

**ATLANTIC HIGHLANDS  
POLICE DEPARTMENT  
GENERAL ORDER**

**SELECTION**



**BY THE ORDER OF:**  
Chief Scott Reinert

**# OF PAGES: 4**

**EFFECTIVE DATE: 08/09/2022**

**ACCREDITATION STANDARDS: 2.5.1, 2.5.2, 2.5.3, 2.5.4**

**SUPERSEDES ORDER #:**

**PURPOSE:** To establish a fair and consistent procedure designed to enable the Atlantic Highlands Police Department to recruit and select qualified candidates for employment who will best serve the needs of the agency.

**POLICY:** The selection process is acknowledged as a key event in the operational effectiveness of a law enforcement agency. This agency will attempt to identify and recruit individuals who best possess the skills, knowledge, and experience necessary to contribute to the agency. This agency will use a selection process, which is in compliance with applicable standards of the New Jersey State Association of Chiefs of Police (NJSACOP).

## **PROCEDURE:**

### **I. GENERAL QUALIFICATIONS SWORN PERSONNEL**

- A. The general qualifications for employment with the Atlantic Highlands Police Department:
1. Must be a resident of New Jersey and a citizen of the United States;
  2. Must be able to read, write, and speak the English language well and intelligently and has a high school diploma or its equivalent;
  3. Is of good moral character and sound body and good health;
  4. Must be at least 18 years of age and prior to their 35<sup>th</sup> birthday;
  5. Is not convicted of any criminal offense involving moral turpitude;
  6. Must possess a valid New Jersey driver's license;
  7. Must possess a valid PTC certificate, Alternate Route Graduate certificate or a Class II Special Officer waiver eligible (this eligibility requirement may be waived by the Appropriate Authority);
  8. Must have passed the Monmouth County Chief's test.

### **II. SELECTION SWORN OFFICER**

- A. The department will accept résumés from potential candidates on a continual basis.
1. The Chief of Police, or designee(s), will collate the résumés and eliminate those candidates who do not meet the minimum requirements.
  2. The Chief of Police, or designee(s) 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. Candidate(s) with the best résumés will be scheduled with an oral interview
- B. The Chief of Police, or designee, shall notify those candidate(s) 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 selected by the Chief of Police, or designee.
- D. The Board involved in the interview process, shall meet to discuss the results of each candidate's interview.
- E. The Chief of Police will make a recommendation to the Borough Administrator for appointment. The Borough Administrator may elect to interview the candidate(s) prior to appointment.
- F. The Borough Council shall make the final determination on the candidate(s) to be appointed.

### **III. 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;
  - 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.
    - 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. Sworn candidates shall submit to a pre-employment drug screening.

### **IV. SELECTION PROCESS NON-SWORN POSITIONS**

- A. Eligibility – No individual shall be appointed to a civilian position unless the person;
  - 1. Is able to read, write, and speak the English language well and intelligently and has a high school diploma or its equivalent;
  - 2. Must be of good moral character;
  - 3. Must be at least eighteen (18) years old;
  - 4. Must be a resident of New Jersey within one year of hire.
- B. All vacancies for non-sworn positions will be selected at the sole discretion of the Borough of Atlantic Highlands pursuant to Borough policies and procedures.
  - 1. Advertisement of the position unless a current Borough employee meets the qualifications and submits an application for consideration;
  - 2. Resume review;
  - 3. Oral Interview.
- C. 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;
  - 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.
- D. The Chief of Police, or designee, shall make a recommendation to the Borough Administrator for employment.

## **V. MEDICAL EXAM**

A medical exam will be conducted on all sworn candidates prior to appointment, but only 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 only after being given a conditional offer of employment.