



WASHINGTON TOWNSHIP POLICE DEPARTMENT



JEFFREY ALMER
CHIEF

1 EAST SPRINGTOWN RD.
LONG VALLEY, NEW JERSEY 07853

908-876-3232
FAX 908-876-5655

To: Patrol Officer Applicant
From: Chief Jeffrey Almer
Date: April 12, 2018
Re: Examination Process

Application Process

Thank you for your interest in the Washington Township Police Department. In order to be eligible to meet our agencies criteria a candidate **MUST** meet the following minimum requirements. The Washington Township Municipal Code 27-6 mandates these requirements. There are no exceptions!

- 1) Be a citizen of the United States
- 2) Be between the ages of 18-35
- 3) Have a valid New Jersey Drivers License (Required prior to employment)
- 4) Be of good moral character
- 5) Have a minimum of either an Associate Degree from an accredited College or University, have earned at least 60 College credits from an accredited College or University or have completed three years' active military service concluding with an honorable discharge. **(All College requirements must be established by July 1, 2018)**

Please follow the application directions carefully; failure to do so will eliminate you from the process. The preliminary packet contains all the forms that you will need for the examination process.

Your two page application, digitally signed essential functions of a police officer's acknowledgement, digitally signed physical agility testing hold harmless agreement and application fee must be submitted via PoliceApp.com by May 13, 2018. The application fee is \$95.00 no personal checks are accepted. **Applications will only be accepted via PoliceApp.com (DO NOT MAIL YOUR APPLICATION OR ANY OTHER DOCUMENTS)**

Phase I. Written Examination

The New Jersey State Chiefs' of Police Association will administer and score the written examination. The examination will be held at the Morris County Police and Fire Fighter Academy, located at 500 West Hanover Ave. Parsippany, NJ. (Directions are available at www.morrisacademy.org) The examination will be held on Saturday May 19, 2018 at 10:00AM. A minimum score of 80% must be obtained on the examination to advance to Phase II. Candidates will be informed via electronic mail whether they have advanced and when to report for the physical agility examination. **(DO NOT CALL POLICE HEADQUARTERS FOR TEST RESULTS)**

1. No applicant will be admitted into the test after the examination commences. You are not entitled to a refund if you are late for the written examination. Applicants are required to bring two # 2 pencils to the written examination and photo identification.
2. There are no refunds of the application fee after the written examination date. The only refund exception will be if you contact Lt. Douglas Compton at dcompton@wtpdmorris.org prior to May 14, 2018.



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3. If you fail to appear for the written examination you will be eliminated from the selection process.
4. Upon receiving notification that you passed Phase I, you must be prepared to schedule an appointment with your physician to have your medical waiver form signed before the physical agility examination.
5. If you have a disability that may interfere with you taking the written examination you must contact Lt. Douglas Compton prior to May 18, 2018 to determine if there is a reasonable accommodation.

Phase II. Physical Agility Examination

Phase II of the selection process is a physical agility exam. The date, time and location will be announced at a later time to the candidates who have successfully completed Phase I. A detailed list of the exercises conducted is attached on the Physicians Release form. A minimum score of 80% is required to advance to Phase III. (All required forms are located in this packet)

Those applicants notified to respond to Phase II **MUST** bring:

- 1) Physicians Release, signed by a physician certifying that you are physically able to participate in the examination.
- 2) Photo Identification
- 3) Athletic attire and sneakers

If you do not bring the requirement Physician Release, you will not be permitted to participate in the Physical Agility Test and you will be eliminated from the selection process. There will be no excused absences or re-testing.

Phase III. Department Oral Interview

Oral Interviews will be conducted at the Washington Twp. Police Department, located at 1 East Springtown Road, Long Valley, N.J. The candidate will also be provided with a question to answer in writing. The candidates who have successfully completed Phase II will be notified electronic mail of the date and time of their interview. The candidates will then be ranked from the highest to lowest.

Based on the amount of openings, the Administrative staff will conduct a second interview on a separate day. Upon successful completion of Phase III, candidates will be sent for medical and psychological screenings.

The psychological phase, background investigation, and medical examination will be on a pass/fail basis. Candidates will be advised via telephone where and when to report for each these phases. The candidate will be provided with a very extensive background investigation application packet.

Good luck to each one of you, thank you for your interest in the Washington Twp. Police Department.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Almer", is written below the word "Sincerely,".



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PHYSICIANS RELEASE FORM

Candidate's Name (Last, First, MI) _____
Candidate's Address: _____
Candidate's Date of Birth: _____
Candidate's Social Security Number _____
Candidate's Signature: _____

The above named candidate will participate in a physical agility test as outlined below.

Kindly examine the candidate to determine his/her fitness for participation in this physical agility test:

- | | |
|------------------------|------------------------|
| 1. PUSH UPS | 7. VERTICAL WALL CLIMB |
| 2. SIT-UPS | 8. PULL UPS |
| 3. SQUAT THRUSTS | 9. AGILITY RUN |
| 4. STANDING BROAD JUMP | 10. 1.5 MILE RUN |
| 5. HORIZONTAL LADDER | |
| 6. VERTICAL WALL CLIMB | |

The candidate is required to perform their maximum amount of exercises in the given time period. The candidate will have no rest period between events 1 through 5. Based upon the medical examination, the above named candidate is determined to be: (Please check the appropriate space)

_____ Medically fit to participate in the physical agility test.

_____ NOT Medically fit to participate in the physical agility test.

Physician's Name: _____

Physician's Address: _____

Physician's Signature and License Number

Date