

B-18



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Andrew White,
Training Officer, Law Enforcement
(C0476U) Passaic County

Examination Appeal

CSC Docket No. 2017-2370

ISSUED: APR 21 2017 (RE)

Andrew White appeals the decision of the Division of Agency Services (DAS) which found that he did not meet the experience requirements, per the substitution clause for education, for the open competitive examination for Training Officer, Law Enforcement (C0476U) Passaic County.

The subject examination was announced with specific requirements that had to be met as of the July 14, 2016 closing date (see attached). A total of 19 applicants applied for the subject examination that resulted in a list of 1 eligible with an expiration date of December 14, 2019. Mr. White indicated on his application two positions, Police Detective (Police Officer) from October 1990 to July 2016, and Police/Fire Dispatcher from December 1986 to October 1990. He indicated completion of various certifications of training, and attached copies of his Instructor Certifications, other certifications, and his transcript. Mr. White also indicated completion of 40 college credits.

On appeal, Mr. White argued that he had 27 years of experience as an Instructor and Police Officer, is an Instructor with the Passaic County Police Academy, and is a Training Officer with the Passaic Police Department. He could not be credited for his position as a Police Detective as he did not indicate duties determining law enforcement training needs or developing training plans and materials. Thus, he was credited with one year, four months of experience for his college credits, and was found to be lacking five years, eight months of experience per the substitution clause for education by the closing date.

The appellant provided a letter of support from the Police Chief of Passaic City. This letter indicated that the appellant began the training of personnel as a 911 Instructor in 1996. He also recertified 911 Telecommunicators per the required annual eight hours of in-service training. The Chief states that, in 2000, the appellant was assigned to the Planning and Training Division where he was responsible for teaching all sworn police officers bi-annually as mandated, and was responsible for putting together lesson plans and related materials to teach Use of Force, Vehicle Pursuit Driving, and Attorney General Guidelines on Domestic Violence.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

The appellant was denied admittance to the subject examination since he did not list sufficient qualifying experience on his application. As this is a professional title, requiring a Bachelor's degree, the experience requirement refers to professional-level work. A review of the appellant's duties indicates that he conducted orientation, inservice refresher, and other training courses, and the Police Chief indicated that he developed training plans and materials. Nevertheless, there is no indication that he was involved in determining law enforcement training needs. While the described experience does not precisely mirror the announced experience requirement, the Commission finds that the totality of his experience is sufficient. Moreover, the employment roster is incomplete. Therefore, good cause exists to accept his experience in the title Police Officer to admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's name be added to the eligible list for prospective appointment only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 19th DAY OF APRIL, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Andrew White
Anthony De Nova
Kelly Glenn
Records Center



Job Announcements

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printable version

Symbol: C0476U

Title: TRAINING OFFICER LAW ENFORCEMENT

Issue Date: 06/23/2016

Closing Date: 07/14/2016

Jurisdiction: PASSAIC COUNTY

Salary: \$35,000.00 - \$40,000.00 Per Year

Num. of Positions: 2

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Passaic County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Three (3) years of experience involved in determination of law enforcement training needs, development of training plans and materials, and conduct of orientation, inservice, refresher, and other types of law enforcement training courses.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.