

**A PUBLICATION OF THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS**

Employer \_\_\_\_\_  
 Fire Title for Review \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

<b>CATEGORY A – CHECKLIST</b> <b>Fire Positions with a Municipal Fire District</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1.	A copy of the resolution established by the Board of Fire Commissioners which provides the fire district with the powers, duties, and functions within said district that relate to the prevention and extinguishment of fires and the regulation of fire hazards under the provisions of <u>N.J.S.A. 40A:14-81 et seq.</u>			
2.	A copy of the resolution which establishes the position and sets forth the compensation and the duties associated with such position.			
3.	Verification that the resolution was published at least once in a substantial newspaper in the district.			
4.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.			
5.	Identify the type of position (entry level, promotional, administrative/supervisory position over firefighters) and include all job titles within the fire district. <b>If the title is administrative or supervisory, in addition to all items requested in this category, please refer to the section under “Administrative and Supervisory Employees” for additional information required.</b>			
6.	A description of the selection/promotional process for the candidate to this position.			
7.	An official job description for the position. <b>Note:</b> If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.			
8.	A copy of an organizational chart for the fire district which identifies the positions and reporting relationships of the staff within the district. The chart must include names and pension member numbers.			
9.	A description of the training requirements including but not limited to the Fire Fighter I Certification issued by the Division of Fire Safety, Department of Community Affairs. <b>Note:</b> Provide the legal authority for the training.			
10.	Does the fire district require the candidate to pass a separate agility test (physical test) other than the requirements provided for the successful completion of the Fire Fighter I Certification? If yes, provide details.			

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Employer \_\_\_\_\_  
 Fire Title for Review \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
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<b>CATEGORY B – CHECKLIST</b>				
	<b>Fire Positions with a State, County, Regional Services, or Municipal Firefighting Department or Unit</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1.	A copy of the ordinance or the legal authority which provides the governing body of the state, county, regional services entity, or municipality to create and establish a paid or part-paid fire department and also provides the state, county, regional services entity or municipality with the powers, duties and functions relating to the prevention and extinguishment of fires and the regulation of fire hazards under the provisions of <u>N.J.S.A. 43:16A-62</u> , <u>N.J.S.A. 40A:14-7</u> , <u>N.J.S.A.</u> , 40A:14.1 et seq.			
2.	A copy of the ordinance or resolution which establishes the position and sets forth the compensation and the duties associated with such position.			
3.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.			
4.	Identify the type of position (entry level, promotional, administrative/supervisory position over firefighters). Also include all job titles within the fire department. <b>If the title is administrative or supervisory, in addition to all items requested in this category, please refer to this section under “Administrative and Supervisory Employees” for additional information required.</b>			
5.	A description of the selection/promotional process for the candidate to this position.			
6.	An official job description for the position. <b>Note:</b> If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.			
7.	A copy of an organizational chart for the fire department which identifies the positions and reporting relationships of the staff within the fire department. The chart must include names and pension member numbers.			
8.	A description of the training requirements including but not limited to the Fire Fighter I Certification issued by the Division of Fire Safety, Department of Community Affairs. <b>Note:</b> Provide the legal authority for the training.			
9.	Does the fire department require the candidate to pass a separate agility test (physical test) other than the requirements provided for the successful completion of the Fire Fighter I Certification? If yes, provide details.			

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Employer \_\_\_\_\_  
 Police Title for Review \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

<b>CATEGORY C – CHECKLIST</b>					
<b>Police Positions with a State, County, or Municipal Police Department or Unit</b>		YES	NO	COMMENTS	
1.	A copy of the ordinance, resolution or legal authority of the governing body of the state, county or municipality to create and establish a state, county or municipal police department as required under the provisions of <u>N.J.S.A. 43:16A-62</u> , <u>N.J.S.A. 40A:14-106</u> , and <u>N.J.S.A. 40A:14-118</u> et seq.				
2.	Statutory reference which provides the law enforcement unit with the authority of detecting crime and enforcing the general criminal laws of the state.				
3.	Statutory reference authorizing carrying a firearm in the performance of duty.				
4.	Statutory reference that identifies the police powers of the position.				
5.	Statutory reference to the police training requirement of the Police Training Commission (PTC) or other comparable training.				
6.	Identify the type of position (entry level, promotional, administrative/supervisory position over police officers). Also include all job titles within the police department. <b>If the title is administrative or supervisory, in addition to all items requested in this category, please refer to the section under “Administrative and Supervisory Employees” for additional information required.</b>				
7.	A description of the selection/promotional process for the candidate to this position.				
8.	An official job description for the position. <b>Note:</b> If the physical and mental requirements of the position are not listed in the job description, then you must provide a separate list.				
9.	A copy of the ordinance or resolution which establishes the position and sets forth the compensation and the duties associated with such position.				
10.	The preamble to the contract including the specific articles of the executed contract and salary scale negotiated between the individual or collective bargaining group for the requested position.				
11.	A copy of an organizational chart for the police department which identifies the positions and reporting relationships of the staff within the police department. The chart must include names and pension member numbers.				