2013 Law Enforcement Examination – Fact Sheet

**LEE Title Areas:**

The Law Enforcement Examination (LEE) consists of a series of entry-level law enforcement titles considered to have common knowledge, skills, abilities, and other characteristics and are tested by one examination. Applicants file only one application and indicate their areas of interest by checking the box(es) on the application. Applicants cannot update or change their title preferences once the online application has been submitted. **No title areas can be added after the closing date.** Title areas you may select include the following:

1. Municipal Police Officer

2. Other Police Officer Titles which include:
   - County Police Officer
   - Park Police Officer
   - Campus Police Officer Recruit*
   - Police Officer Recruit Human Services*
   - Police Officer Palisades Interstate Park*

3. Sheriff’s Officer

4. County Correction Officer

5. Correction Officer Recruit, Juvenile Justice Commission*

*State Title

Bilingual in Spanish and English and Bilingual in Korean and English positions are available for some of the titles in this announcement. If you qualify for a bilingual position, check the appropriate bilingual box located on the application.

**LEE Application:**

A special online application has been developed for this announcement which captures all the information needed to determine eligibility, schedule applicants for the examination, and to place successful candidates on the resulting eligible lists.

Applicants are not required to submit detailed information regarding their education, training, and experience. The Civil Service Commission (CSC) does not need transcripts, resumes, or other documents to determine eligibility and these documents should **not** be submitted to the CSC.

After you complete and submit your online application, you will receive a confirmation page which includes a link and access code to the Candidate Preparation Guide. Please print your confirmation page prior to going to the link.
**Residency:**
Applicants are required to complete the residency portion of the application. Please note that your residency may not be the same as your mailing address. Residency information will be used to place your name on the appropriate municipal and/or county eligible lists based on your title area selection. You must be a legal resident of the jurisdiction you list as your residency as of the closing date, September 4, 2013.

**Maximum Hiring Age Requirement for Municipal Police Officer Positions:**
When applicants for Municipal Police Officer titles (including Bilingual positions) reach the day after their 35th birthday, they are considered to be over 35 years of age and are not eligible for appointment to the title, except for the following situations:

Applicants age 45 and under (applicants are considered over 45 on the day after their 45th birthday) as of September 4, 2013, who previously served in the following law enforcement titles, and other law enforcement titles with duties comparable to the following titles, may deduct the amount of time they served from their current age to qualify for the maximum age 35 requirement. However, if they were separated from that prior service due to removal for cause on charges of misconduct or delinquency, they are not eligible for this age reduction exception.

- Municipal Police Officer, State Trooper, NJ Transit Police Officer, Camden County Park Police Officer, Burlington County Bridge Commission Police Officer, Educational Enforcement Officer, County Police Officer, SEPTA Police Officer, Delaware River Port Authority Police Officer, Sheriff’s Officer, AMTRAK Police Officer

**Applicants over age 45** as of September 4, 2013 may deduct previous service in the above titles **only** if they were separated from that service due to **layoff**.

Applicants may also deduct from their actual age the amount of time they served in the military, only during the conflicts and under the conditions for which they would qualify for Civil Service Veterans preference, to qualify for the maximum age 35 requirement. Please visit the following website to determine if you qualify for Veteran’s preference: [www.state.nj.us/military/veterans](http://www.state.nj.us/military/veterans).

**NOTE:** Appointing Authorities will be notified of any applicant who is over the age of 35 and who may be certified for a possible Municipal Police Officer appointment in order to determine whether the applicant satisfies the age requirement exception.

**LEE Fee Structure:**
A $35 application fee is required for the first title area that you check on the application. A $5 fee is required for each additional title area checked on the application.

Fee Example: If you check three title areas, the fee is $35 for the first and an additional $5 each for the second and third titles, for a total of $45.
**LEE Payment Process:**
After you have provided all required information, you will proceed to the payment process. The system will indicate the required fee based on your title area preferences. The payment types for this announcement are Credit Card, ECheck, Pay by Mail and Fee Exemption. Fee exemptions are granted for those applicants who:

-- are currently receiving General Assistance (Welfare). Applicants must submit a copy of the benefit ID card or letter from the local welfare director
-- are currently receiving Temporary Assistance for Needy Families (TANF – previously AFDC). Applicants must submit a copy of the ID card which shows the case number.
-- are currently receiving Supplemental Security Income (SSI). Applicants must submit a copy of the latest annual award letter or Medicaid card.

Instructions for submitting the fee exemption documentation are provided on the confirmation page you will receive once you have submitted your application.

**LEE Eligible Pool:**
The pool of eligible candidates that results from this examination will be valid for two years and will be used to fill positions in all jurisdictions covered under the Merit System for the titles listed above.

If you are appointed to a position, your name will be removed from the pool of eligible candidates for that title area only. That is, you will no longer be eligible for appointment to another position within that title area. However, if you filed for more than one title area, you will remain eligible for positions associated with title areas other than the one to which you were appointed.

**Bilingual Testing:**
Candidates for Bilingual positions will be tested at the time of certification for proficiency in reading, writing, and verbal communication skills in either Spanish or Korean.

**Pension Enrollment Information:**
Appointees will be required to successfully complete a training program mandated by the New Jersey Police Training Commission. This training must be completed prior to enrollment in the Police and Fire Retirement System.

Candidates for all titles other than Police Officer and the Bilingual variants who are over 35 years of age as of the closing date of this announcement are not permitted to be enrolled in the Police and Fire Retirement System. They may be enrolled only in the Public Employees Retirement System.

**Change of Name/Address:**
If you need to change your name or address, please visit the NJCSC website to complete the online change form: [https://info.csc.state.nj.us/mailer/ChangeAddress.aspx](https://info.csc.state.nj.us/mailer/ChangeAddress.aspx). Individuals who need to make a name change should indicate the name used on the application in the top portion and then indicate their new name in the comment section.
Test Results:
In some instances, the Law Enforcement Examination (LEE) will be used to process promotional announcements. The results of your LEE examination will automatically be applied to the promotional announcement.

Candidates Who Have Taken the Examination for State Correction Officer Recruit:

Candidates who took the 2013 State Correction Officer Recruit exam and apply for any title within the 2013 LEE announcement will NOT be scheduled to take the LEE exam. Candidates interested in employment for any of the titles within the 2013 LEE announcement must submit a LEE application and related fees. Candidates who took the 2013 State Correction Officer Recruit examination will automatically have their score applied to all titles for which they apply as part of the 2013 LEE announcement, when that eligible pool becomes active.

5/31/2013