

WAYNE POLICE DEPARTMENT ENTRANCE EXAM REQUIREMENTS



James Clarke Acting Chief of Police

Wayne Township is an equal opportunity employer

Wayne Police Department

APPLICATION REQUIREMENTS

MINIMUM QUALIFICATIONS

All applicants for the Wayne Police Department must meet the following minimum qualifications to be eligible to participate in the recruitment process for the position of entry level officer. Failure to meet any of these qualifications will automatically disqualify a candidate from further consideration.

At the time of the written examination the applicants must be:

- 21 years of age
- A citizen of the United States
- Have Bachelors Degree from and accredited college or University or
- 60 credits from an accredited college or University and 2 years as a full time police officer or
- 60 credits from an accredited college or University and 2 years active Military Service with an honorable discharge from the United States Armed Forces.
- Upon appointment must reside within 15 mile radius of Wayne Township, New Jersey
- Must not have been convicted of any crime of the first, second, third or fourth degree, as designated by the Criminal Code of New Jersey, or a crime or felony offense in any other jurisdiction that involved moral turpitude or, at the time of application, is undergoing or awaiting court action of any kind in regard to such a crime or felony offense.
- Possess a valid New Jersey driver's license

An applicant must:

- Score of 70 percent or better on the written examination
- Score of 70 percent or better on the oral examination
- Physical agility test is Pass/Fail
- Swim Test is Pass/Fail
- Psychological Examination
- Eye Examination
- Medical Examination

HOW TO APPLY

All applications will be completed online at PoliceApp.com/WayneNJ

NO APPLICATIONS WILL BE ACCEPTED AT THE POLICE DEPARTMENT

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Preferred County List:

In accordance with 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. [Amended 11-4-1981 by Ord. No. 57-1981; 9-21-1988 by Ord. No. 54-1988; 5-17-1995 by Ord. No. 26-1995; 2-16-2005 by Ord. No. 5-2005; 4-16-2008 by Ord. No. 35-2008]

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include but is not limited to the following:

- Protect private and public property
- Prepare and present written reports and cases for prosecutions and/or investigations of criminal, civil, and traffic offenses.
- Communicate effectively with the public, other agencies, in court and other formal Settings
- Ability and willingness to work a variety of shifts of up to twelve hours duration, including nights, weekends, and legal holidays.
- Read and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Perform computer inquiries and type reports on computer system.
- Ability and willingness to lead others in solving community problems, facilitating discussion, and negotiating solutions.
- Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and others encountered in an antagonistic environment.
- Stop traffic violators and take appropriate action, identify suspicious individuals and investigate their activities.

Apprehends violators or offenders of the law, sometimes involving substantial elements of personal danger. In instances where lawful arrests are resisted, the officer must be prepared and able at times, through high levels of physical exertion, to protect citizens, themselves, fellow officers, and overcome the resistance.

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OVERALL RANKING

- 1) Candidates receiving a grade of 70 or better in both the written and oral examination(s), and having received a passing score on the physical agility tests are eligible for score ranking.
- (2) 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.
- (3) 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.

Background Investigation and Interview

- (1) Once a candidate has successfully passed the written, physical oral and agility phases, the candidate shall be subject to a background investigation and interview.
- (2) The Chief of Police shall appoint officers of the rank of Sergeant or above and/or members of the department to conduct a detailed background investigation of the passing candidates.
- (3) The necessary investigation shall include is but not necessarily limited to the following:
 - a) Criminal background.
 - b) Motor vehicle background.
 - c) Character check.
 - d) Educational institution checks.
 - e) Employers (past and present).
 - f) Military information.
 - g) Neighbors, friends and reference checks.

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- h) General background investigation.
 - i) Court and other legal information, including a credit background.
 - j) In-depth personal interview.
- (4) The investigating team shall furnish a written report to the Chief of Police with its recommendations concerning the suitability of the candidate for appointment.

Ord. No. 26, 1995, Chapter 25, Article VI, 25-17, Sec. B.

Each person applying for a full-time position in the Police Department shall, by the date of the written examination, have the following qualifications to be considered eligible for appointment:

A. He/she shall be a citizen of the United States.

B. He/she shall have one of the following:

- (1) A Bachelor's degree from an accredited college or university; or
- (2) Sixty credits from an accredited college or university and two full years as a full-time police officer.
- (3) Sixty credits from an accredited college or university and two consecutive years of service in the Armed Forces of the United States, with an honorable discharge.

He/she must not have been convicted of any crime of the first, second, third or fourth degree, as designated by the Criminal Code of New Jersey, or a crime or felony offense in any other jurisdiction that involved moral turpitude or, at the time of application, is undergoing or awaiting court action of any kind in regard to such a crime or felony offense.

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:

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Medical Examination: performed by the Police Physician. He/she shall furnish the Police Department and the applicant with a written certificate of that examination.

Eye examination: an eye examination performed by an ophthalmologist designated by the Township.

Psychological Examination: a psychological examination to be administered by a licensed psychologist or psychiatrist selected by the Chief of Police. A report evaluating the suitability of the candidate for police and law enforcement duty shall be submitted to 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 successfully complete the above testing and be approved by Wayne Township.

Applicants who pass all of the above testing and are then selected for employment must successfully complete recruit training conducted by a New Jersey Police Training Commission Police Academy.

Once a recruit successfully passes the Police Academy training they enter the Wayne Police Department Field Training Program. New officers are on probationary status for 18 months from the date of appointment.

EXAMINATION and FEES

1. Written Examination: **Fee \$75.00 - due at time of application submission**

The examination is given by the New Jersey State Chiefs of Police. The total test time for all four sections of the written examination is 90 minutes and it consists of four sections:

- a) Math
 - b) Reading Comprehension
 - c) Spelling and Grammar
 - d) Report Writing
2. Physical Agility Test- The tests shall evaluate the applicant's strength, agility, stamina and speed.
 3. Swim Test
 4. Oral Examination: Fee \$125.00- Fee due at time of Oral Exam

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You must score at least 70% on the written and oral portions of the examination. Failure to do so will result in your elimination from consideration.

HIRING PROCESS

The hiring process consists of numerous phases and assessments. Candidates must successfully pass each phase in order to proceed through the process. The components of the testing process are listed below. Candidates who fail to report to any of the testing procedures and/or who fail any component of the testing process will automatically be disqualified from further consideration. There will be no make-up dates scheduled.

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

Phase 1: Application Process: Applications will close on **July 7, 2014 by 12:00 am**

Phase 2: Written Examination: Monday July 14, 2014 at 4:30 pm * If an additional written examination test date is necessary, it will be announced prior to July 14th.
Location: Wayne PAL 1 Pal Drive Wayne NJ

All eligible applicants will take a written examination. The passing score for the Written examination is 70%.

Phase 3: Oral Examination July 21-24 – 8 am - 4:30 pm
Location: Passaic County Police Academy 214 Oldham Road, Wayne NJ

Phase 4: Physical Qualification Test July 29, 2014-Location to be determined Location: Passaic County Police Academy 214 Oldham Road, Wayne NJ

Results of ALL tests will be available online at PoliceApp.com candidate profile

ONLY those candidates passing the written test will be scheduled for the agility test. We will initially only test the top 75 candidates for the physical qualification process, and the top 50 for the swimming component.

Effective Period of Test

The list shall remain in effect for a period of three years from the date that the total evaluation scores are tabulated, provided that the list is not exhausted prior to that time.

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Police Physical Qualification Test

PRIOR TO PARTICIPATING IN THE TRAINING CONTAINED IN THIS COMMUNICATION, YOU SHOULD CONSULT YOUR PHYSICIAN TO ENSURE IT IS SAFE FOR YOU TO ENGAGE IN THE WAYNE POLICE PHYSICAL FITNESS TRAINING REGIMENT.

The purpose of the entrance 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.

The entrance fitness test is modeled after the Cooper Institute® Test and will consist of the following:

1. Vertical Jump – (1-2 minutes recovery)
2. 1 minute sit-ups – (5 minutes recovery)
3. 300 Meter Sprint – Measured 300 Meters on flat surface & timed (5-10 minutes recovery)
4. 1 minute push-up – (5 minutes recovery)
5. 1.5 mile run – Measured 1.5 miles on flat surface & timed (cool down 5 minutes)

These tests will be administered in the above listed order with the prescribed recovery periods between each test. Recovery between each test should be active (i.e. slow walking, gentle stretching)

To successfully complete the Physical Fitness Test, you must meet score or exceed the below norm. You MUST successfully pass each component. Those candidate who do not meet the minimum standard in all tested categories will receive a failure and will be disqualified from the testing process.

	Male Standard	Female Standard
Vertical Jump	18"	11.1
1 Minute Push Ups	20	9
300 Meter Sprint	63 Sec.	82 Sec.
1 Minute Sit Ups	32	22
1.5 Mile Run	13:48	16:46

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Vertical Jump. This measures leg power, and consists of measuring how high a person jumps.

Training Tips for Vertical Jump

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of three exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days a week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise

One Minute Sit Ups. This measures abdominal, or trunk, muscular endurance.

The purpose of this test is to evaluate trunk strength. Attain a position lying on your back with the knees flexed at a 45 to 60 degree angle, feet together and approximately 18" from the buttocks. **Fingers interlocked behind the head.** The feet will be held in place during the test. On the command "GO" tuck the chin towards the chest, curl torso forward until the elbows touch the thighs. Once the elbows touch the thighs, return to a position in which the midback touches the floor. Once the midback touches the floor, perform another sit up. Continue to complete sit ups for two (2) minutes. Only correctly performed sit ups will count.

Training Tips for Sit Ups

To prepare for sit ups, perform sit ups following the procedures described above. Attempt to complete as many correct sit ups as you can in (2) minutes. If difficulty is experienced completing the sit ups, have a second person hold your feet. If you are unable to complete one sit up, practice coming halfway up and returning to the floor for one to two minutes. On each training day, attempt to perform full sit ups, the student will be given one (1) minute to do as many bent leg sit ups as possible.

300 Meter Run. This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.

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Training Tips for 300 Meter Run

To prepare for this component, it is a good idea to do interval training. The first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.

Push Ups. This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure.

The purpose of this test is to evaluate the muscular strength and muscular endurance in your upper body. The push-ups will be performed in the standard position in which the front of the foot and hands are in contact with the floor. The feet are 8 to 12 inches apart and the arms are fully extended, directly under the shoulders, and slightly wider than shoulder width apart. The legs, buttocks, back, and shoulders must be in a straight alignment. On the command "GO", keep the body fully extended and lower your torso towards the floor by flexing the elbows until the elbows form a 90 degree angle. Next extend to the starting position. Continue to complete pushups for two (2) minutes. Only correctly performed pushups will count. **Your score will be the number of correct push-ups completed in two (2) minutes.**

Training Tips for Push Ups

To prepare for pushups, perform pushups following the procedures described above. Attempt to complete as many correct pushups as possible in (2) minutes. If unable to perform one push up, start in the initial position and lower the torso halfway toward the ground and extend to the extended position. Each time you practice, lower the torso closer to the ground until the correct position is achieved.

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1.5 Mile Run. This measures aerobic power or cardiovascular endurance (stamina over time).

The purpose of this test is to evaluate aerobic capacity. On the command "GO" you will run 1.5 miles on a marked course.

Training Tips for 1.5 Mile Run

To prepare for the 1.5 mile run, start by running 1.5 miles without stopping and note the time to complete the run. If unable to complete the distance, run as far as you can without stopping and note the distance and the time you ran. It is best to do this self test on a track. If you are unable to complete 1.5 miles without stopping, start by running for a time period of approximately 30 to 60 seconds less than you were able to achieve without stopping. Next walk for 30 seconds and then run the same distance again and walk for 30 seconds. Repeat this sequence until you have run 1.5 miles. Attempt to increase the running distance without stopping each time you run and decrease the walk time. Once able to complete the 1.5 miles without stopping, run part of the distance at a faster pace followed by a slower pace.

Repeat this cycle throughout the 1.5 mile distance. If you are able to complete the 1.5 miles without stopping, start to pick up the pace for every other $\frac{1}{4}$ mile. In addition, interval training can be used to increase your speed and enable you to complete the 1.5 mile distance at a faster pace. Interval training involves running shorter to medium distances at a fast pace followed by walking or jogging between the intervals. For example, run 220 yards ($\frac{1}{2}$ around a track), walk 220 yards, and run 220 yards. Keep this up until you have completed four to five intervals. Increase the length of the interval and decrease the length of the walk to lower your time to complete the 1.5 mile run. Couple the interval training with running 1.5 miles continuously.

General Weight Training

Weight training can be used to increase muscular strength and muscular endurance. For most purposes weight training can only be performed every other day or three times per week. To determine starting weight for an exercise, choose a weight that you think you can use to complete 8-12 repetitions of the exercise. Next attempt to perform one set or 8-12 repetitions with this weight. If you are able to complete 12 repetitions increase the weight. If you are unable to complete 8-12 repetitions but can complete four or more, continue to use this weight until you have achieved 8-12 repetitions. If you are unable to complete four repetitions, lower the weight. To increase muscular endurance, lower the weight and attempt to complete 15-20 repetitions.

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Medical Clearance Report Form

Applicants Printed Name

Date of Birth

Date

The above individual is being asked to take part in a fitness assessment program as part of an overall process to become a Wayne Police Officer. The fitness assessment involves sub-maximal measurements of cardio-respiratory fitness (1.5 mile run), muscular endurance and absolute strength of the arms and chest (push-ups & bench press), and muscular endurance of the abdomen (sit-ups). The assessment scores are listed below as determined from normative data collected by Dr. Kenneth Cooper of the Cooper Aerobic Institute of Dallas, Texas. The factor listed in the tables for the bench press is multiplied by the applicant's weight. The Female push-up column are full body positions respectively.

	Male Standard	Female Standard
Vertical Jump	18"	11.1
1 Minute Push Ups	20	9
300 Meter Sprint	63 Sec.	82 Sec.
1 Minute Sit Ups	32	22
1.5 Mile Run	13:48	16:46

By completing this form, you are not assuming any responsibility for our assessment program. If, however, you know of any reason why the participant should not undertake a basic assessment of fitness as listed above, we would be most grateful if you could indicate that below.

I have examined the above captioned applicant on the following date and based on my finding:

_____ I know of no reason why the applicant may not participate.

_____ I recommend that the applicant **NOT PARTICIPATE**.

Signature of NJ Licensed Physician NJ ID #

Date

Street:

City, State, Zip:

THIS FORM TO BE RETURNED THE DAY OF THE PHYSICAL QUALIFICATION TEST