

# ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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**CHAPTER: 17**

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**SUBJECT: SELECTION AND RECRUITMENT**

**EFFECTIVE DATE:  
October 14, 2020**

**ACCREDITATION STANDARDS: 2.5.1, 2.5.2**

**BY THE ORDER OF:  
Chief Giacomo Sacca**

**BY AUTHORITY OF:  
Police Director Earl J. Graves**

**SUPERSEDES ORDER #:**

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

**POLICY** The Elizabeth Police Department is a New Jersey Civil Service Commission jurisdiction subject to NJSA 11A:1-1 et seq. and NJAC 4A:1-1 et seq. in all employment decisions. The goal of the Elizabeth Police Department is to recruit and select the best candidates available in order to create a lower rate of personnel turnover, fewer disciplinary problems, higher morale, stronger community relations and more efficient and effective services. Also, the Elizabeth 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. The agency supports training programs, outreach efforts, and other positive steps associated with affirmative action.

## **PROCEDURE:**

### **I. CIVIL SERVICE COMMISSION METHODS OF SELECTION OF PERSONNEL**

- A. The goal of the Elizabeth 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 NJSA 40A:14-180 and NJAC 4A:4-3.9 and 3.10.

### **II. DEPARTMENT SELECTION OF SWORN PERSONNEL**

- A. If 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 Elizabeth 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 applicant satisfactory completes the initial application, background check, drug screening the candidate will be issued a conditional offer of employment, contingent on a psychological and medical examination followed by a formal interview.
- B. Pursuant NJSA 40A:14-180 and NJAC 4A:4-3.9 and 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 Police Director 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:4-3.9 and 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).

### **III. SELECTION OF NON-SWORN PERSONNEL**

- A. Requests to hire civilian staff members must be supported by ample justification and coordinated through the Police Director and City Administration 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.

- C. All vacancies for non-sworn noncompetitive positions will be selected at the sole discretion of the City of Elizabeth pursuant to City policies and procedures. At a minimum the selection process shall include:
  - 1. Advertisement of the position, unless a current City employee meets the qualifications and submits and application for consideration;
  - 2. Resume review;
  - 3. Oral Interview;
  - 4. Background check consistent with Section IV of this policy.
- D. The Police Director shall make a recommendation to the City Administration for employment.

#### **IV. BACKGROUND INVESTIGATION**

- A. A background investigation will be conducted on all candidates for all 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 which shall include:
    - a. Birth Certificate;
    - b. Record of any name change;
    - c. An affidavit reflecting residency;
    - d. Naturalization papers;
    - e. Official Transcripts;
    - f. New Jersey Driver's License;
    - g. Selective Service Registration Form;
    - h. Military DD214 Form, if applicable;
    - i. Social security Card;
    - j. Complete Credit Report;
    - k. Transcripts from trial of all arrest concerning the applicant, including requests for juvenile delinquency;
    - l. Two passport photographs;
    - m. Tax returns for the previous two years.

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. Candidates for sworn positions shall be checked against the New Jersey Central Drug and Domestic Violence Registries;
  - a. All candidates for police officer shall be subject to a criminal history check prior to the selection phase paying particular attention to acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse, including a check of the Domestic Violence Registry to determine the existence of any active restraining orders and to determine if there is a history of domestic violence.
  - b. Police officer candidates shall be interviewed about any history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition. Applications for employment to the position of police officer shall be amended to require information on these topics.
  - c. Those police officer candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse or child abuse shall be identified and declared ineligible for employment as police officers.
5. Verification of at least three personal references.
6. Background for candidates who are currently serving as a police officer, or formally served as a police officer, must include a review of their internal affairs file. New Jersey law enforcement agencies are generally required to disclose the entire internal affairs file of a candidate and a candidate with out-of-state law enforcement experience must waive confidentiality of their internal affairs file.
7. Candidates may be disqualified from eligibility pursuant to N.J.A.C. 4A:4-6.1.

#### **V. MEDICAL EXAM**

A medical exam will be conducted on all sworn candidates prior to appointment, but after being given a conditional offer of employment, to certify the general health of each candidate.

#### **VI. PSYCHOLOGICAL EXAM**

A psychological fitness examination of each candidate for a sworn position will be conducted by a qualified professional prior to appointment, but after being given a conditional offer of employment.