

**TOWNSHIP OF WYCKOFF  
340 FRANKLIN AVENUE  
COUNTY OF BERGEN, STATE OF NEW JERSEY**

**ORDINANCE #1994**

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 54  
(POLICE DEPARTMENT), ARTICLE I (ESTABLISHMENT AND  
ORGANIZATION), SECTION 54-3.3 (QUALIFICATIONS FOR  
MEMBERSHIP) OF THE CODE OF THE TOWNSHIP OF WYCKOFF**

**BE IT ORDAINED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, New Jersey, that those portions of the aforesaid set forth below are hereby amended as follows and that those portions not set forth below shall remain unchanged:

**SECTION 1.** Chapter 54 (Police Department), Article VI (Special Law Enforcement Officers), Section 3 (Qualifications for membership) shall be deleted in its entirety and supplemented as follows:

**CHAPTER 54 POLICE DEPARTMENT**

**ARTICLE I Establishment and Organization**

**§ 54-3 Qualifications for membership.**

A. Eligibility

- (1) No person shall be appointed as a member of the Police Department unless they possess requisite qualifications prescribed by the applicable statutes and laws of New Jersey and unless they:
  - (a) Are a citizen of the United States and the State of New Jersey.
  - (b) Are physically and mentally sound and emotionally stable and possess the necessary ability to understand and obey orders and to perform the duties required of the Police Department.
  - (c) Are able to read, write and speak the English language well and intelligently and:

1. Graduated from a senior high school or vocational high school, evidenced by a high school diploma or possession of an approved high school equivalent certificate; and
2. Possess a bachelor's degree from an accredited college or university, or possess an associate's degree or at least 60 college credits from an accredited college or university plus at least twenty-four (24) months of military experience or satisfactory employment as a full-time law enforcement officer (preferred); or
3. Possess an associate's degree or at least 60 college credits from an accredited college or university plus at least twenty-four (24) months of satisfactory employment in a law enforcement-related field.

(d) Are of good moral character.

(e) Are not less than 21 years of age and not more than 35 years of age at the time of appointment.

- (2) The Township Committee may require a Police Training Commission (hereinafter "Commission" or "PTC") PTC Basic Course for Police Officers (hereinafter "BCPO") certification or PTC BCPO certification eligible depending on recruiting goals (current PTC BCPO certificate holders, Alternate Route graduates and Class II Special Law Enforcement waiver eligible graduates)
- (3) Candidates who meet all of the requirements in this Subsection by the closing date of the application for the selection process shall be eligible to participate in the selection process set forth herein below in Subsections B through H in this Section.

B. Written examination.

- (1) Eligible candidates will submit to a written test administered by the New Jersey State Association of Chiefs of Police (or prepared and administered by such

other person, association, or organization as may be authorized by the Township Committee), which test shall constitute 30% of the overall total score for each eligible candidate, based on a test that contains a maximum value of 100 points, with 30 points being the highest possible score for such oral examination. For example, a candidate who receives 70 points out of the total 100 possible total points for the written test shall receive 21 points toward their overall total score (70 points x 30% = 21 points). In advance of such written test, the minimum threshold/score required to be eligible for hire shall be established by the Township Committee, and such minimum threshold/score shall be communicated, in writing, to all eligible candidates for hire prior to their taking said test. Only those candidates who achieve such minimum score shall be eligible to continue forward in the hiring process (e.g., 70% or 80% required on the written test as the minimum score to continue).

- (2) A ranked list of eligible candidates for hire shall be created based on the outcome of the aforesaid written test.
- (3) A predetermined number of candidates, as may be evaluated by the Township Committee, each of whom must receive at least 70 points out of the possible 100 points on the above-written test, will advance to the physical fitness screening based on the written test scores.

C. Physical fitness screening. A physical fitness screening test shall be conducted on all candidates for permanent appointment as a Police Officer. The Chief of Police, or designee, shall notify those candidates who qualify for the physical fitness screening. The notification shall include the date, time, and location of the screening test. Only those candidates who achieve the minimum threshold score referenced in Subsection B of this Section are eligible to continue forward in the hiring process and are eligible to participate in the physical fitness screening.

- (1) The physical fitness screening test is designed to confirm the physical ability to perform entry-level training and perform the essential functions of an entry-level law enforcement officer, which shall include the following:

- (a) A vertical jump of 15 inches or more to take place on a level surface.
  - (b) Twenty-eight sit-ups in one minute or less, to take place on a level surface.
  - (c) A 300-meter run in 70.1 seconds or less to be conducted on a level running track or roadway.
  - (d) Twenty-four push-ups in one minute or less, to take place on a level surface; and
  - (e) A 1.5 mile run in 15 minutes and 55 seconds or less, to be conducted on a level running track or roadway.
- (2) The physical fitness screening test shall be conducted in accordance with the Commission's Physical Conditioning Directive. There shall be a rest in between each component of the physical fitness screening test. All fitness requirement tests shall be conducted within one continuous eight-hour period.
  - (3) During both the sit-up and push-up components of the physical requirement, the designated proctor shall verbally notify the candidate of the successful repetition completed (that is, "one complete, two complete, three complete").
  - (4) The candidate is required to successfully complete all five components of the physical fitness screening test in order to be found physically fit. There shall be no retesting for failure to complete all five components of the physical fitness screening test. Candidates found to be physically fit will advance to the oral interviews.

D. Oral interviews.

- (1) The Chief of Police, or designee, shall notify those candidates who qualify for the oral interviews. The notification shall include the date, time, and location of the first oral interview, which is one of two interviews. Only those candidates who achieve the minimum threshold score referenced in Subsection B and the physical fitness

screening test in Subsection C of this Section are eligible to continue forward in the hiring process and eligible to participate in the oral interviews.

- (2) The first oral interview will be conducted by the Chief of Police, and other Department members, as designated by the Chief of Police. The first oral examination and assessment (which examination and assessment shall have 100 points as its maximum score) shall account for 20% of the candidate's overall total score, with 20 total points being the highest possible score for such oral examination and assessment. By way of example, a candidate receiving a score of 80 points on their first oral examination shall receive 16 total points towards their overall total score ( $80 \times 20\% = 16$  total points). The first oral examination shall utilize the same criteria for each of the candidates who are interviewed.
- (3) The panel conducting the first oral interview will determine which top candidates (with a minimum of five candidates) will appear for the final interview based upon the candidates' first interview scores and the number of vacancies.
- (4) The final oral interview will be conducted by a panel comprised of the members of the Township Police Committee, the Township Administrator, and the Chief of Police. The final oral interview shall have 100 points as its maximum score and shall account for 50% of the candidate's overall total score, with 50 points being the highest possible score. For example, a candidate receiving a score of 80 points shall receive 40 points toward their overall total score ( $80 \times 50\% = 40$  points). Upon completion of the scoring for the final oral interview by the Township Police Committee, said Police Committee shall make its recommendation to the Township Committee as to the hiring for the position(s) of police officer.
- (5) The Township Committee shall make the final decision as to which candidate(s) shall be selected/hired for the available position(s) from among those candidates who participate in both of the foregoing oral interviews.

- E. Background Investigation. A background investigation will be conducted on all candidates for all positions prior to appointment, which, at a minimum, shall include the records relating to the following:
- (1) Educational background, including transcripts and disciplinary records from high school and any post-high school education;
  - (2) Military service, if applicable;
  - (3) Motor vehicle history in this State and any other state;
  - (4) Employment, including:
    - (a) A review of the current National Decertification Index to determine if the candidate has been decertified as a law enforcement officer or has had their license or certification as a law enforcement officer revoked or denied or otherwise limited or restricted;
    - (b) A review of Commission adverse license actions and any other records that the Commission maintains;
    - (c) A review of disciplinary records held by any other law enforcement unit, including Federal and other states, if permissible;
    - (d) A review of all employment-related information from each of the candidate's current and previous employers, as well as any records that may be held by law enforcement units that rejected a candidate's completed application; and
    - (e) Written communication with each of the candidate's references, including a written reference from each law enforcement unit, which reference shall address whether that employer is aware of any conduct committed by the candidate that could provide a basis for an adverse licensure action, including conduct that was under investigation, even if the investigation was not completed; and

(5) Fingerprinting of the candidate and conducting a fingerprint-based search of the New Jersey State Police, the Federal Bureau of Investigation, and other relevant databases to determine the existence of any warrants, arrests, or criminal records including, but not limited to:

(a) National Crime Information Center (NCIC) to include New Jersey and Interstate Identification Index (III) systems;

(b) New Jersey motor vehicle history and, if necessary, surrounding states;

(c) E-courts, to include Automated Traffic Systems (ATS) and Automated Criminal System(ACS);

(d) Promis Gavel;

(e) A check in accordance with the Prison Rape Elimination Act (PREA), 28 CFR 115.317, if applicable;

(f) The Domestic Violence Registry established pursuant to N.J.S.A. 2C:25-34; and

(g) Any other database that may be a successor database to those above or where information obtained during the background check indicates that additional relevant information may be found.

(6) A candidate must be found to not have engaged in any prior conduct or behavior that would provide the grounds for an adverse licensure action pursuant to the Police Licensure Act, as codified at N.J.S.A. 52:17B-66 et seq. and the related rules and regulations pertaining to the Act.

F. Medical examination. A medical examination 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. The medical examination shall be conducted by a physician, advance practice nurse, or physician assistant licensed in New Jersey who is familiar with the responsibilities of a law enforcement officer, which, at a minimum, shall include the following:

- (1) Completion of a comprehensive medical history questionnaire;
- (2) Submission to a medical examination that shall include the following minimum requirements:
  - (a) A medical history;
  - (b) A medical examination; and
  - (c) Laboratory tests, including a Complete Blood Count (CBC); urinalysis; Tuberculosis; Electrocardiogram (ECG), and cardiac stress test;
- (3) The medical examination shall consist of criteria aimed at identifying conditions that may potentially exclude a candidate from entry into a basic entry-level training program;
- (4) The Medical History Statement and Medical Examination Report are valid for a one-year period, to be measured from the date of the examining examiner's signature;
- (5) The examiner shall note if the candidate has any medical and physical conditions that may interfere with the candidate's ability to perform the essential functions of an entry level law enforcement officer; and
- (6) If the medical examination yields results indicating that the candidate has medical or physical conditions that may interfere with the candidate's ability to perform the essential functions of a law enforcement officer, the candidate or licensee may obtain a second opinion, which shall be conducted at the candidate's expense. The Township will consider any second opinion, but the final decision regarding medical fitness for duty rests with the Township.
- (7) A candidate must be found medically fit in order to proceed with the selection process.
- (8) Those candidates who are enrolled in the Police Academy on the date they submit their application for employment or who were so enrolled within six months of such date may be



exempt from the preceding exam, or any portion of the preceding exam, at the sole discretion of the Chief of Police.

- G. Drug screening test. A drug screening test shall be conducted in a manner consistent with the current applicable Attorney General's Law Enforcement Drug Testing Policy
- H. Psychological examination. A psychological examination of each candidate for a sworn position shall be conducted prior to appointment but after being given a conditional offer of employment. The psychological examination shall be conducted by a psychiatrist or psychologist licensed in New Jersey who is familiar with the responsibilities of a law enforcement officer, which, at a minimum, shall include the following:
  - (1) A written personality examination, such as NEO-PI-R, the Inwald Personality Inventory, or such other functionally equivalent examination; and
  - (2) A psychological evaluation that shall include screening for psychopathological disorders, personality characteristics, substance abuse problems, job-relevant traits, and their functional competencies, such as stress tolerance, impulse control, anger management, the ability to function as part of a team, adaptability (work-life balance, rotating shifts), and freedom from discriminatory bias.
  - (3) The licensed psychologist or psychiatrist shall state whether the individual is psychologically fit to effectively perform the duties of a Police Officer.
  - (4) A candidate must be found psychologically fit in order to proceed with the selection process.
- I. Selection process for nonsworn positions. All vacancies for nonsworn positions will be selected at the sole discretion of the Township, pursuant to current policies and procedures. At a minimum, the selection process for nonsworn positions shall include:
  - (1) Advertisement of the position, unless a current Township employee is qualified.

- (2) Resume review.
- (3) Oral review.
- (4) Background check consistent with Subsection E of this Section.
- (5) Execution by the candidate of a confidentiality and nondisclosure agreement.

J. Probationary period.

- (1) All appointees to the Police Department shall have a probationary period of twenty-four (24) months from the date of hire or the date of BCPO certification by the Commission, whichever is later, during which they will serve at the will of the Township Committee. No person holding such a probationary appointment shall be given or accept a permanent appointment unless such person has received BCPO certification by the Commission. Continuation in the service is dependent upon the conduct of the appointee and fitness to perform duties. At the termination of the probationary period, if the conduct or capability of the probationer has not been satisfactory, they shall be notified by the Township Committee, and they will not receive a permanent appointment, and their employment shall be terminated.
- (2) At, during, or before the end of the probationary period, the Township Committee may discontinue the service of any such appointee if the working test indicates that the appointee is unable or unwilling to perform the duties of the position satisfactorily or is of such reputation, habits, and dependability as not to merit continuation in the police service. Failure or inability to understand the functioning, application, and use of any police equipment shall be sufficient reason for discontinuance of any such appointee, though discontinuance may be made for causes other than those enumerated herein.

K. Oath. Every member of the Police Department, before entering upon the performance of the duties, shall take and subscribe to an oath or affirmation to uphold and defend the provisions of the Constitution of the United States of America and the Constitution

of the State of New Jersey, to obey the laws of the State of New Jersey and the ordinances of the Township of Wyckoff and the rules and regulations established by the Department and the orders of their superiors in office, and to faithfully, justly and impartially discharge the duties of the office, and shall file such oath or affirmation with the Clerk of the Township and shall sign the Police Register.

**SECTION 2.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

**SECTION 3.** All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4:** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.