

Municipal Police Officer Maximum Hiring Age Information Sheet

Based on the NJ Attorney General Opinion Issued **February 25, 1997**

Candidates over age 35 as of the closing date of the examination are not eligible for appointment to Municipal Police Officer positions, with certain exceptions.

- A candidate is considered to be **over** 35 on the day of the candidate's 35th birthday.
- Candidates who pass the examination are eligible for appointment for the life of the eligible list, even if they turn 35 years old while on an active list.

Two provisions exist for adjusting (reducing) a candidate's actual age for purposes of meeting the maximum age 35 requirement:

• **MILITARY SERVICE**

Prior military service during the periods and under the conditions specified in the Civil Service Act related to veterans' preference may be deducted from actual age as of the closing date of the examination. Military service that does not take place within the periods and under the conditions specified **cannot** be deducted from actual age.

Example: A candidate, age 40 years, had 6 years of qualifying military service.

- A. Age as of examination closing date: 40
- B. Amount of qualifying military service: 6
- C. Final adjusted age (Subtract B from A): 34

This candidate is eligible to take the examination and be appointed to a Municipal Police Officer position because his final adjusted age is under 35.

• **LAW ENFORCEMENT SERVICE**

Prior law enforcement service as a Municipal Police Officer, State Trooper, Sheriff's Officer, Deputy Sheriff, County Police Officer, Amtrak Police Officer, SEPTA Police Officer, New Jersey Transit Police Officer, Delaware River Port Authority Police Officer, Burlington County Bridge Commission Police Officer, Camden County Park Police Officer and Educational Enforcement Officer may be deducted from actual age. To qualify for this provision, separation from prior service must have been for reasons other than removal for cause on charges of misconduct or delinquency.

INSTRUCTIONS FOR AGE ADJUSTMENT WORKSHEET

A. Age as of the closing date of the LEE: _____

B. Amount of prior qualifying law enforcement service: _____
(Do not enter an amount in this category if your actual age in "A" above is over 45 unless you were separated from that service as a result of layoff.)

C. Adjusted age as of the closing date (subtract B from A): _____

D. Amount of prior qualifying military service: _____

E. Final adjusted age (subtract D from C): _____

Note: The maximum hiring age requirement applies to the Municipal Police Officer title only.

**INSTRUCTIONS FOR REPLYING TO MUNICIPAL POLICE OFFICER
CERTIFICATIONS FOR APPOINTMENT**

1. If a candidate receives a "Notification of Certification" he or she must respond in writing to the appointing authority named in the notification within five business days of the notice date on the notification. If the candidate does not respond in writing to the appointing authority, the candidate will be removed from consideration for appointment as a Municipal Police Officer.
2. The local appointing authority will require the candidate to provide proof of age, military service and prior law enforcement employment (if applicable). A candidate claiming an adjusted age based on military service will need a copy of his or her military separation papers (DD214) showing the beginning and ending dates of qualifying service, and the location of the qualifying conflict in which he or she served. If the separation papers do not include this information, the candidate will have to obtain written certification from the military service branch in which he or she served that includes this information.
3. If a candidate cannot reduce his or her age as described in #2, and is over the maximum hiring age for Municipal Police Officer as of the closing date of the examination announcement, the candidate must inform the appointing authority, when responding to the "Notice of Certification," that he or she does not qualify for appointment because he or she is over age. In such an instance, although the candidate will be removed from consideration for appointment as a Municipal Police Officer, the candidate will remain eligible for appointment to other law enforcement positions in which he or she may have expressed interest.