

POLICE ENTRANCE EXAM



WAYNE POLICE DEPARTMENT

JAMES CLARKE - CHIEF OF POLICE



Township of Wayne POLICE DEPARTMENT



Dear Applicant:

Thank you for your interest in the position of police officer with the Wayne Township Police Department. We extend a special opportunity for you to pursue a challenging and rewarding career in law enforcement with one of the best police agencies in the State of New Jersey.

The Wayne Police Department is a progressive police agency whose officers are dedicated to providing its residents with the best in policing service. Our department holds a promising future for individuals who are genuinely interested in a challenging career in policing.

James Clarke
Chief of Police

Qualifications

Education

By June 24, 2017 - An applicant must have a bachelor's degree, signifying completion of the undergraduate curriculum and graduation from an accredited college or university.

To meet the bachelor degree requirement, an applicant must have completed all academic, financial and administrative obligations to be conferred a bachelor's degree by the deadline listed above.

OR

By June 24, 2017 - An applicant must have an associate's degree or 60 college credits from an accredited college or university **PLUS** at least 24 months of satisfactory employment experience as a full-time police officer.

OR

By June 24, 2017 - An applicant must have 60 college credits from an accredited college or university **PLUS** at least 24 months of active duty military service with an "Honorable Discharge."

Age

Applicants must be at least 21 years old as of the date of the application. Applicants also must not reach their 35th birthday before their Academy Class graduation date.

Applicants should be aware that the Wayne Police reserves the right to modify the Academy class schedule which may result in an Academy class graduating later than originally scheduled. In such case, some applicants may be disqualified for failing to meet the statutory age requirement.

Citizenship

Must be a United States citizen at the time of application

Driver's License

Applicants must possess a current, valid driver's license at the time of application

Residency

By the provisions of the Stipulation of Settlement entered into with the NAACP. In connection with any such list, preference in recruitment and hiring of police officers shall be given to residents of Passaic, Essex, Bergen, Morris and Sussex Counties (combined) over nonresidents of those counties.

The applicant's residency will be determined by the address which is confirmed on their application at the time of submission.

How to Apply

Applications for the Wayne Police Entrance Examination can be found at:

www.policeapp.com

Selection Process

Selection Process Overview

The selection process is very competitive, consisting of an **(1)** initial application, **(2)** written examination **(3)** oral examination **(4)** physical qualification test **(5)** comprehensive background investigation.

Upon receipt of a conditional offer of employment, a comprehensive medical examination and psychological evaluation will be conducted.

Application Screening

All applications will be screened to determine minimum qualifications and automatic disqualifiers. Candidates will be advised of the status of their application.

Written Examination

The written test battery consists of multiple assessments designed to evaluate the competencies needed to effectively perform the duties of a police officer. The written examination will consist of 1.5 hours of testing administered by the New Jersey State Chiefs of Police. A Written Examination Informational Guide that provides a description and example questions of each assessment will be provided to applicants advancing to the written examination phase.

Oral Examination

All applicants who successfully pass the written examination with the score of 70% or greater will move onto the next phase in the selection process. The Oral Examination will be conducted by the New Jersey State Chiefs of Police. The examination will cover a broad knowledge of all areas of police work.

Physical Qualification Test (PQT)

The Physical Qualification Test (PQT) Battery will consist of the following timed tests: Push Ups, Sit Ups, and 1.5 Mile Run, 300 Meter Run and Vertical Jump. Applicants unable to pass the PQT will be disqualified from the selection process. This section of the test is pass/fail; no points will be given. The Top 75 candidates at the conclusion of the written and oral examination will move forward to the PQT. All other candidates will remain on an on-call basis and will be given adequate notice if they will be tested.

Overall Ranking

For purposes of ranking, each candidate having received passing scores (70% or above) on both the written and oral examinations, and having received a passing score on the physical agility test shall receive a final score equal to the sum of the written examination and the oral examination. Scoring shall be accurate to five decimal places.

All eligibility lists prepared must rank the candidates in the order of their final scores from high to low, and are conditionally offered employment in this order.

Conditional Offer of Employment

Once a candidate has successfully passed the written, oral and physical agility phases, and successfully passed the background investigation and interview and is made a conditional offer of employment, the candidate shall be subject to:

Medical Examination: performed by the Police Department Physician.

Psychological Examination: a psychological examination to be administered by a licensed psychologist or psychiatrist selected by the Chief of Police.

If the candidate fails the medical, eye or psychological examination, he/she 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 complete the above testing and be approved by Wayne Township.

Background Investigation

Employment as a Wayne Police Officer is unique in that it involves the exercise of police powers and the public trust. All candidates will undergo a thorough background investigation which will require completion of a Comprehensive Background Investigation Questionnaire.

Besides verifying your responses to the automatic disqualifying questions found in the application, the background investigation will include, but is not limited to, a comprehensive evaluation of the following areas:

- review of personal data and citizenship information, including an applicant's birth certificate, voter registration, citizenship or naturalization papers;
 - interviews of an applicant's spouse, partner, dependents, relatives, associates, and friends;
 - review of an applicant's current and past residences, temporary or permanent, and interviews with landlords, roommates, and neighbors;
 - review of an applicant's high school and college grades, achievements, extracurricular activities and programs, history of absenteeism and tardiness, and disciplinary history;
 - review of an applicant's military service, if any, including a branch of service, service records, and discharge;
 - review of an applicant's employment/work history, including interviews with current and former employers, discipline, terminations, and unemployment records;
 - review of an applicant's financial status, including assets, debts, reported income, liens, civil judgment, and liabilities;
 - review of an applicant's fraternal, societal, and workplace affiliations such as clubs, social networking sites, fraternities, sororities, and charitable and volunteer organizations;
 - review of an applicant's adult and juvenile criminal history including arrests, convictions, or pretrial intervention for the state, county, or local crimes or other offenses, whether or not expunged; and
 - review of an applicant's motor vehicle history, including accidents, driving records, summonses, surcharges, license revocations, failures to appear in court, warrants, vehicle ownership information, and insurance information.
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Background Investigation

Applicants who demonstrate derogatory conduct that conflicts with the expectations of the Wayne Police Department will be disqualified. You are expected to provide complete and truthful answers to the questions on the application and other documents throughout the selection process.

All responses and documents submitted will be subject to verification. An applicant who intentionally provides false information, any deception or fraud in the application, or in any examination, interview, application, or any other part of the selection process for an appointment with the Wayne Police Department will be disqualified from the selection process at any time.

Starting Salary

The current starting salary for a Police Officer is:

- (1) Step #1 on current salary guide \$49,098.00
- (2) Academy Step (recruits who do not have PTC Certificate) \$34,848.00
- (3) Post Academy Step - Upon successful Completion of Basic Academy \$41,973.00

* All salaries are based upon the collective bargaining agreement.

Health Benefits

Members of the Wayne Police Department and their families are offered two options for medical coverage, dental coverage and a prescription drug plan. In accordance with the statute, officers will contribute to their health care premiums determined by salary scale and coverage type, to a maximum 35% of their health premiums. There is a 90 day waiting period before medical benefits are provided by Wayne Township.

Examination Fees

Written Examination: **Fee \$85.00 - due at time of application submission**

Oral Examination: **Fee \$125.00 - Fee due at time of Oral Exam**

Examination Dates

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

1. **Application Process:** Applications will close on **June 19, 2017, by 4:30 pm**
 2. **Written Examination:** Saturday, June 24, 2017, at
Location: Wayne PAL 1 Pal Drive Wayne NJ
Time: Written examination test times, it will be announced prior to June 24th.
 3. **Oral Examination:** July 24-28, 2017
Location: TBD
Time: 8:00 am – 4:00 pm
 4. **Physical Examination:** July 31, 2017
Location: Wayne Valley High School
Time: 8:00 am
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Effective Period of Test

The list shall remain in effect for a period of three years for the date the total evaluation scores are posted.

Physical Qualifications

The purpose of the Physical Qualification 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.

All candidates who move forward to the PQT will be required to have a medical waiver from a licensed medical doctor to take part in the PQT.

The entrance Physical Qualification Test is certified by the New Jersey Police Training Commission.

The Top 75 candidates at the conclusion of the written and oral examination will move forward to the PQT. All other candidates' will remain on an on-call basis and will be given adequate notice if they will be tested at a future date.

Test Components

All tests are scored on a pass/fail format, and a trainee must complete all five (5) components of the prescribed physical fitness test. The test is not gender specific.

The events and minimum scores to pass are:

- 1.5 mile run in 15:55 or less
 - 300 meter run in 70.1 seconds or less
 - Vertical jump of 15 inches or more
 - 24 push-ups in 1 minute or less
 - 28 sit-ups in 1 minute or less
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