



STATE OF NEW JERSEY

In the Matter of Alisa Wentz, Entry
 Level Law Enforcement Examination
 (S9999U)

**FINAL ADMINISTRATIVE ACTION
 OF THE
 CIVIL SERVICE COMMISSION**

CSC Docket No. 2018-2894

Examination Appeal

ISSUED: September 6, 2018 (JH)

Alisa Wentz requests that she be permitted to amend her application after the closing date for the Entry Level Law Enforcement Examination (S9999U). It is noted that appellant passed the subject examination with a final average of 94.750 and a rank of 6,048.

By way of background, the subject examination was announced on July 1, 2016 with a closing date of August 31, 2016. As noted in the 2016 Entry Law Enforcement Administration Guide (Guide), the 2016 announcement (S9999U) “consists of the following 9 titles: Municipal Police Officer, County Police Officer, Park Police Officer, Campus Police Officer Recruit, Police Officer Recruit, Human Services, Police Officer, Palisades Interstate Park, Sheriff’s Officer, County Correction Officer, and County Correction Officer Recruit, Juvenile Justice.” As further noted in the Guide, “Along with the 2016 LEE announcement, there also are/were separate 2016 announcements for Parole Officer Recruit, Parole Officer Recruit Bilingual in Spanish and English, and State Correction Officer Recruit. Anyone who applies (or has applied) for more than one of these four announcements will only have one opportunity to sit for the exam, regardless of the number of titles for which they have applied. The score achieved on the exam will be applied to any of [the] titles for which you have applied.”

On appeal, Wentz contends that on August 29, 2016 she contacted the Civil Service Commission (Commission) “regarding which titles I should apply for when filling out the application for my entry-level law enforcement exam. I told the representative that I was specifically interested in working for the Salem County

Sheriff[s] Department¹ and[/or [the] Salem County Correctional Office² . . . The representative informed me the only title I needed to apply for was police officer and this would apply to those job titles. I did exactly what the representative stated and followed all the directions that I was to believe were necessary.” She maintains that “from the time I received my score up until February of 2018[,] I called the Civil Service Commission and spoke with representatives countless times to receive the same answer,” that she “was still in the eligibility pool but have not been certified yet.” However, she contends that she “was beginning to feel as though something was wrong with my application due to several individuals I know who received a drastically lower score [*sic*] than myself and were pursuing their career[s].” She presents that “on March 1, 2018[,] I called the Civil Service Commission and spoke with a representative . . . I asked her how would I know what titles to apply for when submitting an application for my entry-level law enforcement exam. She informed me to call and speak with a Civil Service Commission representative that could advise me. I told her I was interested in potentially working for the Sheriff’s Department and[/or as a County Correctio[n] Officer. She informed me I would check off the title police officer and it would apply to both careers. At this time[,] I informed her I previously did so in August of 2016. . . This misinformation has caused extreme set back to my career and my newly earned degree in Law Enforcement.”

CONCLUSION

N.J.A.C. 4A:4-2.1(f) permits an applicant to amend a previously submitted application prior to the filing closing date. As noted previously, the announcement indicated that the closing date was August 31, 2016.

As noted on the subject announcement, candidates were required to file an online application. Candidates were instructed on the subject announcement, “Before proceeding, you **MUST** [click here](#) and read the 2016 Law Enforcement Examination Fact Sheet,” prior to accessing the online application. The 2016 Law Enforcement Examination Fact Sheet informed candidates, under the section, “LEE Title Areas,” provided, in part:

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 Salem County Sheriff’s Office. *See* <https://www.salemcountysheriff.com/>.

² Salem County Correctional Facility. *See* <https://www.salemcountysheriff.com/>.

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

In this regard, on the subject application, candidates were required to complete the following:

***Title Preferences: Check the box(es) for the title area(s) in which you are interested. Note: Once you submit your online application, you will not be able to add additional title preferences.**

- | | |
|---|--|
| <input type="checkbox"/> Municipal Police Officer | <input type="checkbox"/> County Correction Officer |
| County Police Officer | |
| Park Police Officer | |
| Campus Police Officer Recruit | |
| Police Officer Recruit Human Services | |
| Police Officer Palisades Interstate Park | |
| <input type="checkbox"/> Sheriff's Officer | <input type="checkbox"/> Correction Officer Recruit, Juvenile Justice Commission |
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Although it is not clear why the appellant did not “know what titles to apply for when submitting an application for my entry-level law enforcement exam,” it is noted that if a candidate was uncertain as to what each title entailed, the subject announcement provided a link to the “Job Description and Title Code Search” page on the Commission website (<https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>) where candidates could access the job specifications for each of the titles listed above. Furthermore, as indicated above, each title area on the application had a separate box next to it. Thus, if a candidate was interested in one title area, he or she would select the corresponding box; if interested in two title areas, he or she would select the two corresponding boxes; if interested in three title areas, he or she would select the three corresponding boxes; if interested in four title areas, he or she would select all four of the boxes. In this regard, Sheriff's Officer and County Correction Officer were clearly separate title areas from Municipal Police Officer and required candidates to select each of those boxes. Furthermore, prior to payment processing and submitting an application for the subject test, candidates were provided with the opportunity to review and print their applications. A printed copy of the appellant's application shows the following:

Title Preferences:

Municipal Police Officer
 County Police Officer
 Park Police Officer
 Campus Police Officer Recruit
 Police Officer Recruit Human Services
 Police Officer Palisades Interstate Park

As such, the Sheriff's Officer and County Correction Officer titles clearly do not appear on her application.

Moreover, Commission Call Center staff was contacted regarding this matter and indicated that all Entry Level Law Enforcement Examination candidates are informed that they would need to select the boxes for the title areas in which he or she is interested.

ORDER

Therefore, it is ordered that this request be denied.

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 5TH DAY OF SEPTEMBER, 2018

Deirdre' L. Webster Cobb

Deirdré L. Webster Cobb
 Chairperson
 Civil Service Commission

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

c: Alisa Wentz
 Kelly Glenn
 Kimberly Rogers-McLean