


Borough of Franklin, County of Sussex
Resolution #2022-114

FRANKLIN BOROUGH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SELECTION		
EFFECTIVE DATE:	NUMBER OF PAGES: 5	
ACCREDITATION STANDARDS: 2.5.1, 2.5.2	BY THE ORDER OF: Gregory Cugliari Chief of Police	

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

POLICY: The selection process is generally 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 of Sworn Personnel

- A. The general qualifications for employment with the Franklin Borough Police Department shall be:
1. No person shall be appointed to the police department who is not qualified as provided in the New Jersey statutes;
 2. Must be at least 21 years of age;
 3. Must be a resident of New Jersey and a citizen of the United States;
 4. Possess a valid New Jersey driver's license;
 5. Must read, write, and speak the English language well and intelligently;
 6. Shall have graduated from high school or possess a General Equivalency Degree (GED);
 7. Must have completed a minimum of sixty (60) credits from an accredited college or university, or two (2) years of military service with an honorable discharge;
 8. Ability to perform all the tasks and duties of a Police Officer;
 9. Must be of good moral character, and has not been convicted of any criminal offense involving moral turpitude;
 10. The Borough may require as a condition of application that the applicant must possess a police training certificate issued by the New Jersey Police Training Commission, be a graduate or enrolled in a State of New Jersey Alternate Route Training program.

II. First Phase – Advertisement

- A. When a vacancy exists, the Chief of Police shall request and receive approval from the Borough Council prior to announcing any hiring.
- B. Advertising for the position will be in accordance with the departments Recruitment Plan.

III. Second Phase – Superior Officer Oral Interview

- A. The Chief of Police, or designee, shall notify those candidates who qualify to participate in the Superior Officer Oral Interview. Notification shall be made by mail and/or e-mail.
- B. The Chief of Police shall assemble a team of superior officers to administer the Superior Officer Oral Interview.

- C. The Chief of Police shall prepare a list of interview questions and provide the lists to the team prior to the interviews. Each answer to each question asked will be assigned a value of 5 (highest) to 1 (lowest). The score for each candidate will then be totaled at the completion of the interview.
- D. Once the scores for each candidate are totaled, the superior officers involved in the interview process shall meet to discuss the results:
 - 1. Anything found in the interview of the candidate, which causes concern for the officers involved in the interviews will be discussed among the interviewers;
 - 2. A list will be made with the rankings of each candidate based on their score.

IV. Third Phase – Borough Administration Oral Interview

- A. The Chief of Police, or designee, shall notify those candidates who have been recommended to participate in the Borough Administration Oral Interview. Notification shall be made by mail and/or e-mail.
- B. The Borough Administration Oral Interview shall consist of the Chief of Police, the Borough Administrator, Mayor, and members of the Public Safety Committee.
- C. The Chief of Police shall prepare a list of interview questions and provide the lists to the team prior to the interviews. Each answer to each question asked will be assigned a value of 5 (highest) to 1 (lowest). The score for each candidate will then be totaled at the completion of the interview.
- D. Once the scores for each candidate are totaled, the individuals involved in the interview process shall meet to discuss the results:
 - 1. Anything found in the interview of the candidate, which causes concern for the individuals involved in the interviews will be discussed among the interviewers;
 - 2. A list will be made with the rankings of each candidate based on their score.

V. Conditional Offer of Employment

- A. After the two rounds of interviews, the Chief shall make a recommendation to the Borough Council. If the Borough Council agrees, it shall pass a resolution authorizing a Conditional Offer of Employment without revealing the name of the candidate.

VI. Psychological Evaluation

Special Note: ADA requirement, must be a Conditional Job Offer of Employment
<http://www.eeoc.gov/>

A Conditional Job Offer of Employment Form shall be completed and signed by the Probationary Officer candidate prior to the administering of a Psychological Evaluation.

- A. The Chief of Police, or designee, shall ensure that the Conditional Job Offer of Employment Form is completed and signed. The Probationary Officer Candidate shall then be notified of the evaluation.
- B. The psychological evaluation is designed to determine the candidate's fitness for duty as a police officer.
- C. The Chief of Police shall review the recommendation of the consultant's psychological evaluation report.

VII. Medical Examination

Special Note: ADA requirement, must be a Conditional Job Offer of Employment
<http://www.eeoc.gov/>

A Conditional Job Offer of Employment Form shall be completed and signed by the Probationary Officer candidate prior to the administering of a Medical Evaluation.

- A. The Franklin Borough Police Department shall pay for an applicant to be examined:
 - 1. The Chief of Police shall designate the physician and the Chief of Police, or designee, shall arrange an appointment for the Probationary Officer Candidate.
- B. All medical records are to be treated as confidential with access limited in accordance with the ADA requirements; the medical records should be kept in a separate file.

VIII. Background Investigation

- A. When an applicant has successfully passed Phases I, II, III, IV, and V of this policy, a background investigation may be initiated simultaneous to the Psychological Evaluation and Medical Examinations.
- B. 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. Candidates for sworn positions shall be required to complete a Personal History Booklet for review;
 - 3. A check of the applicant's driving history if driving is a requirement of the position;
 - 4. Verification of all references;
 - 5. A fingerprint check for criminal record;
 - 6. 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 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. Applications for employment to the position of police officer shall be amended to require information on these topics.
 - 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. Background for candidates who are currently serving as a law enforcement officer, or formally served as a law enforcement officer, must include a review of their internal affairs file. New Jersey law enforcement agencies are generally required to disclose the entire internal affairs file of a candidate and a candidate with out-of-state law enforcement experience must waive confidentiality of their internal affairs file.

IX. Selection Process for Non-Sworn Positions

The selection process for non-sworn positions will be conducted in accordance with the policies and procedures outlined in Franklin Borough Code § 56-1 Employment Practices.

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CERTIFICATION: I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at a regular meeting held on November 22, 2022



Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA	X			
RACHEL HEATH	X			
JOSEPH LIMON		X		
JOHN POSTAS				X
STEPHEN SKELLENGER	X			
GILBERT SNYDER	X			
MAYOR SOWDEN (Tie Only)				