Police for comparison against the Central Registry that documents police officer applicants who have previously tested positive for drugs.
- 9. Miscellaneous Contact
 - a. Investigators shall document any relevant data weighing on the candidate's suitability for employment that is obtained from sources developed as a result of the investigative process.
 - (1) This may include friends, current or former roommates, classmates, teachers, police academy instructors, etc;
 - (2) When applicable, the Reference Contact report should be utilized to document these types of contacts.
- 10. Domestic Violence Registry
 - a. A computerized check of the statewide Domestic Violence Registry shall be performed to uncover any current or previous domestic violence restraining orders.

11. Departmental Notification/Inquiry

- a. The assigned investigator shall send e-mail to all department members announcing the names and addresses of all applicants being investigated for employment. The e-mail shall solicit input from any department member possessing information on the suitability of an applicant.
- F. The assigned investigator shall prepare a synopsis outlining all of the investigative efforts conducted and any remarkable information obtained that would have a bearing upon the candidate's suitability for employment, either positively or negatively. In preparing the synopsis report, the investigator must base his observations on substantiated facts and not supposition or opinions.
- G. The entire applicant package shall be forwarded to the Chief of Police for his review.

VI. Urinalysis and Medical Examinations

- A. After reviewing the completed background investigation synopsis reports and supporting documents contained in the applicant packages, the Chief of Police shall provide the background investigators with the names of those candidates that have been issued a conditional offer of employment.
- B. All candidates receiving a conditional offer of employment shall be advised to contact one of the background investigators to schedule an appointment for the completion of additional paperwork and to enable the candidate to provide the investigator with a urine sample that will be submitted for a drug screening.
 1. The collection and handling of all urine samples shall be conducted in accordance with the provisions of the written directive governing Drug Screening for Law Enforcement.
 2. The written results of all such drug testing through urinalysis shall be included in the applicant package of the respective candidate.
- C. All candidates receiving a conditional offer of employment must, prior to appointment, submit to a complete medical examination, conducted by the designated Township physician, to determine the candidate's general medical condition and probable ability to carry out the essential functions of the job.
 1. Candidates will be instructed to complete the Medical History Questionnaire that is contained in the applicant package.
 2. Completed Medical History Questionnaires must be forwarded to the designated township physician prior to the candidate's scheduled medical examination to allow the examining physician an opportunity to review the information.

3. The Medical History Questionnaire shall be reviewed for completeness by the assigned investigator and any responses that should be considered by the examining physician shall be highlighted.
- D. Prior to appointment, applicants for sworn positions must undergo a comprehensive emotional stability and psychological fitness examination at the office of a licensed psychiatrist/psychologist deemed acceptable by the Chief of Police but only after a conditional offer of employment has been provided to the candidate.

VII. Application Checklist

- A. The investigator assigned to conduct a candidate's background investigation is responsible for making all relevant entries on the Application Checklist and Background Investigation Checklist.
1. The Application Checklist is intended to serve as a quick reference for the current status of the applicant's progression in the hiring process and shall be attached to the inside of the application folder.
 2. The Background Investigation Checklist is intended to serve a prompt for investigators to ensure that each phase of the investigation is completed and all necessary documents are received.

VIII. Retention

- A. Completed background investigation reports for candidates who become employees of this department will be retained indefinitely in the employee's personnel file.
- B. All information contained in the background investigation packet, including medical and psychological information and test results, shall be stored by the Secretary to the Chief of Police for the appropriate period of time as set forth in the Record's Retention Schedule promulgated by the State of New Jersey.
- C. Records scheduled for destruction at the end of the record's retention period shall be obliterated by shredding to prevent unauthorized dissemination of sensitive information.

IX. Confidentiality

- A. Background investigations for law enforcement employment involve the collection, examination and analysis of often sensitive and highly personal Information regarding the candidates. All employees are required to maintain complete confidentiality with respect to any sensitive, personal or privileged information concerning a candidate for employment. Such information can only be shared with authorized supervisory personnel involved in the hiring process.

X. Selection Process Non-Sworn Positions

- A. All vacancies for non-sworn positions will be selected at the sole discretion of Harding Township pursuant to Harding Township policies and procedures. At a minimum the selection process shall include:
 - 1. Advertisement of the position, unless a current Harding Township employee meets the qualifications and submits an application for consideration;
 - 2. Résumé review;
 - 3. Oral Interview;
 - 4. Background check consistent with Section XI of this policy.
- B. The Chief of Police shall make a recommendation to the Township Committee for employment.

XI. Background Investigation Non-Sworn

- A. A background investigation will be conducted on all candidates for all non-sworn 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, if driving is a requirement of the position;
 - 3. A fingerprint check for criminal record;
 - 4. Verification of at least three personal references.

XII. Polygraph Examination

- A. The pre-employment use of a polygraph or other instrument designed to detect deception is not authorized and will not be used to determine the employment status of any candidate.