



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

**2016 Law Enforcement Examination (LEE) Fact Sheet**

**LEE Title Areas:**

The Law Enforcement Examination (LEE) has been developed to assess candidate readiness for entry into law enforcement titles considered to have common knowledge, skills, abilities, and other characteristics. Applicants file only one application and indicate their interest in the title areas by checking the box(es) on the application. A \$50 application processing fee is required for this announcement whether you check one or all title areas on your application. **No title areas can be added after the closing date.** Title areas you may select include the following:

1. **Municipal Police Officer**  
**County Police Officer**  
**Park Police Officer**  
**Campus Police Officer Recruit\***  
**Police Officer Recruit Human Services\***  
**Police Officer Palisades Interstate Park\***
2. **Sheriff's Officer**
3. **County Correction Officer**
4. **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. Candidates for Bilingual positions will be tested at the time of certification for proficiency in either Spanish or Korean.

Please note that anyone who applies (or has applied) for more than one of the following titles/symbols in 2016 will only have one opportunity to sit for the exam, regardless of the number of titles for which you have applied: Entry-Level Law Enforcement (LEE – S9999U), Correction Officer Recruit (S9988U), Parole Officer Recruit (S1000U), and Parole Officer Recruit Bilingual in Spanish and English (S1002U). The score achieved on the exam will be applied to any of these aforementioned symbols for which you have applied.

**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 place successful candidates on the resulting eligible lists. Applicants are not required to submit detailed information regarding their education, training, or experience. Transcripts, resumes, cover letters, etc. should **not** be submitted with your application.

**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 and save 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 be different from 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 August 31, 2016 closing date.

**LEE Payment Process:**

After you have provided all required information, you will proceed to the payment screen. Acceptable payment types for this announcement are Credit Card, ECheck, or Pay by Mail. Fee exemptions are granted for those applicants who:

- are currently receiving General Assistance (Welfare). Applicants must submit a copy of the benefits letter from the local welfare director.
- are currently receiving Temporary Assistance for Needy Families (TANF – previously AFDC). Applicants must submit a copy of their award letter 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 recertification information.

Instructions for submitting the fee exemption documentation are provided on the confirmation page you will receive once you have submitted your application. Documentation must include proof of current eligibility within the past 12 months.

**Change of Name/Address:**

If you need to change your name, mailing address or email address, please visit the NJCSC website to complete the online change form: <https://info.csc.state.nj.us/mailler/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. It is important to keep this information current for the life of the eligible list since all mailings of test results and potential job opportunities will be sent to your address of record.

**Maximum Hiring Age Requirement for Municipal Police Officer Positions:**

When applicants for Municipal Police Officer titles (including Bilingual positions) reach the day of their 35th birthday on or before the **August 31, 2016** closing date, 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 under age 45 (applicants are considered over 45 on the day of their 45th birthday) as of **August 31, 2016**, 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, or any persons who were previously employed by any State or*

*Federal law enforcement agency or other public entity, and who performed duties comparable to the law enforcement duties performed in the positions specifically listed in N.J.S.A. 40A:14-127.1*

Applicants over age 45 as of **August 31, 2016** 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 Veteran's 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 Eligible Pool:**

The pool of eligible candidates that results from this examination will be valid for a minimum of two years and will be used to fill positions in all jurisdictions covered under Civil Service for the title areas selected. 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. However, if you selected more than one title area, you will remain eligible for positions associated with title areas other than the one to which you were appointed.

**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 Municipal Police Officer and the Bilingual variants who are over 35 years of age as of the August 31, 2016 announcement closing date are not permitted to be enrolled in the Police and Fire Retirement System. They may be enrolled only in the Public Employees Retirement System.

**Test Results:**

In some instances, the Law Enforcement Examination (LEE) may be used to process promotional announcements. In these cases, the results of your LEE examination will automatically be applied to the promotional announcement.