



**STATE OF NEW JERSEY**

In the Matter of M.J.F., Police  
Sergeant (PM4633C), Borough of  
Ringwood

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

CSC Docket No. 2022-1310

Administrative Appeal

**ISSUED: JANUARY 21, 2022 (ABR)**

---

M.J.F. requests permission to file a late application for the promotional application for Police Sergeant (PM4633C), Borough of Ringwood (Ringwood).

By way of background, the subject examination was announced on October 1, 2021 with an application filing deadline of October 21, 2021 and all applications had to be received by 4:00 p.m. on that date. It is noted that the petitioner has been conditionally admitted to the subject examination, which has not yet been administered.

In support of his request, the petitioner states that his father-in-law passed away on October 3, 2021 and that during the application period his wife had multiple follow-up appointments with her physician during the application period about concerns that cancer might have returned to an area where she had a double mastectomy a decade earlier. In addition, the petitioner furnishes a copy of his father-in-law's death certificate and medical documentation which shows that his wife underwent multiple cancer screenings during the application period.

**CONCLUSION**

*N.J.A.C.* 4A:4-2.6(a)4 provides that applicants for promotional examinations shall submit an application on or before the announced application filing date. *N.J.A.C.* 4A:4-2.1(e) states that unless otherwise provided for by the Chairperson or designee, applications for open competitive and promotional examinations shall be submitted to the Civil Service Commission no later than 4:00 P.M. on the announced

application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

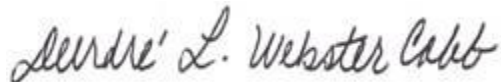
In the instant matter, applications for the subject promotional examination were due by the application filing deadline of October 21, 2021. However, the record evidences that during the application period, the petitioner was unable to complete an application due to extenuating circumstances, including the passing of his father-in-law and serious concerns about his wife suffering a possible recurrence of cancer. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)4 and allow the petitioner to file an application after the application deadline date for the Police Sergeant (PM4633C), Ringwood examination.

### ORDER

Therefore, it is ordered that this appeal be granted. It is further ordered that the completed application and required \$50.00 application processing fee should be forwarded to: New Jersey Civil Service Commission, Division of Agency Services, P.O. Box 322, Trenton, New Jersey 08625-0322. The completed application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Failure to file the application and processing fee within the time provided will result in rejection from the examination process. Finally, upon determination of eligibility, the appellant be admitted to the subject examination.

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 19<sup>TH</sup> DAY OF JANUARY, 2022



---

Deirdré L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Allison Chris Myers  
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: M.J.F.  
Division of Agency Services  
Records Center

# APPLICATION FOR PROMOTIONAL EXAMINATION

NEW JERSEY CIVIL SERVICE COMMISSION —County and Municipal Government

**\$ 50.00 FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

**FOR COMMISSION USE ONLY**

**INSTRUCTIONS:** Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 11. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**

**Return your completed application no later than the last date for filing listed on the announcement to: NJ CSC, 44 S. Clinton Ave. PO Box 322, Trenton, N.J. 08625-0322**

FOR COMMISSION USE ONLY			2. Social Security Number:	3. Symbol:
<b>STATUS:</b> <input type="text"/>			* (see block 10 for additional information)	
<b>SEN:</b> <input type="text"/>	<b>UE:</b> <input type="text"/>	<b>REV</b>  <b>NO REV</b>		
<b>1. Title of Promotion:</b>  <p style="color: red; font-size: small;">Note: Applications must be postmarked by</p>			<b>4. Name &amp; Address:</b>	
			Last: _____ First: _____ M.I. _____	
			Street: _____	
			City: _____ State: _____ Zip Code: _____	
			E-mail address: _____ County: _____ Daytime Telephone: _____ <span style="font-size: x-small;">(Area Code) - Number</span>	

## 5. BACKGROUND DATA

**5a. Education** (Indicate the highest level Diploma or Degree you have earned):

<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> (A) Associate's Degree	<input type="checkbox"/> (M) Master's Degree
<input type="checkbox"/> (S) Some College but No Degree	<input type="checkbox"/> (B) Bachelor's Degree	<input type="checkbox"/> (D) Doctorate

**5b. Completion of this part is VOLUNTARY and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.**

**Gender:**  (1) Male  (2) Female

**Check the group you are a member of:**

(1) Black  (2) White  (3) Hispanic  (4) Asian  (5) American Indian or Alaskan Native

**6. Check the county in which you prefer to take the examination.** (Check one box only)

<input type="checkbox"/> (1) Camden	<input type="checkbox"/> (2) Mercer	<input type="checkbox"/> (3) Essex
<input type="checkbox"/> (4) Monmouth	<input type="checkbox"/> (6) Atlantic	<input type="checkbox"/> (7) Bergen

**7. Are you claiming veterans preference?**  YES  NO

Check YES if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at [www.state.nj.us/csc](http://www.state.nj.us/csc) and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs. For more information, visit their web site at [www.state.nj.us/military](http://www.state.nj.us/military) or contact them at 1-888-865-8387.

**8. ADA Assistance:** Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

<p><b>9. Present Permanent Title &amp; Appointment Date:</b></p> <hr/> <p><b>Name &amp; Title of Immediate Supervisor:</b></p> <hr/> <p><b>Telephone Number &amp; Email Address of Immediate Supervisor:</b></p> <hr/>	<p><b>* 10.</b> Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.</p>
--	--

**11. Signature:** I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

**FOR CSC ONLY**

**NOTE:** Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....