

## [N.J.A.C. 13:1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION***

### **Title 13, Chapter 1 -- Chapter Notes**

---

#### **Statutory Authority**

---

##### **CHAPTER AUTHORITY:**

P.L. 2022, c. 65 (*N.J.S.A. 52:17B-71 et seq.*).

#### **History**

---

##### **CHAPTER SOURCE AND EFFECTIVE DATE:**

R.2023 d.104, effective August 10, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

##### **CHAPTER HISTORICAL NOTE:**

This chapter was adopted pursuant to authority of *N.J.S.A. 52:17B-66 et seq.*, and became effective on December 12, 1969, as R.1969 d.26. See: 1 N.J.R. 15(a), 2 N.J.R. 5(a).

1970 Revisions: Amendments became effective September 28, 1970 as R.1970 d.120. See: 2 N.J.R. 67(f), 2 N.J.R. 94(b).

1972 Revisions: Amendments became effective September 12, 1972 as R.1972 d.178. See: 4 N.J.R. 167(a), 4 N.J.R. 241(a).

1975 Revisions: Amendments became effective December 15, 1975 as R.1975 d.370. See: 7 N.J.R. 384(a), 8 N.J.R. 48(a).

1976 Revisions: Amendments became effective February 4, 1976 as R.1976 d.35. See: 8 N.J.R. 137(a).

1978 Revisions: This chapter was repealed and new rules were adopted effective July 18, 1978 as R.1978 d.236. See: 10 N.J.R. 168(b), 10 N.J.R. 352(a).

1983 Revisions: Subchapter 1 was readopted pursuant to Executive Order 66(1978) effective July 19, 1983 with amendments effective August 15, 1983 as R.1983 d.316. See: 15 N.J.R. 866(a), 15 N.J.R. 1382(b).

1985 Revisions: Amendments became effective May 6, 1985 as R.1985 d.226. See: 17 N.J.R. 377(a), 17 N.J.R. 1130(a). Further amendments became effective August 5, 1985 as R.1985 d.405. See: 17 N.J.R. 1239(a), 17 N.J.R. 1899(b).

1986 Revisions: Amendments became effective June 16, 1986 as R.1986 d.235. See: 18 N.J.R. 397(a), 18 N.J.R. 1305(a).

## Title 13, Chapter 1 -- Chapter Notes

1988 Revisions: Amendments became effective February 16, 1988 as R.1988 d.83. See: 19 N.J.R. 2123(a), 20 N.J.R. 403(b). Chapter 1 was repealed and new rules adopted effective July 5, 1988 (operative July 19, 1988) as R.1988 d.309. See: 20 N.J.R. 622(a), 20 N.J.R. 1563(a).

Pursuant to Executive Order No. 66(1978), Chapter 1, Police Training Commission, was readopted as R.1993 d.325, effective June 9, 1993. See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Pursuant to Executive Order No. 66(1978), Chapter 1, Police Training Commission, was readopted as R.1998 d.330, effective June 4, 1998. See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Chapter 1, Police Training Commission, was readopted as R.2004 d.4, effective December 1, 2003. See: [35 N.J.R. 2806\(a\)](#), [36 N.J.R. 197\(a\)](#).

Chapter 1, Police Training Commission, was readopted as R.2009 d.205, effective May 21, 2009. See: [41 N.J.R. 93\(a\)](#), [41 N.J.R. 2492\(a\)](#).

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 1, Police Training Commission, was scheduled to expire on May 21, 2016. See: [43 N.J.R. 1203\(a\)](#).

Chapter 1, Police Training Commission, was readopted, effective April 13, 2016. See: [48 N.J.R. 806\(a\)](#).

Chapter 1, Police Training Commission, was readopted as R.2023 d.104, effective August 10, 2023. As a part of R.2023 d.104, Subchapter 8, Responsibilities of Law Enforcement Agencies and Other Agencies, was renamed Responsibilities of Law Enforcement Units and Other Agencies with Respect to Trainees and Schools, Subchapter 9, Appeals, was renamed Academy Appeals, and Subchapter 10, Law Enforcement Officer Licensure, Subchapter 11, Obligations of Law Enforcement Units Regarding Trainees and Law Enforcement Officers, Subchapter 12, Grounds for Denial of Applications for Licensure, Refusal to Renew a License, or for Adverse Licensure Actions, Subchapter 13, Continuing Education, Subchapter 14, Renewals, Reactivations, and Reinstatements, Subchapter 15, Initiation of Adverse Licensure Actions, Subchapter 16, Adjudicative Procedures Relating to Licensure Matters, Subchapter 17, Confidential Records, Subchapter 18, Public Transparency and Participation, Subchapter 19, Fees, and Subchapter 20, Schedule of Implementation, were adopted as new rules, effective September 5, 2023. See: Source and Effective Date. See, also, section annotations.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-1.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17, September 5, 2023

### **NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 1. DEFINITIONS**

#### **§ 13:1-1.1 Definitions**

---

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

"Adverse licensure action" means a disposition on charges, after affording an opportunity to be heard, which may include, but is not limited to:

1. A suspension of a license for a definite period;
2. The placement of limitations or restrictions on a license;
3. A revocation of a license;
4. A requirement that the law enforcement officer complete care, counseling, or treatment, as a condition to deferring imposition of other actions; and
5. A stayed suspension or probation, which may be vacated upon noncompliance with terms as the Commission may impose.

"Applicant" means an individual who applies to the Commission to become licensed as a law enforcement officer in accordance with [N.J.S.A. 52:17B-71a](#) et seq., and this chapter.

"Appointing authority" means a person or group of persons having the power of appointment to or removal from offices, positions, or employment under the jurisdiction of the Police Training Commission.

"Approved school" means a school approved and authorized by the Police Training Commission to give police training courses or a training course for law enforcement officers.

"Background investigation" means an evaluation of an individual in accordance with the standards set forth at [N.J.A.C. 13:1-10.3](#).

"Basic Course" means an entry-level training course at a Commission-approved school designed for trainees who are required by law to be trained under Commission jurisdiction.

"Certification" means a written statement issued by the Commission attesting that a school or individual has complied with Commission requirements for training.

"Commission" means the Police Training Commission, or officers or employees thereof, acting on its behalf.

"Commission Chairperson" means the Attorney General of the State of New Jersey or their designee.

"Commission staff" means those employees of the Division of Criminal Justice/Office of Public Integrity and Accountability within the Department of Law and Public Safety assigned by the Director to administer the Police Training Act.

"Conflict of interest or appearance of bias" may include, but is not limited to, matters where a party in an adverse licensure action is an individual with whom a Commission member or hearing officer has an employment relationship; or is a relative or friend, or is an executive officer of a professional organization, association, or union with which the Commission member or hearing officer is affiliated. Any perceived conflict of interest will be reviewed on a case-by-case basis.

## § 13:1-1.1 Definitions

"Conviction" means, pursuant to any state or Federal law, a finding or verdict of guilt, a plea of guilty, or a plea of *no lo contendere* in a criminal proceeding, regardless of whether the adjudication of guilt or sentence is withheld or not entered thereon or whether the conviction has been expunged.

"County" means any county which within its jurisdiction has, or shall have a law enforcement unit.

"Curriculum" means a specific course or the aggregate of courses of study at a Commission-approved school.

"Discipline subject to appeal" means a removal, disciplinary demotion, suspension, or fine of more than five days, or fewer where the aggregate number of days the employee was suspended or fined in any one calendar year is 15 or more days, or where the employee received more than three suspensions or fines of five days or fewer in one calendar year. "Five days" shall be equivalent to 40 hours, based on the officer's shift schedule.

"Discrimination" means disparate treatment of or having a disparate impact on an individual or group based on race, color, national origin, ancestry, age sex, marital status, sexual orientation, gender identity or expression or any other protected characteristic pursuant to the Law Against Discrimination, [N.J.S.A. 10:5-1](#) et seq.

"Employment-related information" means written information in an employer's records, internal affairs files, or personnel files that relates to an applicant's performance or behavior while employed, including all performance evaluations, complaints (regardless if deemed unfounded or unsubstantiated), disciplinary records, records concerning investigations of misconduct (regardless of the result of the investigation), and records concerning reasons for separation and eligibility for rehire.

"Hearing officer" means an impartial individual, designated by the Commission to conduct licensing hearings.

"Inactive status" means the status of a previously licensed law enforcement officer upon separation from employment and prior to reactivation by the Commission thereby placing the individual in a non-law enforcement status who is no longer authorized to function in the capacity of a law enforcement officer. Placing a licensee in inactive status is not a punitive action to be taken by the Commission. A licensee placed on inactive status does not need to be reported to the "National Decertification Index" or any successor database.

"In-service course" means any Commission-approved course of study which a trainee shall attend after completion of the basic course.

"Institution of higher learning" means any college or university licensed by the New Jersey Commission on Higher Education.

"Law enforcement officer" means any person who is employed as a sworn member of any state, county, or municipal law enforcement unit, department, division, or instrumentality of those governments who is statutorily empowered to act for the detection, investigation, arrest, conviction, detention, or rehabilitation of persons violating the criminal laws of the State. This term shall include, but is not limited to, sworn members of the New Jersey State Police, the Division of Criminal Justice, and the Juvenile Justice Commission; State correctional police officers pursuant to [N.J.S.A. 2A:154-4](#); county correctional police officers pursuant to [N.J.S.A. 2A:154-3](#); State Parole officers pursuant to [N.J.S.A. 2A:154-4](#); special law enforcement officers of all classes pursuant to N.J.S.A. 40A:14-6.8 et seq.; humane law enforcement officers appointed pursuant to [N.J.S.A. 4:22-14.1](#) or [4:22-14.4](#); transit police officers appointed by New Jersey Transit pursuant to [N.J.S.A. 27:25-15.1](#); campus police officers appointed pursuant to [N.J.S.A. 18A:6-4.2](#) et seq.; campus police officers appointed pursuant to [N.J.S.A. 18A:6-4.2](#); Burlington County Bridge Commission Police, pursuant to [N.J.S.A. 27:19-36.3](#); and Palisades Parkway Police pursuant to [N.J.S.A. 32:14-21](#). For purpose of this chapter, "police officer" shall be synonymous with "law enforcement officer."

"Law enforcement unit" means any state, county, or municipal law enforcement agency, department, division, or instrumentality of such government that is statutorily empowered to act for the detection, investigation, arrest, conviction, detention, or rehabilitation of persons violating the criminal laws of the

## § 13:1-1.1 Definitions

State, and shall include all agencies that employ law enforcement officers as defined in this section. For purposes of this chapter, "law enforcement agency" shall be synonymous with "law enforcement unit."

"Licensing committee" means the committee established by the Commission to perform duties with respect to law enforcement officer licensing as set forth at [N.J.S.A. 52:17B-71a](#).

"Medical examination" means a fitness evaluation of an individual by a licensed physician, physician assistant, or advanced practice nurse in accordance with the standards set forth at [N.J.A.C. 13:1-10.4](#).

"Municipality" means a city of any class, township, borough, village, or any other type of municipality in this State which, within its jurisdiction, has or shall have, a law enforcement unit.

"National Decertification Index" means the national registry of law enforcement officer decertification or license revocations maintained by the International Association of Directors of Law Enforcement Standards and Training, or a successor database.

"Non-disclosure agreements" which are prohibited pursuant to [N.J.S.A. 52:17B-77.16a.f](#), means any agreements that seek to conceal or prevent public review of the circumstances pursuant to which a law enforcement officer separated from or was terminated or fired from any law enforcement unit.

"Permanent appointment" means an appointment having permanent status as a law enforcement officer in a law enforcement unit as prescribed by Title 11A of the New Jersey Statutes, Civil Service Commission rules, or of any other law of this State, municipal ordinance, or rules and regulations adopted thereunder.

"Police instructor" means an individual who is employed as a law enforcement officer as defined in this subchapter and is certified by the Commission to teach at a Commission-approved school.

"Police training course" means a training course approved by the Commission and conducted at an approved school.

"Probation" means an adverse licensure action that allows the law enforcement officer to continue to function in that capacity, so long as the law enforcement officer is in compliance with any conditions, limitations, or restrictions imposed by the Commission and does not engage in any conduct that would provide additional grounds for adverse licensure action.

"Probationary law enforcement license" means a license issued by the Commission to a person appointed by a law enforcement unit on a probationary or temporary basis that authorizes the person to perform the functions of a permanent law enforcement officer during the person's probationary or temporary appointment term.

"Psychological examination" means an exam performed by a licensed psychiatrist or psychologist to determine whether the potential trainee or applicant is psychologically fit to perform the duties of the title that the potential trainee or applicant has been appointed. The exam shall include all requirements listed at [N.J.A.C. 13:1-8.1\(e\)](#) or [10.6](#), as applicable.

"Range master" means an individual certified by the Commission and appointed by a school director to control and supervise all activities at a firearms range.

"School" means an institution approved by the Commission to provide basic and/or in-service courses of study.

"School director" means an individual designated as having the responsibility for the administrative and day-to-day operations of a Commission-approved school.

"Senior defensive tactics instructor" means an individual certified by the Commission and appointed by a school director to control and supervise all defensive tactics classes and training blocks of instruction.

"Separation from appointment or employment" means, and includes, firing, termination, resignation, retirement, and voluntary or involuntary extended leaves of absence.

"Sexual contact" means an intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with themselves must be in view of the victim whom the actor knows to be present.

## § 13:1-1.1 Definitions

"Sexual harassment" means the solicitation of any sexual act, physical advances, or verbal or non-verbal conduct that is sexual in nature, and that either: is unwelcome, offensive to a reasonable person, or creates a hostile workplace environment, and the licensee knows, should know, or is told this; or is sufficiently severe or intense to be abusive to a reasonable person in that context. "Sexual harassment" may consist of a single extreme or severe act or of multiple acts and may include, but is not limited to, conduct of a licensee with a member of the public, co-worker, or employee whether or not such individual is in a subordinate position to the licensee.

"Special instructor" means a civilian who is not employed as a law enforcement officer as defined in this subchapter and is certified by the Commission to teach in a Commission-approved school.

"Subject" means a component of a curriculum dealing with a specific matter.

"Sustained finding" means a determination by an employing law enforcement unit, after affording a law enforcement officer an opportunity to be heard, that a law enforcement officer violated a law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or county prosecutor; agency protocol; standard operating procedure; rule; or training protocol.

"Trainee" means an individual attending a Commission-approved school.

"Unprofessional conduct" means any departure from, or failure to conform to, the minimum standards of acceptable and prevailing practice of a law enforcement officer, including, but not limited to, conduct as set forth at [N.J.A.C. 13:1-12.1](#).

"Vehicle operations senior instructor" means an individual certified by the Commission and appointed by a school director to control and supervise all vehicle operations classes and training blocks of instruction.

## History

---

### HISTORY:

Amended by R.1989 d.260, effective May 15, 1989.

See: 21 N.J.R. 695(a), 21 N.J.R. 1365(a).

In "Appointing authority," "In-service course," and "Police officer," added words to include "corrections officers" and "juvenile detention officers" as personnel.

In "Basic Course," deleted "police" to describe training course.

In "Law enforcement agency," added "corrections authority" and "or penal."

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Deleted "Administrator of Police Services" and "Scholarship recipient"; inserted "Commission Chairman"; rewrote "Appointing authority", "Law enforcement agency" and "Police officer"; in "In-service course", substituted a reference to trainees for a reference to police officers, corrections officers and juvenile detention officers; and in "Institution of higher learning", substituted a reference to the Commission on Higher Education for a reference to the Department of Higher Education.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

§ 13:1-1.1 Definitions

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-2.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

## **§ 13:1-2.1 Purpose and organization, relaxation, or waiver of rules**

The rules in this chapter shall be considered as general rules for the operation of the Commission and the administration of the Police Training Act, with the goal of enhancing professionalism, transparency, and accountability of law enforcement. These rules have been designed to facilitate the education and training of law enforcement officers. Additionally, with the purpose of promoting and assuring integrity, competence, and fitness for duty of law enforcement officers, this chapter establishes the standards and procedures for the licensure of law enforcement officers and for the denial or revocation or suspension of licensure for law enforcement officers who act outside the bounds of professionalism or engage in illegal or improper conduct. The rules also delineate the responsibilities of employing law enforcement units and schools for police training. The rules may be relaxed or dispensed with by the Commission in any instance where it shall be apparent to the Commission that strict adherence would result in an injustice to an individual or a law enforcement unit.

## **History**

### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Section was "Relaxation of rules". Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-2.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

### **§ 13:1-2.2 Authority of the Commission Chairperson**

---

**(a)** In any matter not expressly controlled by this chapter or by statute or in any urgent matter, the Commission Chairperson, acting on behalf of the other commissioners, shall exercise their discretion in Commission matters. When it becomes necessary for the Commission Chairperson to exercise such discretion, they shall report on their actions to the other commissioners as soon thereafter as practical, which action shall be considered for ratification at the next scheduled Commission meeting.

**(b)** The Commission Chairperson, acting on behalf of other commissioners, shall act on day-to-day functions necessary to ensure the continuous operations and functions of the Commission. The Commission Chairperson shall present a report to the full Commission at each public meeting on the day-to-day functions of the Chairperson and the Commission's administrative staff.

**(c)** The Commission Chairperson shall have the authority to appoint an Administrator of Police Services to the Commission and to employ other Commission staff, as needed.

### **History**

---

#### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Section was "Authority of the Commission Chairman". Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-2.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

## **§ 13:1-2.3 Composition of the Police Training Commission**

---

- (a) The membership of the Commission shall consist of the following persons:
1. Four public members, residing in this State, who shall be appointed by the Governor with the advice and consent of the Senate for terms of three years;
  2. The president or other representative designated in accordance with the bylaws of each of the following organizations:
    - i. New Jersey State Association of Chiefs of Police;
    - ii. New Jersey State Policemen's Benevolent Association, Inc.;
    - iii. New Jersey State League of Municipalities;
    - iv. New Jersey State Lodge, Fraternal Order of Police;
    - v. State Troopers Fraternal Association of New Jersey;
    - vi. County Prosecutors' Association of New Jersey;
    - vii. Sheriffs' Association of New Jersey;
    - viii. Police Academy Directors Association;
    - ix. New Jersey County Jail Wardens Association;
    - x. New Jersey Juvenile Detention Association; and
    - xi. National Organization of Black Law Enforcement Executives;
  3. The Attorney General, the Superintendent of State Police, the Commissioner of the Department of Education, the Commissioner of the Department of Corrections, and the Chairperson of the State Parole Board, ex officio, or their designees; and
  4. The special agent in charge of the State of New Jersey for the Federal Bureau of Investigation, or a designated representative.
- (b) Representatives, and/or their designees, shall serve continuously, until a permanent replacement has been named. An ex officio member shall authorize a single designee to serve in their place at one time.
- (c) The Attorney General, or their designee, shall serve as Chairperson of the Commission and the Commission members shall select one of its members to serve as Vice Chairperson.

## **History**

---

### **HISTORY:**

New Rule, R.2023 d.104, effective September 5, 2023.

§ 13:1-2.3 Composition of the Police Training Commission

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

---

End of Document

## [N.J.A.C. 13:1-2.4](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

## **§ 13:1-2.4 Obligations of the members of the Commission**

---

- (a) All members of the Commission shall, during their term of office, annually complete confidentiality, ethics, and other training as required by the Attorney General's Office.
- (b) All newly appointed public members of the Commission shall annually complete courses designed to familiarize the members with relevant law enforcement training concepts, including, but not limited to, the Use of Force Policy and internal affairs policy and procedures.
- (c) Any Commission member who may have an actual, perceived, or potential conflict of interest or appearance of bias that could prevent the member from making a fair and impartial decision in any action or proceeding should recuse themselves; or if the Commission member fails to recuse themselves, the Commission may, by a simple majority, vote to recuse that member from the proceeding affected by the conflict.
- (d) A majority of those members currently serving on the Commission shall constitute a quorum for the transaction of any business, the performance of any duty, or for the exercise of any of its powers.
- (e) Members participating in an ongoing proceeding before the Commission or the Licensing Committee on charges that could lead to an adverse licensure action shall attend all days of the hearing or be provided with access to recordings or transcripts of the hearing, documentary evidence, and written submissions prior to deliberations in the matter.
- (f) All members, except those enumerated at [N.J.A.C. 13:1-2.3\(a\)3](#) and 4, may submit requests for reimbursement of expenses incurred in the performance of their official duties.
- (g) All meetings of the Commission shall be conducted in compliance with [N.J.S.A. 10:4-6](#), the Senator Bryon M. Baer Open Public Meetings Act.

## **History**

---

### **HISTORY:**

New Rule, R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

## [N.J.A.C. 13:1-2.5](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

## **§ 13:1-2.5 Authorities, responsibilities, and duties of the Commission**

- (a) The Commission has the following authorities, responsibilities, and duties:
1. To prescribe standards for the approval and continuation of approval of schools at which police training courses and in-service police training courses shall be conducted including, but not limited to, currently existing regional, county, municipal, and police chief association police training schools or at which basic training courses and in-service training courses shall be conducted for State and county juvenile and adult correctional officers and juvenile detention officers;
  2. To approve and issue certificates of approval to these schools, to inspect the schools from time to time, and to revoke any approval or certificate issued to the schools;
  3. To prescribe the curriculum, which includes, but is not limited to, physical fitness standards, the minimum courses of study, attendance requirements, equipment and facilities, and standards of operation for these schools and prescribe psychological and psychiatric examinations for trainees;
  4. To prescribe minimum qualifications for instructors at these schools and to certify, as qualified, instructors for approved police training schools and to issue appropriate certificates to the instructors;
  5. To certify law enforcement officers who have satisfactorily completed training programs and to issue appropriate certificates of completion to the officers;
  6. To advise and consent in the appointment of an Administrator of Police Services by the Attorney General pursuant to [N.J.S.A. 52:17B-73](#);
  7. To make a continuous study of police training methods and training methods for law enforcement officers and to consult and accept the cooperation of any recognized Federal or State law enforcement unit or educational institution;
  8. To consult and cooperate with universities, colleges, and institutes in the State for the development of specialized courses of study for law enforcement officers in police science and police administration;
  9. To consult and cooperate with other departments and agencies of the State concerned with police training or the training of law enforcement officers;
  10. To participate in unified programs and projects relating to police training and the training of law enforcement officers sponsored by any Federal, State, or other public or private agency;
  11. To extend the time limit for satisfactory completion of police training programs or programs for the training of law enforcement officers upon a finding that health, extraordinary workload, or other factors have, singly or in combination, affected a delay in the satisfactory completion of the training program;
  12. To furnish approved schools, for inclusion in their regular police training courses and curriculum, with information concerning the advisability of high-speed chases, the risk caused by them, and the benefits resulting from them, and to include any other relevant police training courses that will assist the Commission in providing efficient training;

## § 13:1-2.5 Authorities, responsibilities, and duties of the Commission

13. To consult the New Jersey State Police with respect to its administration of police training courses or programs for the training of law enforcement officers to be certified as a drug recognition expert for detecting, identifying, and apprehending drug-impaired motor vehicle operators, and to consult with the New Jersey Cannabis Regulatory Commission with respect to any aspects of the course curricula that focus on impairment from the use of cannabis items or marijuana, as defined at [N.J.S.A. 24:6I-33](#);
14. To administer and distribute the monies in the Law Enforcement Officers Training and Equipment Fund (Fund) established at [N.J.S.A. 2C:43-3.3](#) and make rules for the administration and distribution of the monies as may be necessary or appropriate to accomplish the purpose for which the Fund was established;
15. To prescribe minimum standards and requirements for the issuance of licensure for law enforcement officers, as well as the standards and professional requirements to maintain status as a licensed law enforcement officer as set forth at N.J.A.C. 13:1-10;
16. To exercise such investigative authorities, including, but not limited to, the summoning of individuals to attend interviews or provide documents, as may be required to preliminarily determine if grounds exist to deny a license, refuse to renew, or pursue adverse licensure action;
17. To establish a licensure process for applicants and a schedule for implementation of the requirement that those serving as law enforcement officers on or before January 1, 2024, apply to become licensed;
18. To review applications for initial licensure and renewal, and to develop criteria for eligibility and make decisions on the issuance or denial of initial licenses or renewals;
19. To determine the composition, membership, terms of membership, and procedures and to designate members of the Commission to serve as the Licensing Committee, as authorized to act pursuant to [N.J.A.C. 13:1-2.6](#);
20. To advise and consent in the appointment of hearing officers by the Attorney General, as set forth at [N.J.S.A. 52:17B-71f](#);
21. To establish procedures for conduct of hearings relating to the denial of initial licensure and renewals and the imposition of adverse licensure actions, including procedures for consideration of matters involving legal actions mandating denial of licensure or revocation;
22. To summon witnesses to attend and to produce books, records, or documents at hearings;
23. To establish post-academy training and educational requirements including, but not limited to, required field training hours for recent academy graduates and required continuing education courses for law enforcement officers;
24. To determine the scope of a law enforcement officer's authorization;
25. To set, by rule, fees for courses, applications, and the issuance of licenses;
26. To make rules, as may be reasonably necessary or appropriate, to accomplish the purposes and objectives of the Act; and
27. To perform other acts as may be necessary or appropriate to carry out its functions and duties as set forth in the Act.

## History

---

### HISTORY:

New Rule, R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

§ 13:1-2.5 Authorities, responsibilities, and duties of the Commission

---

End of Document

## [N.J.A.C. 13:1-2.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

## **§ 13:1-2.6 Establishment and authority of the Licensing Committee**

---

(a) The Licensing Committee, established pursuant to [N.J.S.A. 52:17B-71a](#).d, has the following authorities, responsibilities, and duties:

1. To review applications for, and recommend to the Commission on, the issuance of initial law enforcement officer licenses to qualified applicants;
2. To request additional information and appearances, as necessary, to determine qualifications for initial licensure and maintenance and renewal of licensure;
3. To review and make recommendations on matters potentially providing grounds for adverse licensure actions, refusals to renew, or denials of licensure;
4. To designate a hearing officer to conduct a hearing;
5. To conduct license renewal, suspension, revocation, or denial hearings and to exercise the authorities set forth at [N.J.A.C. 13:1-2.7](#) when conducting hearings; and
6. To recommend, to the full Commission, adverse licensure actions, refusals to renew, or denials of licensure in matters brought before the Commission.

(b) The Commission shall designate a Licensing Committee, which:

1. Shall be composed of no fewer than seven members of the Commission;
2. Shall include the Attorney General's designee and at least one public member;
3. Shall require a quorum of no fewer than five members to conduct business; and
4. May make recommendations to the Commission by a vote of at least four members of the Licensing Committee.

## **History**

---

### **HISTORY:**

New Rule, R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

## [N.J.A.C. 13:1-2.7](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 2. GENERAL PROVISIONS***

#### **§ 13:1-2.7 Authority of the hearing officer**

---

(a) The hearing officer shall be required to annually complete confidentiality, ethics, and other training as required by the Attorney General's Office or the Commission, as well as abide by the conflict of interest rules pursuant to [N.J.A.C. 13:1-2.4\(c\)](#), as required of the members of the Commission. The hearing officer shall recuse or decline an assignment if the hearing officer has a conflict of interest, or perceived conflict of interest, or bias relating to the matter.

(b) A hearing officer assigned to conduct a hearing in a matter seeking an adverse licensure action shall have the following authorities:

1. To call witnesses;
2. To administer oaths and affirmations;
3. To take testimony and establish a record;
4. To require the production of any books or papers relating to the matter;
5. To rule on the admissibility of evidence;
6. To receive documentary evidence and may in the exercise of discretion exclude evidence if its probative value is substantially outweighed by the risk that its admission will either necessitate undue consumption of time or create substantial danger of undue prejudice or confusion;
7. To keep the hearing within reasonable limits by refusing to permit the collection and presentation of evidence that is not necessary for an adequate understanding of the matter and by exercising discretion to limit lines of questioning or testimony that are repetitive, cumulative, or irrelevant;
8. To regulate the course of the hearing and prevent the harassment and abuse of witnesses, and, if appropriate, exclude persons or counsel from the hearing for contemptuous conduct and strike all related testimony of a witness refusing to answer any proper question;
9. To hold conferences with both parties present for settling or simplifying the issues;
10. To dispose of procedural requests, motions, or similar matters that shall be made part of the record of the proceeding, including motions referred to the hearing officer by the Licensing Committee, to recommend dismissal of cases in whole or in part, and to order hearings reopened;
11. To require the parties to submit post-hearing submissions; and
12. To issue a written report providing findings of fact and making recommendations to the Licensing Committee and the Commission, serving a copy on the parties.

(c) If the hearing officer becomes unavailable during the hearing process or after the hearing has been conducted and before a report and recommendation have been issued, the Licensing Committee may refer the case to itself or may designate an alternate hearing officer to issue a written report and recommendation.

## History

---

### HISTORY:

New Rule, R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

---

End of Document

## [N.J.A.C. 13:1-3.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

## **§ 13:1-3.1 Eligibility for certification**

---

A State, county, an institution of higher learning, or a State or county government agency is eligible to apply to the Commission for certification or recertification to operate a school. A municipality is only able to apply for certification or recertification to operate a school if such application is done in conjunction with a county or State agency.

## **History**

---

### **HISTORY:**

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Rewrote the section.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-3.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

## **§ 13:1-3.2 Application for certification or recertification**

---

An application for certification or recertification shall be submitted on a form prescribed by the Commission and signed by the chief executive of the unit tendering the application and the school director. The application shall require the applicant to demonstrate a continuous need for the school and the availability of the resources necessary to operate the school and administer basic training courses. The application shall conform with the Commission's requirements with respect to buildings, grounds, facilities, firearms ranges, equipment, personnel, and insurance.

## **History**

---

### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Inserted a reference to school grounds in the last sentence.

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Section was "Application for certification". Rewrote the section.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Substituted "unit" for "agency", and inserted "continuous".

## [N.J.A.C. 13:1-3.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

### **§ 13:1-3.3 Notice of application**

---

Every applicant for certification or recertification shall send a written notice, on a form prescribed by the Commission, to every law enforcement agency within the county wherein certification or recertification for a school is sought, indicating the applicant's intent to seek Commission certification or recertification to operate a school. A written notice shall be forwarded to the Commission stating that this section has been complied with.

### **History**

---

#### **HISTORY:**

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Substituted "Every applicant for certification or recertification" for "The" and inserted the second and third occurrence of "or recertification".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-3.4](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

#### **§ 13:1-3.4 Application review**

---

**(a)** Commission staff shall review the application to determine if the applicant has demonstrated a continuous need for the school. In addition, Commission staff shall interview the chief executive of the unit tendering the application and the school director, to determine whether the school will have the necessary financial and instructional resources to operate the school. An inspection by Commission staff of the facility where the training is to be conducted shall be performed to determine if the facility conforms to the Commission standards.

**(b)** Commission staff shall submit a written report to the Commission that shall contain a recommendation with respect to the application for certification or recertification. Upon receipt of the report, the Commission shall evaluate the application and either approve or disapprove the application. Successful applicants must satisfy the following requirements to receive certification or recertification:

1. Applicants for certification must demonstrate a commitment to conduct at least two basic courses annually. The basic courses must consist of one or more of the following:
  - i. Basic training course for police officers;
  - ii. Basic training course for class two special law enforcement officers; and/or
  - iii. Basic training course for county corrections officers;
2. Applicants for recertification must demonstrate that in each of the three years prior to the application the school conducted at least two basic training classes annually. The basic courses must consist of one or more of the following:
  - i. Basic training course for police officers;
  - ii. Basic training course for class two special law enforcement officers; and/or
  - iii. Basic training course for county corrections officers;
3. Applicants for certification must demonstrate the ability and commitment to schedule basic training courses on a regular and predictable basis, so that law enforcement agencies can coordinate the hiring of newly appointed officers with scheduled training courses. Applicants for recertification must demonstrate that in the three years prior to the application, the school conducted basic training courses on a regular and predictable basis, so that law enforcement agencies could coordinate the hiring of newly appointed officers with scheduled training courses;
4. Applicants for certification must demonstrate that each of its basic police training courses, basic training courses for class two special law enforcement officers, or basic training courses for county corrections officers will be conducted with a minimum of 25 trainees. The total number of trainees may include waiver candidates and alternate route trainees. Applicants for recertification must demonstrate that in each of the three years prior to the application the school conducted each of the foregoing basic training courses with a minimum of 25 trainees;

## § 13:1-3.4 Application review

5. Applicants for certification and recertification will be evaluated in part on the age, location, condition, and suitability of the physical facilities where the training is to be conducted. This evaluation will include compliance with Federal and State health standards;
  6. Where two or more applicants intend to serve the same jurisdiction, preference will be given to the applicant or applicants whose facilities are deemed to be superior in terms of age, location, physical condition, and suitability;
  7. Applicants for certification and recertification will be evaluated in part on the number, qualifications, and sufficiency of the faculty;
  8. Where two or more applicants intend to serve the same jurisdiction, preference will be given to the applicant or applicants that can staff basic training courses with faculty who are subject matter experts in the various disciplines that are taught during the basic course. Preference will also be given to the applicant or applicants that can consistently staff basic training courses with sufficient faculty drawn from a variety of law enforcement agencies and other disciplines;
  9. Applicants for certification and recertification will be evaluated in part on whether or not they have an affiliation with an institution of higher learning;
  10. Where two or more applicants intend to serve the same jurisdiction, preference will be given to the applicant or applicants that have already established an affiliation with an institution of higher learning. Permissible affiliations will include the use of faculty, instructional resources, and physical facilities of the institution of higher learning; and
  11. An applicant for certification or recertification will receive preference if it can demonstrate the ability to provide a regular schedule of in-service training programs to law enforcement agencies within its jurisdiction. These programs shall include, but are not limited to, in-service training mandated by statute, policy, or directive.
- (c) Every chief executive of the agency tendering an application for certification or recertification, and/or the school director, may be required to appear before the Commission in support of the application.
- (d) Following a review of the report submitted by staff and based on an evaluation of the factors set forth in (b)1 through 11 above, the Commission shall approve or disapprove the application and, if necessary, impose any conditions it believes to be appropriate.

## History

---

### HISTORY:

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Inserted designation (a); rewrote (a); and added (b) through (d).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

§ 13:1-3.4 Application review

In (a), inserted "continuous", and substituted "unit" for "agency"; in (b)2, deleted former second sentence; and in (b)5, inserted second sentence.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-3.5](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

## **§ 13:1-3.5 Hearing on application**

---

In the event a law enforcement agency interposes an objection with respect to the certification or recertification of a school or there is more than one application for certification of a school within the same or adjoining counties, Commission staff may, for good cause, schedule a hearing by the Commission on the matter after due notice to the affected parties. The Commission shall approve or disapprove the certification request with any conditions it believes to be appropriate.

## **History**

---

### **HISTORY:**

Amended by R.1993 d.325, effective July 6, 1993.

See: [25 N.J.R. 1336\(a\)](#), [25 N.J.R. 2897\(a\)](#).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Substituted "the certification or recertification of a school" for "school certification".

## [N.J.A.C. 13:1-3.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

## **§ 13:1-3.6 School recertification**

---

(a) Initial certification or recertification of a school by the Commission shall be for a period of three years which may be lessened at the time of the certification or recertification, as deemed necessary on a case-by-case basis.

(b) During recertification, the Commission may conditionally recertify a school with certain conditions or goals. The requirements for full recertification shall be provided to the school, in writing, along with a due date by which the requirements must be satisfied. Completion of the requirements shall be determined by the Commission.

## **History**

---

### **HISTORY:**

Amended by R.1993 d.325, effective July 6, 1993.

See: [25 N.J.R. 1336\(a\)](#), [25 N.J.R. 2897\(a\)](#).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

Inserted "which may be lessened at the time of the certification or recertification, as deemed necessary on a case-by-case basis" and deleted the last sentence.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Inserted designator (a), and added (b).

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-3.7](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 3. SCHOOL CERTIFICATION***

## **§ 13:1-3.7 Suspension or revocation of certification**

---

(a) School certification may be suspended or revoked by the Commission for:

1. Failure to comply with Commission requirements;
2. Failure to maintain the school's facilities, including any buildings, grounds, equipment, and firearm range in a reasonably clean, safe, and operational condition according to Commission and all applicable Federal and State health standards;
3. Failure to maintain appropriate staffing levels in accordance with the school's most recent certification; or
4. Other good cause.

(b) In the event of suspension or revocation, the school director shall be notified in writing as to the reasons(s) for the action and may request a hearing before the Commission in accordance with the provisions of the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq. and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*. The Commission may restore certification when the conditions for the suspension or revocation have been corrected.

## **History**

---

### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

In (a)4, inserted a reference to school grounds and substituted a reference to operational condition for a reference to efficient condition.

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

In the introduction paragraph of (a), deleted "temporarily" preceding "suspended"; rewrote (a)2; deleted former (a)3 and (a)4; and recodified former (a)5 as (a)3.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote (a).

§ 13:1-3.7 Suspension or revocation of certification

---

End of Document

## [N.J.A.C. 13:1-4.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

## **§ 13:1-4.1 Certification requirement**

---

All instructors participating in a course authorized by the Commission must be certified before they are permitted to teach except as set forth in this subchapter and except as provided for in an emergency as set forth in [N.J.A.C. 13:1-7.2\(a\)](#)<sup>13</sup>.

## **History**

---

### **HISTORY:**

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 New Jersey Register 1336(a), 25 New Jersey Register 2897(a).

Administrative correction.

See: [31 New Jersey Register 880\(a\)](#).

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-4.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

#### **§ 13:1-4.2 Eligibility for certification**

---

An individual who has completed two years of college, has a minimum of three years of experience in his or her teaching specialty or career and can demonstrate knowledge and/or skill in a subject contained in a Commission-approved curriculum is eligible for consideration for instructor certification. The Commission may waive the educational and/or work experience requirement for a compelling reason.

#### **History**

---

##### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 New Jersey Register 1182\(a\)](#), [30 New Jersey Register 2506\(a\)](#).

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-4.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

## **§ 13:1-4.3 Certification process**

---

An individual seeking instructor certification shall complete the Commission-prescribed application and shall have his or her law enforcement agency's endorsement where applicable. The school director shall interview the applicant and, if there is an intention to utilize the services of the individual, shall then endorse the application and forward it to the Commission. Commission staff shall review the application and either approve or disapprove the request for certification as an instructor.

## **History**

---

### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 New Jersey Register 1182\(a\)](#), [30 New Jersey Register 2506\(a\)](#).

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-4.4](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

### **§ 13:1-4.4 Types of certification**

---

- (a) Individuals who have completed a Commission-recognized instructor training course are eligible to apply for instructor certification.
- (b) Individuals seeking initial instructor certification may apply for waiver of the Commission-recognized instructor training course, if they can demonstrate to the satisfaction of the Commission that the individual has teaching or instructor credentials in a subject in a Commission-approved curriculum.

### **History**

---

#### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-4.5](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17, September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

#### **§ 13:1-4.5 Certification**

---

- (a) Initial instructor certifications and renewals shall expire on December 31 of the third year of the initial certification or renewal. As a condition of recertification, an instructor must teach at least once per calendar year during the prior certification period at a Commission-approved school and receive the endorsement of the school director where the instructor taught.
- (b) Certifications are granted at the discretion of the Commission. The Commission may withdraw a certification at any time or deny its renewal for good cause. The Commission may impose any conditions it deems necessary with respect to any certification or renewal. The granting of a certification by the Commission does not provide the instructor with any employment rights with respect to the Commission, the school at which the instructor teaches, or at the instructor's employing agency.
- (c) A certification may be suspended or revoked by the Commission for any of the following reasons:
1. The instructor has violated the Standards of Conduct for Instructors adopted by the Commission;
  2. The instructor has been charged with or convicted of a crime or disorderly or petty disorderly persons offense or its equivalent in this State, another state, or the United States. For purposes of this paragraph, admission into a pre-trial diversion program will provide the Commission with the basis to suspend or revoke an instructor's certification;
  3. The instructor is under investigation by a law enforcement agency of this State, another state, or the United States for the Commission of a crime or disorderly persons offense or its equivalent;
  4. The instructor is the subject of major disciplinary action by the instructor's employing agency or disciplinary action has been imposed by the instructor's agency;
  5. The instructor has at any time engaged in misconduct or other inappropriate behavior that reflects adversely on the law enforcement profession, the Commission, or the school at which the instructor teaches; or
  6. Other good cause.
- (d) Instructors have an affirmative duty to advise the school director and the Commission if he or she is the subject of a criminal investigation or a major disciplinary action. Instructors have a corresponding affirmative duty to advise the school director and the Commission that he or she has received major discipline, has been convicted of a crime or a disorderly persons offenses or its equivalent in this State, another state, or the United States, or has applied for or been enrolled in a pre-trial diversion program.
- (e) An instructor denied certification or renewal, or whose certification was withdrawn by the Commission, may appeal the decision to the Commission in accordance with the provisions of the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq., and [52:14F-1](#) et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

#### **History**

---

## § 13:1-4.5 Certification

**HISTORY:**

Amended by R.1989 d.485, effective September 18, 1989.

See: 21 N.J.R. 1647(b), 21 N.J.R. 3019(a).

In (a): added "instructor" describing certifications and changed "granting and renewal" year to "third year." Added text: "... after the ... each year."

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

In (a), inserted "and receive the endorsement of the school director where the instructor taught"; rewrote (b) and (c); and added (d) and (e).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

In (a), inserted "per calendar year" and "at a Commission-approved school".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-4.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

#### **§ 13:1-4.6 Certification requirements for instructors of certain subjects**

(a) Applicants who seek certification to instruct in certain subjects must have a minimum of three years' experience in their criminal justice profession, be certified as an instructor, and meet the following requirements:

1. An individual seeking certification as a firearms instructor must successfully complete a Commission-recognized Firearms Instructors Course. In addition, under the immediate supervision of a school's range master, the individual must successfully:
  - i. Demonstrate knowledge of the established range safety rules;
  - ii. Identify the major parts of those firearms which will be used in the training program;
  - iii. Demonstrate the ability to handle safely those firearms designated by the Commission under conditions such as the following:
    - (1) Loading and unloading;
    - (2) Using loading devices;
    - (3) Clearing ammunition and weapon malfunctions; and
    - (4) Cleaning and maintaining weapons properly;
  - iv. Demonstrate the knowledge and skills required to teach the techniques of marksmanship and be able to identify the reasons that may be leading a trainee to possible failure; and
  - v. Score no less than an average of 95 on three consecutive firings of the Commission-required firearms course, which average shall be attained during testing by the school's range master prior to admission to the Firearms Instructors Course and without remedial training; and
  - vi. Score no less than 80 on the Commission-required low light handgun course.
2. An individual seeking recertification as a firearms instructor must annually satisfy the range master of their ability to perform the requirements as set forth at (a)1i through vi above and comply with an appropriate firearms requalification program and have taught at least 16 hours each calendar year in basic firearms training courses at a Commission-approved school during the previous certification period.
3. An individual seeking certification as a range master must be certified by the Commission as a firearms instructor and meet each of the following requirements:
  - i. Possess a minimum of five years active experience as a certified firearms instructor at a Commission-approved school. The Commission may waive this requirement if it can be demonstrated that an emergent need exists;
  - ii. Have served in the capacity of a certified firearms instructor under the supervision of a certified range master during at least 240 hours in basic firearms courses at a Commission-approved school as certified by the school director; and



## § 13:1-4.6 Certification requirements for instructors of certain subjects

approved school during their previous certification period. The Commission may waive the 160-hour requirement, if it can be demonstrated that an emergent need exists. For senior defensive tactics instructor re-certification, the instructor must have taught at least 40 hours each calendar year during the previous certification period.

## History

---

### HISTORY:

Amended by R.1989 d.260, effective May 15, 1989.

See: 21 N.J.R. 695(a), 21 N.J.R. 1365(a).

In (a)1ii, replaced "the handguns and shotguns" with "those firearms which will be" used in the training program.

In (a)1iii, replaced "handguns and shotguns" with "those firearms which the Commission shall designate" regarding ability to handle firearms safely.

Amended by R.1990 d.477, effective October 1, 1990.

See: 22 N.J.R. 1435(a), 22 N.J.R. 3151(a).

Required that all physical conditioning instructors be certified.

Amended by R.1995 d.584, effective November 20, 1995.

See: 27 N.J.R. 1521(a), [27 N.J.R. 4728\(c\)](#).

Amended by R.1997 d.197, effective May 19, 1997.

See: [28 N.J.R. 3706\(a\)](#), [29 N.J.R. 2464\(a\)](#).

Added (a)7.

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

In (a), rewrote 3iii, rewrote 7iii and recodified former 7iv as 8.

Administrative change.

See: [31 N.J.R. 880\(a\)](#).

Amended by R.2004 d.4, effective January 5, 2004.

See: [35 N.J.R. 2806\(a\)](#), [36 N.J.R. 197\(a\)](#).

Recodified (b) as (a)8, added 9.

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

In the introductory paragraph of (a), inserted "have a minimum of three years experience in his or her criminal justice profession," and inserted a comma following "instructor"; rewrote (a)1v and (a)2; added (a)1vi; in (a)3ii, substituted "240 hours" for "six" and inserted "as certified by the school director"; and in (a)7i, substituted "in a training course" for "(Functional Area 7.0)".

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

§ 13:1-4.6 Certification requirements for instructors of certain subjects

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-4.7](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 4. INSTRUCTOR CERTIFICATION***

### **§ 13:1-4.7 (Reserved)**

---

### **History**

---

#### **HISTORY:**

Repealed by R.1998 d.330, effective July 6, 1998.

See: [30 New Jersey Register 1182\(a\)](#), [30 New Jersey Register 2506\(a\)](#).

Section was "Appeal of certification denial".

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-5.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 5. LAW ENFORCEMENT OFFICER CERTIFICATION***

#### **§ 13:1-5.1 Certification requirements; basic courses**

---

(a) A trainee shall be eligible for certification when the school director affirms that:

1. The trainee has achieved the minimum requirements set forth in the basic course applicable to his or her appointment and has demonstrated an acceptable degree of proficiency in the performance objectives contained in the particular basic course;
2. The trainee has participated in no less than 90 percent of the total instructional time assigned to those performance objectives designated by the Commission; and
3. The trainee has successfully completed the training required by the Commission to be conducted by the employing law enforcement agency.

#### **History**

---

##### **HISTORY:**

Amended by R.1989 d.260, effective May 15, 1989.

See: 21 N.J.R. 695(a), 21 N.J.R. 1365(a).

In (a)1, added "the Basic Course for Corrections Officers or the Basic Course for Juvenile Detention Officers."

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Rewrote (a)1.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## **N.J.A.C. 13:1-5.2**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 5. LAW ENFORCEMENT OFFICER  
CERTIFICATION***

### **§ 13:1-5.2 Certification requirements; other courses**

---

A trainee shall be eligible for certification in other courses when the School Director affirms that the trainee has successfully completed a curriculum and course requirements approved by the Commission.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-5.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 5. LAW ENFORCEMENT OFFICER CERTIFICATION***

## **§ 13:1-5.3 Revocation of certification**

---

The Commission may revoke the certification conferred upon a trainee if the Commission ascertains that the certification would not have been issued had certain facts concerning inappropriate conduct of the trainee been known to the Commission at the time the certification was issued. The Commission may also revoke a certification which was issued as the result of administrative error. The individual shall be notified in writing as to the reasons for revocation and shall be required to return the certification to the Commission. The individual may request a hearing in accordance with the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq. and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-6.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 6. CURRICULUM***

## **§ 13:1-6.1 Curriculum and courses**

---

A curriculum issued by the Commission shall be the required curriculum at a Commission-approved school and shall constitute the minimum requirements for trainee certification. The Commission curricula are incorporated herein by reference and are available from the Commission at 25 Market Street, PO Box 085, Trenton, New Jersey 08625-0085. An approved school shall conduct basic courses and those other courses as shall be required by the Commission. In addition to the required curriculum, a school may also offer, with Commission staff approval, elective subjects of a basic course. However, elective subjects shall not be considered part of the basic course minimum requirements for trainee certification absent approval by the Police Training Commission.

## **History**

---

### **HISTORY:**

Amended by R.1993 d.325, effective July 6, 1993.

See: [25 N.J.R. 1336\(a\)](#), [25 N.J.R. 2897\(a\)](#).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

In the first sentence, provided that the curriculum would constitute the minimum requirements for trainee certification, and added the last sentence.

Administrative correction.

See: [31 N.J.R. 880\(a\)](#).

Amended by R.2004 d.4, effective January 5, 2004.

See: [35 N.J.R. 2806\(a\)](#), [36 N.J.R. 197\(a\)](#).

Substituted "25 Market Street" for "the Hughes Justice Complex".

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Substituted "elective subjects" for "additional components" twice, and inserted the second occurrence of "basic course".

---

End of Document

## [N.J.A.C. 13:1-7.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 7. SCHOOL ADMINISTRATION***

## **§ 13:1-7.1 School directors**

---

Each Commission-approved school shall be under the immediate control of an individual who is designated for the purposes of these rules by the title "school director." The school director shall perform general administrative functions. The school director must be permanently assigned to the Commission-approved school, and shall be responsible for the day-to-day operations of the school. The school director shall be physically present at the Commission-approved school on a regular and consistent basis. School directors shall also maintain a current Commission Instructor Certification. The Commission shall have the authority, after consultation with the agency responsible for operating a school, to remove a school director from all duties and responsibilities for the administrative and day-to-day operations of a Commission-approved school for a violation of Commission rules, policies or directives. Notice of removal shall be, in writing, and shall be served upon the school director and the agency responsible for operating the school. A school director suspended or dismissed by the Commission may request a hearing before the Commission in accordance with the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

## **History**

---

### **HISTORY:**

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Deleted ", and shall, where applicable, also retain any rights that may be available under the laws pertaining to the State Department of Personnel" at the end.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-7.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 7. SCHOOL ADMINISTRATION***

#### **§ 13:1-7.2 Operating entity responsibilities**

---

(a) The law enforcement unit, combination of law enforcement units, institution of higher learning or State or county government agency certified to operate a school is vested with the power, responsibility, and duty:

1. To comply with all Commission rules, standards and directives governing the operation of the school;
2. To implement the required curriculum in conjunction with appropriate law enforcement officials and such other advisors that may be necessary and to devise a schedule that conforms to Commission requirements and submit same to Commission staff for approval;
3. To issue and enforce rules consistent with Commission requirements which govern the conduct of trainees and the use of the school's facilities. Each trainee shall be furnished a printed copy of the rules at the commencement of the course and a copy of the rules shall be posted in a conspicuous place on the school bulletin board and remain there for the duration of the course. These rules shall explicitly state which rule(s), the violation of which, may result in the trainee's suspension or dismissal from school;
4. To verify that the requirements for admission of an individual into the school have been complied with;
5. To maintain appropriate records for each trainee, which shall include, but not be limited to, attendance, written examination grades, firearms qualification scores, behavior, and counseling. These records shall be made available for inspection by Commission staff upon request;
6. To report immediately the unauthorized absence of a trainee to an appropriate official in the trainee's law enforcement agency;
7. To report immediately the illness or injury of a trainee or an instructor to an appropriate official in the trainee's or instructor's law enforcement agency and to the Commission staff;
8. To dismiss a trainee who has demonstrated that they will be ineligible for Commission certification, for unacceptable behavior, or for other good cause. In such cases:
  - i. The trainee shall be informed immediately of the reason(s) for the action;
  - ii. As soon as possible, but in no event later than the second business day thereafter, a written statement of the reason(s) for the action shall be provided to the trainee, the appropriate official in the trainee's law enforcement agency and the Commission;
  - iii. The dismissal of a trainee for misconduct may take effect immediately when, in the opinion of the school director, the continued presence of the trainee would be disruptive of or detrimental to the conduct of the class;
  - iv. A trainee who is dismissed from a school for misconduct shall not receive credit for any subjects completed up to the time of dismissal;

## § 13:1-7.2 Operating entity responsibilities

9. To inform the Commission whether a trainee has complied with the certification requirements set forth in [N.J.A.C. 13:1-5.1](#), [5.2](#) and [6.1](#);
10. To submit records and forms to the Commission as required;
11. To maintain, for a period of three years, a master copy of each written examination conducted by the school, together with the correct answers. The individual written examination papers of trainees who are academic failures and the targets of those who are firearms failures are also to be maintained for a period of three years;
12. To forward to the Commission, on the appropriate form, any request for the certification of an individual seeking to become a certified instructor;
13. To verify that all instructors have Commission certification. In an emergency or compelling circumstances, a non-certified instructor may be used except that an emergency certification will not issue for firearms, vehicle operations, first responder, physical conditioning instruction, and RADAR. In the event an emergency certification is necessary, Commission staff shall be notified as soon as possible and prior to any teaching by such individual and informed of the reason for this exception;
14. To appoint a range master and vehicle operations senior instructor for the school both of whom shall be qualified in accordance with Commission requirements;
15. To maintain and safeguard all Commission equipment purchased by the Law Enforcement Officers Training and Equipment Fund, pursuant to [N.J.A.C. 13:1A-6.1](#), on loan to the school and to notify the Commission immediately if any of the equipment is damaged or missing;
16. To provide class time for purposes of conducting orientation sessions for trainees in accordance with Commission requirements and bulletin board space for the posting of appropriate Commission rules and notices;
17. To charge a reasonable fee for each trainee enrolled at the school;
18. To appoint a school director and such assistants as may be required to implement this subchapter;
19. To conduct drug screening of all trainees so as to provide for the safety and welfare of all trainees, instructors, and other school personnel. Drug testing shall be conducted during all basic courses in which use of force and unarmed defensive tactics training is provided. Trainees may be tested at any time during a basic course.
  - i. All drug testing conducted at Commission-approved schools during a basic course shall be consistent with and utilize the procedures and methods set forth in the *New Jersey Law Enforcement Drug Testing Policy* and the *New Jersey Drug Testing Manual*, incorporated herein by reference, and including any future supplements and amendments, which can be obtained from the Commission at 25 Market Street, PO Box 085, Trenton, New Jersey 08625-0085, or from the Division of Criminal Justice website at [www.njdci.org](http://www.njdci.org);
  - ii. The school director shall dismiss any trainee who produces a positive test result for illegal drug use. Such dismissal shall constitute a dismissal for misconduct; and
  - iii. The Commission shall, in accordance with the New Jersey Attorney General Law Enforcement Drug Testing Policy, as circumstances warrant, notify the central registry maintained by the Division of State Police of a trainee's positive test result for illegal drug use.
20. To employ aides, with the written approval of the Commission, to assist instructors, provided that no aide shall act in any instructional capacity;
21. To immediately report to the Commission any allegation of misconduct, improper instruction or other actions of an instructor or school staff;
22. To cooperate with the Commission in any investigation or inquiry; and

## § 13:1-7.2 Operating entity responsibilities

23. To verify that firearms training provided in Commission-approved courses is conducted only at a firearms range that has been inspected by Commission staff and found to be in compliance with Commission standards.

## History

---

### HISTORY:

Amended by R.1991 d.63, effective February 19, 1991.

See: 22 N.J.R. 2256(b), 23 N.J.R. 607(a).

Changes at (a)20., provided for less specific procedures "approved by Commission."

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Administrative Correction.

See: 25 N.J.R. 4106(a).

Amended by R.1997 d.196, effective May 19, 1997.

See: [28 N.J.R. 3707\(a\)](#), [29 N.J.R. 2465\(a\)](#).

In (a), made a nonsubstantive change; and added (a)23.

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

In (a), substituted "implement the required" for "devise a" and substituted "necessary and to devise a schedule" for "appropriate,"; rewrote the first sentence of 3, substituted "except that a trainee dismissed following a positive drug screen may not remain in school" for "pursuant to [N.J.A.C. 13:1.9](#)" in 8iv, substituted "in [N.J.A.C. 13:1-5.1](#), [5.2](#) and [6.1](#)" for "herein" in 9, rewrote 13, inserted a reference to vehicle operations senior instructors in 14, inserted "in accordance with Commission requirements" in 16, and rewrote 19.

Administrative change.

See: [31 N.J.R. 880\(a\)](#).

Amended by R.2004 d.4, effective January 5, 2004.

See: [35 N.J.R. 2806\(a\)](#), [36 N.J.R. 197\(a\)](#).

In (a), inserted " first responder" following "vehicle operations" in 13; rewrote 19.

Amended by R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

In the introductory paragraph of (a), substituted "State, county, or municipal government agency" for "recognized governmental entity", and inserted "the" preceding "power" and a comma following "responsibility"; in (a)5, inserted a comma following "trainee" and "behavior", substituted "counseling" for "counselling", and added the last sentence; in (a)8iv, inserted "and" at the end; and in (a)13, deleted "or" preceding "physical" and inserted ", and RADAR".

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

§ 13:1-7.2 Operating entity responsibilities

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-8.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17, September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

#### **§ 13:1-8.1 Certification required prior to acceptance of trainees into a basic course**

---

(a) Prior to the acceptance of a trainee into a basic course, the chief law enforcement officer or chief executive officer of the employing law enforcement unit shall certify by completing a trainee record card issued by the Commission that:

1. With respect to police officers as defined by this chapter, the appointing authority has complied with the provisions of *N.J.S.A. 52:17B-68.1* and 69 and 18A:6-4.4 including, but not limited to, the following:
  - i. The individual has received a probationary appointment; and
  - ii. The individual has been granted a leave of absence with pay during the period of the police training course;
2. With respect to special law enforcement officers, the local unit has complied with the provisions of [N.J.S.A. 40A:14-146.8](#) et seq. concerning the appointment of the individual;
3. The employing law enforcement agency has fingerprinted the individual and sent copies of the fingerprints to the Division of State Police and the Federal Bureau of Investigation in order to ascertain whether the individual has been convicted of an offense which would disqualify him or her from appointment as a police officer. The results obtained from the Division of State Police and the Federal Bureau of Investigation shall be made known to the appointing authority;
4. The employing law enforcement agency has conducted a pre-employment or background investigation of the individual to ascertain his or her character, fitness and eligibility to be permanently appointed as a police officer. The results of the pre-employment or background investigation shall be made known to the appointing authority; and
5. The individual has undergone a medical examination by a licensed physician to determine if the individual is medically fit to undergo training. The physician shall state, on a form prescribed by the Commission, whether the individual is medically fit to undergo the training for which the individual is enrolled.

(b) A potential trainee shall not be admitted into the following basic courses, unless the potential trainee has successfully completed both the pre-academy fitness requirement and the pre-academy psychological requirement prior to the orientation day for the course to which the potential trainee seeks admission:

1. Basic Course for Police Officers (including Alternate Route);
2. Basic Course for Special Law Enforcement Officers (Class II);
3. Basic Course for State Correctional Police Officers;
4. Basic Course for County Correctional Police Officers;
5. Basic Course for Investigators;

## § 13:1-8.1 Certification required prior to acceptance of trainees into a basic course

6. Basic Course for Juvenile Corrections Officers; and
7. Basic Course for Humane Law Enforcement Officers.

(c) Neither the pre-academy fitness requirement nor the pre-academy psychological requirement may be waived.

(d) The administration of pre-academy fitness requirement is, as follows:

1. In order to participate in the pre-academy fitness requirement, a potential trainee must present proof of medical clearance certified by a licensed physician no earlier than 30 days prior to the date of the test, on a form issued by the Police Training Commission (PTC).
2. The site and timing of the pre-academy fitness requirement shall be determined by the academy director with approval from the PTC staff.
3. An instructor designated by the academy director will conduct the pre-academy fitness requirement up to 12 weeks prior to the commencement of the course to which the potential trainee seeks admission, but no less than three weeks prior to the commencement of the course. A potential trainee must pass the pre-academy fitness requirement prior to the commencement of any class in which the trainee seeks admission.
4. A trainee must successfully complete all five components of the pre-academy fitness requirement, as follows:
  - i. A vertical jump of 15 inches or more;
  - ii. 28 sit-ups in one minute or less;
  - iii. A 300-meter run in 70.1 seconds or less;
  - iv. 24 push-ups in one minute or less; and
  - v. A 1.5-mile run in 15 minutes and 55 seconds or less.
5. There shall be a rest in between each component of the pre-academy fitness requirement that shall be no less than those mandated by Directive 4-2016.
6. The pre-academy fitness requirement shall be conducted, in accordance with the PTC Physical Conditioning Directive.
7. All pre-academy fitness requirement tests shall be conducted within one continuous eight-hour period.
8. All running events in the pre-academy fitness requirement shall be conducted on a level running track or roadway previously approved by the PTC staff.
9. All remaining events shall take place on a level surface previously approved by the PTC staff.
10. During both the sit-up and push-up components of the pre-academy physical requirement, the designated instructor shall verbally notify the trainee of each successful repetition completed (that is, "one complete, two complete, three complete").
11. A potential trainee is required to successfully complete all five components of the pre-academy fitness requirement before each course to which the potential trainee seeks admission.
12. Retesting shall be, as follows:
  - i. Academy directors shall schedule a retest date for trainees who fail the initial pre-academy fitness requirement. The retest should be scheduled, when practicable, at least three weeks after the trainee's initial pre-academy test, but in any event, must be completed the day before the trainee begins their course. The trainee is allowed one opportunity to retest before the start of the academy. All trainees who fail the initial pre-academy fitness requirement must be retested before the start of the course to which they seek admission.

## § 13:1-8.1 Certification required prior to acceptance of trainees into a basic course

ii. Potential trainees must take and pass the entire test on the alternate test date. Previous passing results from any component shall not be counted toward any retest.

**(e)** Pre-academy psychological requirements, are as follows:

1. The pre-academy psychological requirement shall include a psychological examination by a licensed psychologist to determine whether the potential trainee is psychologically fit to perform the duties of the title that the potential trainee has been appointed.
2. The psychological examination shall include:
  - i. A written personality examination, such as NEO-PI-R, the Inwald Personality Inventory, or such other functionally equivalent examination; and
  - ii. A psychological evaluation conducted by a licensed psychologist no more than 12 months prior to orientation day for the class that the potential trainee seeks admission.
3. The licensed psychologist shall state, on a form prescribed by the PTC, whether the individual is psychologically fit to effectively perform the duties of the title that the individual has been appointed.
4. Only those individuals found to be psychologically fit to effectively perform the duties of the title that they have been appointed to may be admitted to any of the courses listed at (b) above.
5. The employer must provide certification of psychological fitness to the academy director prior to the orientation day for the course that the potential trainee seeks admission on a form prescribed by the PTC.

**(f)** Appeals by potential trainees shall be, as follows:

1. A potential trainee may appeal a designated instructor's determination that the potential trainee has failed one or more components of the pre-academy fitness requirement.
2. An appeal pursuant to this subsection will be sent to the PTC, and state, with particularity, the factual basis for the potential trainee's appeal.

**(g)** For each potential trainee, prior to admission to any academy for any course listed at (b) above, the academy director must complete and submit to PTC staff, a package that includes the following:

1. A PTC-prescribed form that includes the following information:
  - i. Certification that the potential trainee has successfully met, or exceeded, the minimum score requirements of all five components of the pre-academy fitness requirement;
  - ii. The potential trainee's score for each of the five components of the pre-academy fitness requirement; and
  - iii. Certification that the potential trainee has successfully passed the pre-academy psychological requirement as set forth at (e) above;
2. A certification by a licensed physician that the potential recruit is medically cleared to participate in the course that the potential recruit seeks admission; and
3. A certification by a licensed psychologist that the potential recruit is psychologically fit to effectively perform the duties of the title that the potential recruit has been appointed.

**(h)** The academy director shall submit the package as set forth at (g) above to the PTC staff no later than 15 working days after the commencement of the course that the trainee is enrolled in.

**(i)** Academy directors are expressly forbidden from allowing any trainee who has not successfully met, or exceeded, the minimum score of each component of the pre-academy fitness requirement and who has not also successfully passed the pre-academy psychological requirement and provided a certification by a licensed physician that the recruit is medically cleared to participate in the course, to participate in any course listed at (b) above. Failure to comply with the provisions of this subsection may, in the discretion of

## § 13:1-8.1 Certification required prior to acceptance of trainees into a basic course

the PTC, result in suspension or revocation of the academy's credentials, as determined on a case-by-case basis.

(j) In addition to the required certifications listed at (a) above, the chief law enforcement officer or chief executive officer must certify on a form provided by the Commission, that the applicant completed pre-employment drug testing and received negative results from the New Jersey State Toxicology Laboratory in accordance with the Attorney General's Law Enforcement Drug Testing Policy. The Commission certification form and the lab results are to be provided to the academy, along with the trainee record card before the trainee can be accepted into a basic course.

## History

---

### HISTORY:

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Rewrote the section.

Administrative change.

See: [31 N.J.R. 880\(a\)](#).

Amended by R.2004 d.4, effective January 5, 2004.

See: [35 N.J.R. 2806\(a\)](#), [36 N.J.R. 197\(a\)](#).

In (a), deleted 6.

Amended by R.2023 d.046, effective April 3, 2023.

See: [54 N.J.R. 1011\(a\)](#), [55 N.J.R. 602\(b\)](#).

Rewrote the section.

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

In the introductory paragraph of (a), substituted the first occurrence of "law enforcement" for "police" and "unit" for "agency"; and added (j).

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-8.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

## **§ 13:1-8.2 Notification to school director**

An appropriate official from the employing law enforcement unit seeking to enroll an individual in a Basic Course shall notify the school director, in writing, 21 days prior to the commencement of the course, that the unit has complied with its responsibilities, as provided in this subchapter. In the event a unit is unable to comply with this section, the unit shall forward a written request to the Commission for an extension of time and shall indicate the reason(s) for the request. Failure to comply with respect to this notification may result in the affected individual being denied admittance into the basic course.

## **History**

### **HISTORY:**

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Substituted "unit" for "agency" throughout, "director, in writing, 21" for "director in writing, 10", and "a unit" for "an agency".

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## **N.J.A.C. 13:1-8.3**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW  
ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

### **§ 13:1-8.3 Other agencies**

---

Individuals who are not police officers may enroll in a Basic Course or other courses when so approved in advance by the Commission and in compliance with [N.J.A.C. 13:1-8.1](#) and [8.2](#).

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-8.4](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

#### **§ 13:1-8.4 Waivers**

---

- (a) The Commission may, in its discretion, waive all or portions of any required training for an individual who has successfully completed a course conducted by any Federal, State or other public or private agency which is substantially equivalent to the Commission course.
- (b) A request to waive training shall be submitted by the appointing authority to the Commission on a form prescribed by the Commission together with official documentation from the institution where the training was obtained. An individual who has voluntarily separated in good standing from service as a police officer is eligible for a waiver of training for a period of three years from the date of separation to the date of employment. An individual who has been involuntarily separated from employment by a State or interstate law enforcement agency due to reasons of economy or efficiency is eligible to request a waiver of training for a period of five years from the date of separation to the date of employment. An individual who has been involuntarily separated from employment for reasons other than economy or efficiency is ineligible for a waiver of training.
- (c) Subject to the time limitations set forth at (b) above, the following criteria shall be utilized by the Commission and its staff in reviewing requests for waivers of training submitted by law enforcement units:
1. Individuals who must complete a basic training course for police officers are eligible for a partial waiver of training provided they have previously completed a basic training course for class two special law enforcement officers approved by the Commission. A class two special law enforcement officer (SLEO II) may be eligible for a waiver for up to three years from the date of graduation if they meet the following criteria:
    - i. The individual's SLEO II basic training course was a co-mingled (comprised of both SLEO II and dually-appointed law enforcement officers) Basic Course for Police Officers class or a full-time SLEO II course that meets all requirements and components of a full Basic Course for Police Officers class and receives approval by the Police Training Commission.
    - ii. The individual has completed all required in-service training;
  2. Individuals who must complete a basic training course for police officers are eligible for a partial waiver of training provided they have previously completed a basic training course for State troopers conducted by the New Jersey State Police Academy and have been separated from service as a State trooper for less than three years;
  3. Individuals who must complete a basic training course for law enforcement officers are eligible for a limited waiver of training provided they were previously employed by an interstate law enforcement unit with jurisdiction in the State of New Jersey and they have completed a basic training course as a condition of employment for the interstate agency;
  4. Individuals who must complete a basic training course for police officers are eligible for a partial waiver of training provided they previously completed a basic training course for investigators approved by the Commission;

## § 13:1-8.4 Waivers

5. Individuals who must complete a basic training course for investigators are eligible for a partial waiver of training provided they previously completed a basic training course for police officers approved by the Commission;
  6. Individuals who must complete a basic training course for investigators are eligible for a partial waiver of training provided they have previously completed a basic training course for State troopers conducted by the New Jersey State Police Academy and have been separated from service as a State trooper for less than three years;
  7. Individuals who must complete a basic training course for county corrections officers are eligible for a partial waiver of training provided they previously completed a basic training course for State corrections officers approved by the Commission; and
  8. Individuals who must complete a basic training course for county corrections officers are eligible for a partial waiver of training provided they previously completed a basic training course for State juvenile corrections officers approved by the Commission.
- (d) Requests for waivers of training submitted by law enforcement agencies on behalf of individuals who previously completed a basic training course conducted by a Federal law enforcement agency will be reviewed by the Commission on a case-by-case basis. Requests for waivers of training submitted by law enforcement agencies on behalf of individuals who previously completed a basic training course conducted by a law enforcement agency of another state will be reviewed by the Commission on a case-by-case basis. All requests for waivers of training submitted under this subsection must comply with the time limitations set forth in (b) above.
- (e) The Commission may grant a partial waiver of training to individuals who were unable to complete a basic training course approved by the Commission, provided the individual was withdrawn by the employer from the basic course due to injury, personal reasons, family emergency, or other unforeseen circumstances. To be eligible for a partial waiver of training pursuant to this subsection, the individual must have successfully completed at least half of the performance objectives listed in the basic course curriculum, and the school director must consent to the individual's reenrollment. Waiver credit will only be issued for completed functional areas and will only be applicable in the same basic course and at the same school as the one from which the trainee was withdrawn.
- (f) Only a law enforcement agency may appeal a decision by the Commission to deny, in whole or in part, a request for a waiver of training.
- (g) Commission staff shall inform employing agencies of the requirements necessary for a waiver of training.
- (h) Waiver credit may only be granted for the performance objectives included in the specific course for which the waiver is sought. Credit for performance objectives added to the basic course curriculum as electives by individual schools may be permitted.

## History

---

### HISTORY:

Amended by R.1993 d.325, effective July 6, 1993.

See: 25 N.J.R. 1336(a), 25 N.J.R. 2897(a).

Amended by R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Rewrote (d).

Amended by R.2013 d.012, effective January 22, 2013.

§ 13:1-8.4 Waivers

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

In (b), inserted the last three sentences; rewrote (c) and (d); and added (e) through (h).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote (c); in (e), inserted a comma following the second occurrence of "Commission", substituted "pursuant to" for "under", and inserted "and at the same school".

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-8.5](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

## **§ 13:1-8.5 Notice of new appointments**

---

The chief police officer, chief executive officer, director, or warden of a law enforcement agency shall notify the Commission of all newly appointed employees whose permanent appointment is contingent upon the successful completion of a basic training course approved by the Commission. Notice shall be provided to the Commission within 30 days of each appointment on a form prescribed by the Commission.

## **History**

---

### **HISTORY:**

New Rule, R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

**[N.J.A.C. 13:1-8, Appx.](#)**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 8. RESPONSIBILITIES OF LAW  
ENFORCEMENT UNITS AND OTHER AGENCIES WITH RESPECT TO TRAINEES AND SCHOOLS***

**APPENDIX**

---

**POLICE TRAINING COMMISSION**

**WAIVERS OF TRAINING**

## APPENDIX

Type of Waiver	Original Basic Training within Commission Jurisdiction	Period of Eligibility for Waiver Consideration	Comments
Basic Course for Class Two Special Law Enforcement Officer - to - Basic Course for Police Officers  <i>Class Two Special Law Enforcement Officer to Regular Police Officer</i>	Yes	Three years from the date of completion of the Basic Course for Class Two Special Law Enforcement Officers to the date of appointment as a Regular Police Officer. As of July 1, 2008, waiver eligibility begins one year after completion of the Basic Course for Class Two Special Law Enforcement Officers.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.
Out-of-State Law Enforcement Training Course - to - Basic Course for Police Officers  <i>Out-of-State Law Enforcement Officer to Regular Police Officer</i>	No	Three years from the date of separation in good standing from an out-of-State law enforcement agency (including completion of a basic training course) to the date of appointment as a Regular Police Officer.	The candidate is initially ineligible for a waiver of training. The candidate's agency may apply to the Police Training Commission for a waiver of training on behalf of the candidate. The Commission will review applications on a case-by-case basis.
New Jersey State Police Pre-service Training Course - to - Basic Course for Police Officers  <i>New Jersey State Trooper to Regular Police Officer</i>	No	Three years from the date of separation in good standing from the Division of State Police (including completion of pre-service training) to the date of appointment as a Regular Police Officer.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.
Interstate Law Enforcement Training Course - to - Basic Course for Police Officers  <i>NY/NJ Port Authority; Amtrak; Delaware River and Bay Authority to Regular Police Officer</i>	No	Three years from the date of separation in good standing from an interstate agency (including completion of a basic training course) to the date of appointment as a Regular Police Officer in New Jersey.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.
Federal Law Enforcement Training Course - to - Basic Course for Police Officers  <i>Federal Law Enforcement Officer to Regular Police Officer</i>	No	Three years from the date of separation in good standing from a Federal law enforcement agency (including completion of a basic training course) to the date of appointment as a Regular Police Officer.	The candidate is initially ineligible for a waiver of training. The candidate's agency may petition the Police Training Commission for a waiver of training on behalf of the candidate. The Commission will review petitions on a case-by-case basis.
Basic Course for Police Officers - to - Modified Basic Course for Investigators  <i>Regular Police Officer to County Investigator</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course for Police Officers) to the date of appointment as an investigator employed by a County Prosecutor except that a police officer who is terminated for reasons of economy or efficiency has a five-year period of eligibility.	The candidate is presumed eligible to attend the modified course. A candidate who completed the alternate route program and has not served as a police officer is ineligible for a waiver.

## APPENDIX

Type of Waiver	Original Basic Training within Commission Jurisdiction	Period of Eligibility for Waiver Consideration	Comments
Basic Course for Police Officers - to - Basic Course for Investigators  <i>Regular Police Officer to County Investigator</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course for Police Officers) to the date of appointment as an investigator employed by a County Prosecutor except that a police officer who is terminated for reasons of economy or efficiency has a five-year period of eligibility.	The candidate may be enrolled in the Basic Course for Investigators at the discretion of the county prosecutor. A candidate who has completed the alternate route program and has not served as a police officer is ineligible for a waiver.
New Jersey State Police Pre-service Training Course - to - Modified Basic Course for Investigators  <i>New Jersey State Trooper to County Investigator</i>	No	Three years from the date of separation in good standing from the Division of State Police (including completion of pre-service training) to the date of appointment as an investigator employed by a County Prosecutor.	The candidate is presumed eligible to attend the modified course.
New Jersey State Police Pre-service Training Course - to - Basic Course for Investigators  <i>New Jersey State Trooper to County Investigator</i>	No	Three years from the date of separation in good standing from the Division of State Police (including completion of pre-service training) to the date of appointment as an investigator employed by a County Prosecutor.	The candidate may be enrolled in the Basic Course for Investigators at the discretion of the County Prosecutor.
Out-of-State Law Enforcement Training Course - to - Basic Course for Investigators  <i>Out-of-State Law Enforcement Officer to County Investigator</i>	No	Three years from the date of separation in good standing from an out-of-State law enforcement agency (including completion of a basic training course) to the date of appointment to the as an investigator employed by a County Prosecutor.	The candidate is initially ineligible for a waiver of training. The candidate's agency may petition the Police Training Commission for a waiver of training on behalf of the candidate. The Commission will review petitions on a case-by-case basis.
Federal Law Enforcement Officer - to - Basic Course for Investigators  <i>Federal Law Enforcement Officer to County Investigator</i>	No	Three years from the date of separation in good standing from a Federal law enforcement agency (including completion of a basic training program) to the date of appointment as a county investigator by a County Prosecutor.	The candidate is initially ineligible for a waiver of training. The candidate's agency may petition the Police Training Commission for a waiver of training on behalf of the candidate. The Commission will review petitions on a case-by-case basis.
Basic Course for Investigators - to - Basic Course for Police Officers  <i>County Investigator to Regular Police Officer</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course for Investigators) to the date of appointment as a regular police officer except that an investigator who is terminated for reasons or economy or efficiency has a five-year period of eligibility.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.

## APPENDIX

Type of Waiver	Original Basic Training within Commission Jurisdiction	Period of Eligibility for Waiver Consideration	Comments
Basic Course for Juvenile Corrections Officers - to - Basic Course for County Corrections Offices  <i>Juvenile Corrections Officer to County Corrections Officer</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course for Juvenile Corrections Officers) to the date of appointment as a county corrections officer.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.
Basic Course for State Corrections Officers - to - Basic Course for County Corrections Officers  <i>State Corrections Officer to County Corrections Officer</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course for State Corrections Officers) to the date of appointment as a county corrections officer.	Waiver approval may be conditioned upon successful completion of additional training as determined by the Commission.
Basic Course for Police Officers - to - Basic Course for Police Officers  <i>Regular Police Officer to Regular Police Officer</i>	Yes	Three years from the date of separation in good standing (including completion of the Basic Course) to the date of appointment except that a police officer who is terminated for reasons of economy or efficiency has a five-year period of eligibility.	The candidate is presumed eligible for a waiver of training. Waiver may require the completion of additional training as determined by the Commission.

[Click here to view Waivers of Training.](#)

## History

---

### HISTORY:

New Rule, R.2013 d.012, effective January 22, 2013.

See: [44 N.J.R. 1954\(a\)](#), [45 N.J.R. 124\(a\)](#).

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-9.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### **NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS**

#### **§ 13:1-9.1 Notice of appeal**

---

(a) An appeal by a trainee of their dismissal from an approved school or program for failure to meet the standards at *N.J.S.A. 52:17B-71* shall be filed before the Police Training Commission (PTC). All appeals to the Commission shall be by a notice of appeal to the Commission Chairperson. To be eligible for an appeal, an appellant must have been dismissed from a PTC-approved school.

(b) All appeals shall specify all disputed material facts which the appellant, or their attorney, intends to raise. Appeals shall also set forth all legal issues that the appellant, or their attorney, intends to raise, and shall present all arguments on those issues which the appellant wishes the Commission to consider.

(c) When an appeal fails to set forth any disputed material fact and fails to set forth any legal issue or any argument on an issue, the appeal shall be denied. The Commission shall notify the appellant of this denial and the grounds therefor. Such notice shall constitute the final agency decision in the matter.

(d) When an appeal sets forth disputed material facts and/or a legal issue, the appeal shall be considered by the Commission. If the Commission determines that the appeal constitutes a contested case, the Commission shall notify the appellant that the appeal will be heard directly by the Commission or is being forwarded to the Office of Administrative Law for a hearing pursuant to [N.J.S.A. 52:14B-1](#) et seq., and [52:14F-1](#) et seq., and *N.J.A.C. 1:1*.

#### **History**

---

##### **HISTORY:**

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

## **N.J.A.C. 13:1-9.2**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS***

### **§ 13:1-9.2 Service of notice**

---

The appellant shall serve a copy of the notice of appeal upon the respondent. The notice of appeal, together with proof of service, shall be filed with the Commission Chairman within 30 days from the date of the action appealed.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## **N.J.A.C. 13:1-9.3**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS***

### **§ 13:1-9.3 Answer**

---

Within 10 days after service of the notice the respondent shall file an answer with the Commission Chairman and serve a copy thereof on each of the parties to the appeal. The answer filed by the respondent shall include a statement of the grounds for its action.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## **N.J.A.C. 13:1-9.4**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

**NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS**

### **§ 13:1-9.4 Notice of hearing**

---

Upon the filing of the notice and petition of appeal, at least five days' notice of the time and place fixed for the hearing of the appeal by the Commission shall be given to the parties. If the matter constitutes a contested case, the Commission may refer the appeal to the Office of Administrative Law for a hearing in accordance with the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq. and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## **N.J.A.C. 13:1-9.5**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

**NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS**

### **§ 13:1-9.5 Conduct of hearing**

---

All hearings held pursuant to this subchapter shall be conducted in accordance with the Administrative Procedure Act, [N.J.S.A. 52:14B-1](#) et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

---

End of Document

## [N.J.A.C. 13:1-9.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 9. APPEALS***

### **§ 13:1-9.6 Enrollment of trainees previously dismissed from a Commission-approved course**

---

(a) No trainee who has been dismissed from a Commission-approved course for misconduct, integrity violation, failure to successfully complete use of force training, firearms training, defensive tactics training, the physical conditioning training program, or for a positive drug test and has an appeal of that dismissal pending before the Commission may be enrolled in another Commission-approved course without the Commission's permission. The decision to allow a trainee to enroll pursuant to this subsection shall be made by the Commission on a case-by-case basis.

(b) Enrollment in a Commission-approved course shall be denied by the Commission to any trainee who has been previously dismissed from a Commission-approved course and whose presence the Commission has reasonable cause to believe:

1. Will disrupt the training process and/or classroom order; or
2. Will have a negative impact on the health, safety, or welfare of other trainees enrolled in the course.

### **History**

---

#### **HISTORY:**

New Rule, R.1998 d.330, effective July 6, 1998.

See: [30 N.J.R. 1182\(a\)](#), [30 N.J.R. 2506\(a\)](#).

Amended by R.2023 d.104, effective September 5, 2023.

See: [55 N.J.R. 626\(a\)](#), [55 N.J.R. 1932\(b\)](#).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2023 by the New Jersey Office of Administrative Law

## [N.J.A.C. 13:1-10.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

#### **§ 13:1-10.1 Requirement of licensure**

---

- (a) In compliance with the schedule of implementation established pursuant to N.J.A.C. 13:1-20, any person employed as a law enforcement officer, including a full-time permanent law enforcement officer; a class one, class two, or class three special law enforcement officer; or a probationary or temporary law enforcement officer shall hold a valid, active license as a law enforcement officer. When a person who had been serving as a law enforcement officer has experienced a separation from appointment or employment, the license issued to that law enforcement officer shall be immediately placed in an inactive status, and that law enforcement officer is no longer authorized to function in the capacity of a law enforcement officer until such time as the license is reinstated pursuant to [N.J.A.C. 13:1-14.2](#). A person shall not act as a law enforcement officer in this State beyond the scope of the authorization provided pursuant to any designations to the license approved by the Commission.
- (b) Probationary licenses issued by the Commission shall remain valid for a period of one year from the date of issue, subject to an extension of no more than six months for those enrolled or scheduled to attend the course after January 1, 2024.
- (c) Upon successful completion of a probationary or temporary appointment, a person may apply for licensure as a permanent law enforcement officer. A probationary license shall only remain valid for a period of one year from the date of issue unless the Commission fails to act upon an application for permanent licensure made by a probationary licensee who is in good standing, in which case, the probationary license shall remain in full force and effect until the Commission acts upon their application for permanent licensure.
- (d) Licenses issued to law enforcement officers who have been permanently appointed after the successful completion of their probationary period, shall remain valid for a period of three years, and may be renewed in accordance with [N.J.A.C. 13:1-14.1](#).

## [N.J.A.C. 13:1-10.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

#### **§ 13:1-10.2 Law enforcement pre-employment qualifications for licensure**

(a) An applicant seeking appointment as a law enforcement officer or probationary law enforcement officer shall have the burden of providing documentation to the law enforcement unit to which they are applying, demonstrating that they:

1. Are 18 years of age or older;
2. Are a citizen of the United States, if required by the position;
3. Are a graduate of high school or the holder of a general educational development diploma;
4. Are the holder of a driver's license that is valid in New Jersey; and
5. If the applicant served in the military, did not receive a dishonorable discharge.

(b) An applicant shall provide to the law enforcement unit, under penalty of perjury, a completed application with a certification, that includes:

1. A waiver form that allows the Commission and the applicant's employing law enforcement unit to review the officer's employment-related information, including records, from any and all prior employed positions, as well as internal affairs records and records relating to any completed applications submitted to law enforcement units, even if the applicant was not employed by that law enforcement unit; and
2. An acknowledgement that the applicant remains under a continuing obligation to provide necessary information or documentation and cooperation as may from time to time be reasonably requested by the Commission.

(c) An applicant seeking appointment as a law enforcement officer or probationary law enforcement officer shall submit to and successfully pass or complete the following:

1. A background investigation meeting the standards as set forth at [N.J.A.C. 13:1-10.3](#);
2. A medical examination meeting the standards as set forth at [N.J.A.C. 13:1-10.4](#);
3. A drug screening test meeting the standards as set forth at [N.J.A.C. 13:1-10.5](#);
4. A psychological examination meeting the standards as set forth at [N.J.A.C. 13:1-10.6](#); and
5. A physical ability test meeting the standards as set forth at [N.J.A.C. 13:1-10.7](#).

## [N.J.A.C. 13:1-10.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

## **§ 13:1-10.3 Standards for background investigation**

---

(a) The law enforcement unit to which an applicant is making application for a probationary or temporary appointment or permanent appointment shall conduct a background investigation which, at a minimum, shall include the following records relating to:

1. Educational background, including transcripts and disciplinary records from high school and any post-high school education, if available;
2. Military service, if applicable;
3. Motor vehicle history in this State and any other state;
4. Employment, including:
  - i. A review of the current National Decertification Index to determine if the applicant has been decertified as a law enforcement officer or has had their license or certification as a law enforcement officer revoked or denied or otherwise limited or restricted;
  - ii. A review of Commission adverse license actions and any other records that the Commission maintains;
  - iii. A review of disciplinary records held by any other law enforcement unit, including Federal and other states, if permissible;
  - iv. A review of all employment-related information from each of the applicant's current and previous employers, as well as any records that may be held by law enforcement units that rejected an applicant's completed application; and
  - v. Written communication with each of the applicant's references, including a written reference from each law enforcement unit, which reference shall address whether that employer is aware of any conduct committed by the applicant that could provide a basis for an adverse licensure action, including conduct that was under investigation, even if the investigation was not completed; and
5. Fingerprinting of the applicant and conducting a fingerprint-based search of the New Jersey State Police, the Federal Bureau of Investigation, and other relevant databases to determine the existence of any warrants, arrests, or criminal records including, but not limited to:
  - i. National Crime Information Center (NCIC) to include New Jersey and Interstate Identification Index (III) systems;
  - ii. New Jersey motor vehicle history and, if necessary, surrounding states;
  - iii. E-courts, to include Automated Traffic Systems (ATS) and Automated Criminal System (ACS);
  - iv. Promis Gavel;
  - v. A check in accordance with the Prison Rape Elimination Act (PREA), [28 CFR 115.317](#), if applicable;

§ 13:1-10.3 Standards for background investigation

- vi. The Domestic Violence Registry established pursuant to [N.J.S.A. 2C:25-34](#); and
  - vii. Any other database that may be a successor database to those above or where information obtained during the background check indicates that additional relevant information may be found.
- (b)** An applicant must be found to not have engaged in any prior conduct or behavior that would provide the grounds for an adverse licensure action.

---

End of Document

## [N.J.A.C. 13:1-10.4](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

#### **§ 13:1-10.4 Standards for medical examination**

---

(a) The law enforcement unit to which an applicant is making application for a probationary or temporary appointment or permanent appointment shall arrange for a medical examination to be conducted by a physician, advance practice nurse, or physician assistant licensed in New Jersey, familiar with the responsibilities of a law enforcement officer which, at a minimum, shall include the following:

1. Completion of a comprehensive medical history questionnaire;
2. Submission to a medical examination that shall include the following minimum requirements:
  - i. A medical history;
  - ii. A medical examination; and
  - iii. Laboratory tests including a Complete Blood Count (CBC); urinalysis; Tuberculosis; and Electrocardiogram (ECG);
3. The medical examination shall consist of criteria aimed at identifying conditions that may potentially exclude an applicant from entry into a basic entry-level training program;
4. The Medical History Statement and Medical Examination Report are valid for a one-year period, to be measured from the date of the examining examiner's signature;
5. The examiner shall note if the applicant has any medical and physical conditions that may interfere with the applicant's ability to perform the essential functions of an entry level law enforcement officer; and
6. If the medical examination yields results indicating that the applicant has medical or physical conditions that may interfere with the applicant's ability to perform the essential functions of a law enforcement officer, the applicant or licensee may obtain a second opinion, which shall be conducted at the applicant's expense. The Commission will consider any second opinion, but the final decision regarding medical fitness for duty rests with the Commission.

(b) An applicant must be found medically fit in order to be eligible for a license.

## **N.J.A.C. 13:1-10.5**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER  
LICENSURE***

### **§ 13:1-10.5 Standards for a drug screening test**

---

The law enforcement unit to which the applicant is making application for a probationary or temporary appointment or permanent appointment shall conduct a drug screening test in a manner consistent with the current applicable Attorney General's Law Enforcement Drug Testing Policy.

---

End of Document

## [N.J.A.C. 13:1-10.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

### **§ 13:1-10.6 Standards for psychological examination**

---

- (a) The law enforcement unit to which an applicant is making application for a probationary or temporary appointment or permanent appointment shall arrange for a psychological evaluation to be conducted by a psychiatrist or psychologist licensed in New Jersey, familiar with the responsibilities of a law enforcement officer which, at a minimum, shall include the following:
1. A written personality examination, such as NEO-PI-R, the Inwald Personality Inventory, or such other functionally equivalent examination; and
  2. A psychological evaluation conducted by a New Jersey licensed psychiatrist or psychologist no more than 12 months prior to orientation day for the class that the potential trainee seeks admission, or an application for permanent employment that shall include screening for psychopathological disorders, personality characteristics, substance abuse problems, job-relevant traits and their functional competencies, such as stress tolerance, impulse control, anger management, the ability to function as part of a team, adaptability (work-life balance, rotating shifts), and freedom from discriminatory bias.
- (b) The licensed psychologist or psychiatrist shall state, on a form prescribed by the Commission, whether the individual is psychologically fit to effectively perform the duties of the title that the individual has been appointed.
- (c) An applicant must be found psychologically fit in order to be eligible for a license.

## [N.J.A.C. 13:1-10.7](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER LICENSURE***

#### **§ 13:1-10.7 Standards for physical ability**

---

(a) The law enforcement unit to which an applicant is applying for a probationary or temporary appointment or permanent appointment who has not successfully completed the pre-academy fitness components shall arrange for the conduct of a battery of screening testing designed to confirm the physical ability to perform entry-level training and perform the essential functions of an entry-level law enforcement officer, which, at a minimum, shall include the following:

1. A vertical jump of 15 inches or more;
2. Twenty-eight sit-ups in one minute or less;
3. A 300-meter run in 70.1 seconds or less;
4. Twenty-four push-ups in one minute or less; and
5. A 1.5 mile run in 15 minutes and 55 seconds or less.

(b) There shall be a rest in between each component of the pre-academy fitness requirement that shall be no less than those mandated by Commission directive.

(c) The physical fitness requirement shall be conducted, in accordance with the Commission's Physical Conditioning Directive.

(d) All fitness requirement tests shall be conducted within one continuous eight-hour period.

(e) All running events in the fitness requirement shall be conducted on a level running track or roadway previously approved by the Commission.

(f) All remaining events shall take place on a level surface previously approved by the Commission.

(g) During both the sit-up and push-up components of the physical requirement, the designated instructor shall verbally notify the applicant of the successful repetition completed (that is "one complete, two complete, three complete").

(h) A potential applicant is required to successfully complete all five components of the fitness requirement before each course to which the potential applicant seeks admission.

(i) Retesting shall be, as follows:

1. The chief law enforcement executive shall schedule a retest date for applicants who fail the initial fitness requirement at the request of the applicant. The retest should be scheduled, when practicable, at least three weeks after the applicant's initial fitness test;
2. Applicants must take and pass the entire test on the alternate date. Previous passing results from any component shall not be counted toward any retest; and
3. An applicant must be found physically fit in order to be eligible for a license.

§ 13:1-10.7 Standards for physical ability

---

End of Document

## [N.J.A.C. 13:1-10.8](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 10. LAW ENFORCEMENT OFFICER  
LICENSURE***

### **§ 13:1-10.8 Additional obligations of applicants and law enforcement officers**

- (a) In considering any application for a license, the Commission or the Licensing Committee may require that the applicant appear before the Commission or Licensing Committee for an interview in connection with the license application.
- (b) An applicant has the unqualified duty to cooperate with the Commission and Licensing Committee in connection with its investigation into any application for a license and a license shall be denied where the applicant fails to do so.
- (c) An applicant has a continuing obligation to update the chief law enforcement executive of any changes that occur after the submission of the application for a license that would render any of the information submitted inaccurate.
- (d) Each applicant or licensee remains under a continuing obligation to provide necessary information or documentation and cooperation as may from time-to-time be reasonably requested by the Commission.

## **N.J.A.C. 13:1-11.1**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT  
UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

### **§ 13:1-11.1 Designation of chief**

---

Each law enforcement unit shall designate an individual to serve as the chief law enforcement executive and to act as the liaison to school directors and the Commission.

---

End of Document

## [N.J.A.C. 13:1-11.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

### **§ 13:1-11.2 Responsibility for collection, verification, maintenance of qualification documents, and notices of changes in status**

---

(a) In addition to the responsibilities with respect to trainees as set forth at N.J.A.C. 13:1-8, the chief law enforcement executive from the licensee's law enforcement unit shall:

1. Be responsible for the collection, verification, and maintenance of documentation establishing that each applicant meets the minimum qualifications for employment as a law enforcement officer;
2. Notify the Commission, in a manner prescribed by the Commission, of a law enforcement officer's appointment to or employment with the law enforcement unit, which shall include the commencement date of such appointment or employment;
3. Submit the documentation to the Commission for verification and review in a manner prescribed by the Commission when all of the documentation concerning an applicant is obtained; and
4. Maintain records relating to completed applications for a period of at least five years, or longer, if required by other applicable law.

## [N.J.A.C. 13:1-11.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

## **§ 13:1-11.3 Obligation of law enforcement officer reporting and recordkeeping requirements**

---

(a) Each law enforcement unit shall maintain a complete, accurate, and current record of each law enforcement officer including, without limitation, the information set forth at (b) below.

(b) The chief law enforcement executive from the employing law enforcement unit shall submit the following reports upon the Commission's request:

1. For each current employed law enforcement officer:
  - i. License number;
  - ii. Last name, first name, and middle initial;
  - iii. Date of birth;
  - iv. Home address;
  - v. Job title;
  - vi. Initial date of hire in the position;
  - vii. Academy graduation date; and
  - viii. All training received by the law enforcement officer for which credit has been earned;
2. For each law enforcement officer whose employment has been terminated or suspended since the date of the most recent report filed with the Commission pursuant to this subsection:
  - i. The information listed at (b)1 above; and
  - ii. The effective date of termination or suspension, as applicable;
3. A record of any and all designations used by the law enforcement unit to describe categories of its law enforcement officers, for example, "full time," "part time," or "seasonal," the number of law enforcement officers in each such category and the total number of all employees in all categories; and
4. The date on which the information provided in the report was compiled.

## **N.J.A.C. 13:1-11.4**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT  
UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

### **§ 13:1-11.4 Obligations regarding the background investigation**

---

(a) The chief law enforcement executive from the employing law enforcement unit, in the conduct of the background investigation of a law enforcement officer, shall:

1. Contact the Commission before employing a licensed law enforcement officer to inquire as to the facts and reasons an officer separated from any previous employing unit, if applicable; and
2. Request and review an applicant's internal affairs and personnel files from any and all previous employing law enforcement units.

## [N.J.A.C. 13:1-11.5](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

#### **§ 13:1-11.5 Obligations regarding renewals**

---

(a) The chief law enforcement executive shall submit documentation for every renewing law enforcement officer employed by the law enforcement unit, in accordance with the applicable schedule, six months before the expiration of each law enforcement officer's license, which documentation shall include:

1. A certification from the chief law enforcement executive that the renewing law enforcement officer:
  - i. Is of good moral character;
  - ii. Continues to meet the standards for eligibility to be a law enforcement officer;
  - iii. Successfully meets and has completed all Commission-required physical and educational training courses;
  - iv. Has not experienced a change to an inactive status that would affect the officer's capacity to serve as a law enforcement officer; and
  - v. Has not engaged in any conduct or been the subject of any action that would provide grounds to refuse to renew the license as set forth at [N.J.A.C. 13:1-12.1](#); and
2. A certification from the law enforcement officer, attesting to the fact that the law enforcement officer:
  - i. Is of good moral character;
  - ii. Continues to meet the standards for eligibility to be a law enforcement officer;
  - iii. Successfully meets and has completed all Commission-required physical and educational training courses;
  - iv. Has not experienced a change to an inactive status that would affect the officer's capacity to serve as a law enforcement officer; and
  - v. Has not engaged in any conduct or been the subject of any action that would provide grounds to refuse to renew the license as set forth at [N.J.A.C. 13:1-12.1](#).

(b) As part of the chief law enforcement executive's certification that the officer meets the requirements for the renewal of a law enforcement officer license, the chief law enforcement executive, or their designee, must ensure that contemporaneous background checks are performed. The checks must include, at a minimum, but are not limited to:

1. The National Crime Information Center (NCIC) to include New Jersey and Interstate Identification Index (III) systems;
2. New Jersey motor vehicle history and, if necessary, surrounding states;
3. E-courts, to include Automated Traffic Systems (ATS) and Automated Criminal System (ACS);
4. Promis Gavel;

§ 13:1-11.5 Obligations regarding renewals

5. A check in accordance with the Prison Rape Elimination Act (PREA), [28 CFR 115.317](#), if applicable;
6. The Domestic Violence Registry; and
7. Any other database that may be a successor database to those listed in this paragraph or where information obtained during the background check indicates that additional relevant information may be found.

---

End of Document

## [N.J.A.C. 13:1-11.6](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

## **§ 13:1-11.6 Obligations to notify the Commission of employment-related actions**

---

(a) The chief law enforcement executive from the employing law enforcement unit shall:

1. Notify the Commission, providing supporting documentation, in such manner as prescribed by the Commission, within two business days of the following employment-related actions concerning a law enforcement officer:
  - i. Any separation from appointment or employment with the law enforcement unit, or change to an inactive status, including any status that requires a finding for return to active duty pending determination of fitness for duty, which notice shall include the date of the separation;
  - ii. Any pending criminal charge, or a conviction of any crime, disorderly persons, petty disorderly persons, or driving while intoxicated offense;
  - iii. Any imposition of any discipline subject to appeal, as set forth in this chapter;
  - iv. Any sustained finding that a law enforcement officer used excessive force;
  - v. Any sustained finding that a law enforcement officer is unfit for duty;
  - vi. Any sustained finding that the law enforcement officer filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in the law enforcement officer's professional or personal life;
  - vii. Any sustained finding that the law enforcement officer mishandled or destroyed evidence;
  - viii. Any sustained finding that the law enforcement officer was untruthful or demonstrated a lack of candor;
  - ix. Any sustained finding that the law enforcement officer is biased against a particular class of people based on race, creed, color, national origin, ancestry, sex, marital status, sexual orientation, gender identity or expression, or any other protected characteristic pursuant to [N.J.S.A. 10:5-1](#) et seq., the Law Against Discrimination;
  - x. Any sustained finding that the law enforcement officer is an active member of a group or organization that advocates for, espouses, or promotes the overthrow of a local, state, or Federal government;
  - xi. Any sustained finding that the law enforcement officer engaged in any of the conduct that provides grounds for an adverse licensure action pursuant to [N.J.A.C. 13:1-12.1](#); and
  - xii. Any discipline required to be disclosed pursuant to Attorney General directive or internal affairs policy and procedures;
2. Submit, in such manner as prescribed by the Commission, a document setting forth in detail the facts and reasons for any separation, along with supporting documentation within 10 days after the

§ 13:1-11.6 Obligations to notify the Commission of employment-related actions

separation, specifying whether the separation related to a violation of or failure to meet any of the standards established in this chapter; and

**3.** Provide the law enforcement officer who is the subject of the separation notice, a copy of the notice provided to the Commission and advise the law enforcement officer of the opportunity to respond, in writing, to the Commission within two business days of receipt of the notice, setting forth the facts and reasons for the separation as the officer understands them.

---

End of Document

## [N.J.A.C. 13:1-11.7](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

### **§ 13:1-11.7 Obligation to subsequent employing law enforcement units and the public**

---

- (a) The chief law enforcement executive from the employing law enforcement unit shall:
1. Provide, to any subsequent employing law enforcement unit, any notices that it has provided to the Commission pertaining to the law enforcement officer who is seeking to be employed by a subsequent law enforcement unit, as well as any documentation pertaining to employment-related actions; and
  2. Pursuant to [N.J.S.A. 52:17B-77.16a.f](#), ensure that any agreement to effectuate a separation or impose discipline does not take the form of a nondisclosure agreement.

---

End of Document

## **N.J.A.C. 13:1-11.8**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 11. OBLIGATIONS OF LAW ENFORCEMENT  
UNITS REGARDING TRAINEES AND LAW ENFORCEMENT OFFICERS***

### **§ 13:1-11.8 Obligation to terminate, suspend, or refuse employment**

- (a) Each law enforcement unit shall preclude any law enforcement officer from working in a law enforcement capacity whose license has been denied, revoked, or suspended by the Commission.
- (b) No law enforcement unit shall knowingly employ any unlicensed person as a law enforcement officer.
- (c) Any repeated or willful failure by the chief law enforcement executive to comply with the requirements of this chapter will subject the chief law enforcement executive to potential adverse licensure action.

---

End of Document

## [N.J.A.C. 13:1-12.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 12. GROUNDS FOR DENIAL OF APPLICATIONS FOR LICENSURE, REFUSAL TO RENEW A LICENSE, OR FOR ADVERSE LICENSURE ACTIONS***

## **§ 13:1-12.1 Grounds for denial of applications for licensure, refusal to renew a license, or for adverse licensure actions**

---

- (a) The Commission shall deny the issuance of a license if an applicant fails to demonstrate to the Commission that the applicant meets the minimum qualification requirements as set forth at N.J.A.C. 13:1-10.
- (b) The Commission shall deny the issuance of a license if the applicant or any person knowingly submits any false, untrue, or misleading statements on a license application, or any communication in connection with an application for a license.
- (c) The Commission shall have the authority to refuse to renew a license if the licensee and chief law enforcement executive fail to certify to the Commission that the licensee meets the minimum qualification requirements as set forth at N.J.A.C. 13:1-10.
- (d) The Commission shall have the authority to impose an adverse licensure action upon the licensee if the licensee fails to adhere to the minimum requirements as set forth at N.J.A.C. 13:1-10.
- (e) The Commission shall have the authority to deny a license to an applicant, refuse to renew a license, or impose adverse licensure actions, upon proof by a preponderance of evidence, that the applicant or licensee has:
  - 1. Committed acts that constitute a criminal violation, as evidenced by:
    - i. A conviction of a crime or other legal action or offense, as more specifically delineated at (g), (h), and (i) below;
    - ii. The placement or participation in any pre-trial diversionary program in this or any other state;
    - iii. The entry of a domestic violence restraining order issued pursuant to [N.J.S.A. 2C:25-17](#) et seq., an extreme risk protective order, a temporary extreme risk protective order pursuant to [N.J.S.A. 2C:58-20](#) et seq., or a temporary or final protective order issued pursuant to the Sexual Assault Survivor's Protection Act; and/or
    - iv. Proof that the applicant or licensee committed a crime involving moral turpitude, without regard to whether charges resulted in a conviction;
  - 2. Knowingly engaged in any fraudulent or deceptive conduct, including, but not limited to, the following, as evidenced by proof or a sustained finding that the law enforcement officer:
    - i. Filed a false report, submitted a false certification, or testified falsely in any criminal, administrative, employment, financial, or insurance matter in the professional or personal life of the officer, where such acts were materially false;
    - ii. Was untruthful or demonstrated a lack of candor in any criminal, administrative, employment, financial, or insurance matter in the professional or personal life of the officer;

§ 13:1-12.1 Grounds for denial of applications for licensure, refusal to renew a license, or for adverse licensure actions

- iii. Mishandled, destroyed, or fabricated evidence;
  - iv. Engaged in conduct that subverted or compromised the validity of testing;
  - v. Intentionally made any materially false statement or omission in obtaining or reactivating a license to be a law enforcement officer;
  - vi. Failed to cooperate with an investigation or respond truthfully to questions related to an investigation or legal proceeding;
  - vii. Refused to submit to a drug or alcohol test requested during or after a motor vehicle stop, when submission to a drug or alcohol test during or after a motor vehicle stop is required under the law or pursuant to agency policy; or
  - viii. Submitted any false, untrue, or misleading statements on a license renewal application, or any communication in connection with an application for a license renewal;
3. Engaged in any act or conduct that would undermine public confidence in law enforcement including, but not limited to, the following, as evidenced by proof that the applicant or licensee has:
- i. Engaged in any unprofessional, unethical, or deleterious conduct or practice harmful to the public, regardless of whether such conduct or practice resulted in actual injury to any person;
  - ii. Used excessive force in violation of the Attorney General's Use of Force Policy, or policy as established by the employing law enforcement unit;
  - iii. Failed to take affirmative steps to intervene whenever another law enforcement officer uses, or is about to use, excessive force in violation of the Attorney General's Use of Force Policy, or policy as established by the employing law enforcement unit;
  - iv. Failed to report an incident involving excessive use of force by another law enforcement officer, in violation of the Attorney General's Use of Force Policy, or policy as established by the employing law enforcement unit;
  - v. Engaged in harassment or intimidation;
  - vi. Had, or is having, an inappropriate relationship with, sexual or otherwise, including, but not limited to, a person who the law enforcement officer knows or should have known is a victim, witness, defendant, or informant in an ongoing investigation or adjudication or otherwise in law enforcement custody;
  - vii. Engaged in sexual harassment or unwelcome or nonconsensual sexual contact;
  - viii. Misused or accessed, without authorization, or in excess of authorization, any data, database, computer, computer storage medium, computer software, computer equipment, or computer system;
  - ix. Engaged in conduct involving unlawful sexual contact, physical violence, or driving under the influence of drugs or alcohol;
  - x. Engaged in illegal possession, distribution, manufacture, or use of drugs;
  - xi. Been, or currently is, an active member of a group that advocates for the overthrow of any government or discrimination or violence against individuals or groups based on any protected characteristic as defined by the Law Against Discrimination, [N.J.S.A. 10:5-1](#) et seq.;
  - xii. Knowingly engaged in any social media activity exhibiting discrimination or bias towards individuals or groups relating to protected characteristics as defined by the Law Against Discrimination, [N.J.S.A. 10:5-1](#) et seq.; or
  - xiii. Been suspended or discharged by the law enforcement officer's employing law enforcement unit for disciplinary reasons;

§ 13:1-12.1 Grounds for denial of applications for licensure, refusal to renew a license, or for adverse licensure actions

**4.** Failed to meet and maintain proper licensing standards and regulatory requirements, as evidenced by proof that the applicant or law enforcement officer has:

- i.** Failed to successfully complete the continuing education requirements as set forth at N.J.A.C. 13:1-13;
- ii.** Failed to complete required firearms qualifications;
- iii.** Failed to notify the Commission or the employing law enforcement unit within two days of being charged with crime or any other legal action resulting in a mandatory denial or adverse licensure action;
- iv.** Had a law enforcement license or certification revoked, suspended, or annulled by any lawful certifying or licensing authority, had other adverse licensure action taken against the law enforcement officer by any lawful certifying or licensing authority, or was denied a license or certification by any lawful certifying or licensing authority; or
- v.** Failed to notify the Commission or the employing law enforcement unit within two days of having had a law enforcement license or certification revoked, suspended, or annulled by any lawful certifying or licensing authority, having been the subject of other adverse licensure action taken against the law enforcement officer by any lawful certifying or licensing authority, or denied a license or certification by any lawful certifying or licensing authority;

**5.** Failed to discharge legal obligations, as evidenced by proof that the applicant or law enforcement officer has:

- i.** Failed to make court-ordered payments of child support or family support maintenance, birth expenses, medical expenses, or other expenses relating to support of a child or former spouse;
- ii.** Failed to properly file Federal and New Jersey State tax returns, as well as any other applicable tax returns; or
- iii.** Failed to pay any tax, deposit, or penalty; or

**6.** Displayed an incapacity to serve as a law enforcement officer, as evidenced by proof that the applicant or law enforcement officer has:

- i.** Been adjudged mentally incompetent by a court of competent jurisdiction, within or outside this State; or
- ii.** Become unable to perform as a law enforcement officer with reasonable skill and safety to citizens by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition.

**(f)** In addition to, and in conjunction with, the imposition of an adverse licensure action, the Commission may make a finding adverse to the applicant or licensee, but withhold imposition of judgment or it may impose the judgment but suspend enforcement thereof and place the licensee on probation, which may be vacated upon noncompliance with reasonable terms as the Commission may impose.

**(g)** Proof of a conviction of the following shall result in the mandatory denial of licensure, a refusal to renew a license, or a revocation of licensure:

- 1.** A crime in this State or any other state, territory, country, or of the United States, including a conviction of an offense that if committed in this State would be deemed a crime pursuant to either a State or Federal law without regard to its designation elsewhere;
- 2.** An act of domestic violence pursuant to [N.J.S.A. 2C:25-17](#) et seq.; or
- 3.** An offense that would preclude an applicant or law enforcement officer from carrying a firearm as defined at [N.J.S.A. 2C:39-1](#).

§ 13:1-12.1 Grounds for denial of applications for licensure, refusal to renew a license, or for adverse licensure actions

**(h)** Proof of a conviction of any disorderly person's offense or petty disorderly persons offense involving dishonesty, fraud, or a lack of good moral character may result in the denial of licensure, a refusal to renew a license, or the revocation of licensure or another adverse licensure action, unless:

1. The Commission determines the offense to be de minimis in nature or inconsequential to the applicant's or licensee's ability to meet the standards expected of a law enforcement officer;
2. The applicant or licensee provides documentation that demonstrates to the satisfaction of the Commission that the conviction or convictions occurred five or more years prior to submission of an application for licensure or renewal of a license as a law enforcement officer and the applicant or licensee has taken rehabilitative steps since the conviction or convictions to become a law-abiding citizen through actions including, but not limited to, continuing education, maintaining gainful employment, and having no further convictions; and
3. The applicant or licensee is currently of good moral character and submits at least three letters of recommendation from members of the applicant's or licensee's community detailing the applicant's or licensee's good moral character.

**(i)** Proof of a conviction for two or more motor vehicle offenses for operating a motor vehicle while under the influence of drugs or alcohol pursuant to [N.J.S.A. 39:4-50](#) or two or more motor vehicle offenses for reckless driving pursuant to [N.J.S.A. 39:4-96](#), shall result in a denial of licensure, a refusal to renew, or an adverse licensure action, unless:

1. The applicant or licensee provides documentation that demonstrates to the satisfaction of the Commission that the conviction or convictions occurred five or more years prior to submission of an application for licensure or renewal of a license as a law enforcement officer;
2. The applicant or licensee has taken rehabilitative steps since the conviction or convictions to become a law-abiding citizen through actions including, but not limited to, continuing education, maintaining gainful employment, and having no further convictions; and
3. The applicant or licensee is currently of good moral character and submits at least three letters of recommendation from members of the applicant's or licensee's community detailing the applicant's good moral character.

**(j)** The Commission shall have the authority to consider all factual circumstances presented when determining appropriate adverse licensure actions, other than with regard to those mandatory licensure denials and revocations specified in sections 14(a)(13) and 17(a)(3) at P.L. 2022, c. 65.

## [N.J.A.C. 13:1-13.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 13. CONTINUING EDUCATION***

#### **§ 13:1-13.1 Continuing education**

---

(a) A licensee applying for renewal of a law enforcement license shall, as a condition of renewal, complete annual continuing education. The Commission shall issue a list of mandatory and approved elective continuing education no later than December 1 of the preceding year. Mandatory training will include, but not be limited to, training mandated by the Attorney General by policy, directive, or guideline. Mandatory training shall also include training that is legislatively mandated, including, but not limited to, [N.J.S.A. 52:17B-77.7](#) through, and including, 52:17B-77.9; 52:17B-77.11 through, and including, 52:17B-77.17; and 52:17B-77.19. The law enforcement unit shall cover the costs and provide adequate time for each of its employee licensees to receive mandatory training. Law enforcement units are encouraged to provide training opportunities. Additional training can be determined by the law enforcement unit to best fit its and individual officer requirements.

(b) Law enforcement units and law enforcement officers are required to maintain training records in order to verify certifications made for license renewal.

(c) Law enforcement units and law enforcement officers are required to submit training records, if directed by the Commission to do so, in a manner prescribed by the Commission.

## [N.J.A.C. 13:1-14.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 14. RENEWALS, REACTIVATIONS, AND REINSTATEMENTS***

#### **§ 13:1-14.1 Renewals**

---

(a) A law enforcement officer shall be required to renew their license by submitting an application through the employing law enforcement unit to the Commission, in such manner as required by the Commission, six months prior to the expiration date of the license, which shall be accompanied by certifications from the law enforcement officer, and the chief law enforcement executive of the employing law enforcement unit, as required at [N.J.A.C. 13:1-11.5](#).

(b) A law enforcement officer who is unable to certify to any item required at [N.J.A.C. 13:1-11.5](#) shall disclose to the Commission the reason the law enforcement officer cannot make the certification. The Commission shall consider this information in determining whether the law enforcement officer's license shall be renewed.

(c) A chief law enforcement executive who is unable to certify to any item required at [N.J.A.C. 13:1-11.5](#) shall disclose to the Commission the reason the chief law enforcement executive cannot make the certification and shall provide notice of the disclosure to the law enforcement officer. The Commission shall consider this information in determining whether the law enforcement officer's license shall be renewed.

(d) In addition to the information contained in the law enforcement license renewal application form, the Commission may request any additional information it deems relevant to determine whether a law enforcement officer's license should be renewed. The information may include a summary of a law enforcement officer's internal affairs file, or the entire personnel file as the Commission deems necessary. An employing law enforcement unit or the law enforcement officer shall provide all additional information requested by the Commission, including, but not limited to, the information required in the certification filed with the initial application for licensure as set forth at [N.J.A.C. 13:1-10.2](#).

(e) A law enforcement officer license may be renewed administratively, without requiring review by the Licensing Committee or conducting a hearing, if the licensee and the chief law enforcement executive submit the certifications required pursuant to [N.J.A.C. 13:1-11.5](#), and if there is no notice of an employment-related action concerning the licensee that has been submitted to or is required to be submitted to the Commission in accordance with [N.J.A.C. 13:1-11.6](#).

(f) The license of a law enforcement officer who is active and in good standing and who has timely submitted a completed renewal application prior to the license expiration date shall be deemed in force and effect until the time as the Commission acts upon the renewal application, provided that nothing in this subsection shall be construed to preclude the Commission from exercising the authority to consider the imposition of an adverse licensure action.

(g) The chief law enforcement executive and the law enforcement officer have a continuing obligation to report to the Commission any changes that occur after the submission of the renewal that would make the content of the application inaccurate.

## [N.J.A.C. 13:1-14.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 14. RENEWALS, REACTIVATIONS, AND REINSTATEMENTS***

### **§ 13:1-14.2 Reactivation of licensure**

---

- (a)** Upon separation from employment, a law enforcement officer's license shall be placed on inactive status, unless the Commission has previously acted to approve the officer's active status at the new employing law enforcement unit.
- (b)** The chief law enforcement executive of that unit seeking to employ the law enforcement officer shall make application to the Commission, in a manner prescribed by the Commission, to meet the requirements at N.J.A.C. 13:1-10 prior to, or within two business days of, the officer's appointment date to restore the officer's license to active status.
- (c)** The Commission shall consider the application and render a decision concerning the reactivation of the officer's license.
- (d)** A law enforcement officer who had been terminated from a law enforcement unit for reasons of economy or efficiency, unrelated to any grounds for an adverse licensure action, is eligible to be granted an exemption from retaking the basic training course if less than three years have transpired since that law enforcement officer held a position with any law enforcement unit.

## [N.J.A.C. 13:1-14.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 14. RENEWALS, REACTIVATIONS, AND REINSTATEMENTS***

### **§ 13:1-14.3 Reinstatement of licensure**

---

In its discretion, except as to those legal actions delineated at [N.J.A.C. 13:1-12.1\(g\)](#), the Commission may restore and reissue a license that has been the subject of a refusal to renew a license, or an adverse licensure action and, as a condition thereof, may impose any corrective or remedial measures.

---

End of Document

## [N.J.A.C. 13:1-15.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 15. INITIATION OF ADVERSE LICENSURE ACTIONS***

#### **§ 13:1-15.1 Procedures for the initiation of charges**

---

- (a) When the Commission learns of alleged law enforcement officer conduct or information that could potentially provide grounds for an adverse licensure action pursuant to [N.J.A.C. 13:1-12.1](#), the Commission shall complete a preliminary review of the allegations to determine if there is sufficient information to warrant further investigation.
- (b) Upon initiating a preliminary review of the allegations, the Commission shall notify the law enforcement unit that employs the law enforcement officer who is subject of the allegations that the Commission is conducting a preliminary review. Upon notification to the law enforcement unit, the officer who is the subject of the allegations for which the Commission has conducted a preliminary review shall be notified of the allegations. If the local law enforcement unit notifies the Commission that it is conducting an internal affairs investigation, or will open an internal affairs investigation, on the same or similar allegations, the Commission has the discretion to hold its investigation in abeyance pending the outcome of the law enforcement unit's internal affairs investigation.
- (c) At the Commission's request, the employing law enforcement unit shall submit copies of any relevant investigative findings, evidence, or documentation to the Commission to facilitate the Commission's preliminary review.
- (d) If, after a preliminary review of the allegations, the Commission:
1. Determines that a law enforcement officer may have engaged in conduct or learns of information that could provide grounds for an adverse licensure action against the law enforcement officer, pursuant to [N.J.A.C. 13:1-12.1](#), or the Commission learns that a law enforcement unit terminated the officer's employment for cause or that the law enforcement officer resigned in lieu of termination or retired in lieu of termination, then the Commission shall assign the allegations for further investigation.
  2. Determines further investigation is not warranted, the Commission shall notify the chief law enforcement executive of the law enforcement unit that employs the law enforcement officer who is subject of the allegations that the Commission is not conducting further investigation.
- (e) The Commission may conduct the further investigation deemed necessary pursuant to (d) above itself, assign the further investigation to the Licensing Committee or investigative staff, or to the employing law enforcement unit. The Commission shall not assign further investigation to the employing unit when:
1. The employing law enforcement unit requests that another agency or the Commission conduct the further investigation and such other agency and the Commission agree to do so; or
  2. The Commission determines that it, or another entity, should conduct the further investigation based upon the alleged facts and circumstances, including investigations involving the chief law enforcement executive, familial conflicts of interests, allegations concerning a substantial portion of officers employed by the law enforcement unit, or allegations or complaints regarding the law enforcement unit's policy.

## § 13:1-15.1 Procedures for the initiation of charges

**(f)** The entity conducting further investigation pursuant to (d) above shall, within 30 days of completing an investigation, deliver an investigative summary report and copies of any evidence to the Commission, which report shall contain, at a minimum, each allegation and its elements followed by a description of any testimonial, documentary, and physical evidence that is relevant to each allegation or element along with a list and description of each person interviewed.

**(g)** If the Commission finds that the further investigation conducted pursuant to (d) above is incomplete or deficient, the Commission may direct the investigating entity to take additional investigative steps deemed appropriate to satisfactorily complete the investigation, or the Commission may take such steps itself. The investigating entity or the relevant investigator for the Commission then shall submit a new investigative summary report to the Commission for approval.

---

End of Document

## [N.J.A.C. 13:1-16.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 16. ADJUDICATIVE PROCEDURES RELATING TO LICENSURE MATTERS***

#### **§ 13:1-16.1 Hearing process**

---

(a) Except under the circumstances set forth at [N.J.A.C. 13:1-12.1\(g\)](#), in all situations involving the denial of a license, the refusal to renew a license, or the imposition of an adverse license action by the Commission, the law enforcement officer may request a hearing, to be conducted in a manner prescribed pursuant to this section. The Commission may hear the matter directly or may direct the Licensing Committee to hear the matter or refer the matter to a hearing officer for fact-finding and a recommended disposition. When conducting a hearing, the Licensing Committee shall have all the duties and powers of a hearing officer pursuant to this subchapter.

(b) In cases where the investigation has revealed that the law enforcement officer is the subject of a legal action resulting in the mandatory denial of licensure or revocation, as set forth at [N.J.A.C. 13:1-12.1\(g\)](#), the law enforcement officer shall be served with a provisional order of denial or revocation, and given an opportunity to submit a written response within 30 days. The law enforcement officer's response may not challenge the underlying basis for the legal action.

(c) In cases where the investigation has revealed grounds other than those arising from a legal action resulting in the mandatory denial of licensure or revocation, as set forth at [N.J.A.C. 13:1-12.1\(g\)](#), the officer shall be served with a complaint that provides notice of the charges against the law enforcement officer, setting forth the basis for the action and given the opportunity to file an answer and request a hearing within 30 days. Failure to file an answer or request a hearing may result in the Commission finding basis for the entry of a default and render a final decision.

(d) If the matter is referred to a hearing officer, the hearing officer shall conduct a hearing and provide a written report to the Licensing Committee detailing the facts revealed and providing a recommended disposition.

1. The Licensing Committee shall review the hearing officer's report, vote on the proposed disposition, and make a recommendation to the full Commission, which shall render a decision, in writing, to the law enforcement officer, or any other party participating in the hearing.
2. The parties may file exceptions to the hearing officer's report and may request an appearance before the Licensing Committee, which retains the discretion to grant or deny such request.
3. Any decision to deny licensure, refuse to renew a license, or enter an order with an adverse licensure action shall be, in writing, and provide findings of fact and conclusions of law.

## [N.J.A.C. 13:1-16.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 16. ADJUDICATIVE PROCEDURES RELATING TO LICENSURE MATTERS***

#### **§ 13:1-16.2 Immediate suspension process**

---

(a) In cases where the investigation has revealed that the law enforcement officer has engaged in conduct as delineated at [N.J.A.C. 13:1-12.1](#), including, but not limited to, conduct resulting in pending charges or indictments that may result in legal action resulting in the mandatory denial of licensure or revocation, or where the underlying conduct poses an immediate risk or danger to public safety, health, order, or effective provision of law enforcement services, the law enforcement officer shall be served with a preliminary notice of immediate suspension, which provides notice of the charges against the law enforcement officer, sets forth the basis for the action, immediately suspends the law enforcement officer's license, and gives the law enforcement officer an opportunity to request a hearing within five days of receipt of the preliminary notice of immediate suspension. If no request is made within this time, or within such additional time as agreed to by the Commission, the Commission may then issue a Final Notice of Immediate Suspension. The hearing before the Licensing Committee or the Commission Chairperson shall be scheduled within five business days of the request for a hearing or at such time as agreed to by the law enforcement officer and shall be limited to the issue of whether the public interest would best be served by immediately suspending the license, pending a plenary hearing on the charges. The standard for determining that issue shall be whether the law enforcement officer is unfit for duty or is a risk or danger to any person or the public if permitted to remain licensed, or that an immediate suspension is necessary to maintain public safety, health, order, or effective provision of law enforcement services.

1. Where the immediate suspension is based upon pending charges that could result in a legal action mandating denial or revocation, the suspension may not extend beyond the disposition of the charges.
2. Where a law enforcement officer who has been immediately suspended enters Pre-Trial Intervention (PTI) or has received a conditional discharge, the charges shall not be deemed disposed of until completion of PTI or until dismissal of the charges due to the law enforcement officer's satisfaction of the conditions in a conditional discharge, as the case may be.
3. The Commission may continue the immediate suspension of a law enforcement officer until completion of PTI or until satisfaction of the conditions imposed in a conditional discharge. If the Commission chooses not to continue the immediate suspension during the PTI period or during the period of conditional discharge, it may reinstate the law enforcement officer's license upon a finding that the immediate risk or danger no longer exists or initiate an adverse licensure action against the law enforcement officer, with an opportunity for a plenary hearing. Where the Commission determines that an immediate suspension should be imposed, a Final Notice of Immediate Suspension shall be issued, in writing, stating the finding of fact and conclusions of law.

## [N.J.A.C. 13:1-16.3](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 16. ADJUDICATIVE PROCEDURES RELATING TO LICENSURE MATTERS***

#### **§ 13:1-16.3 Appeals from Commission licensure actions**

---

(a) Decisions of the Commission pertaining to denial of licensure, refusals to renew, and adverse licensure actions shall be final agency decisions subject to appeal to the Superior Court, Appellate Division within 45 days of receipt of the written decision. Absent an appeal to the Superior Court, all findings of the Commission shall become final upon the expiration of the appeal deadline. Pursuant to [N.J.S.A. 52:17B-71f.b](#), upon review on appeal to the Superior Court, the Commission's decisions will be upheld unless the court finds the Commission's decision was arbitrary, capricious, or unreasonable, or the record was unsupported by substantial credible evidence.

(b) Where an adverse licensure action has been issued or adopted in a Commission final decision, the licensee may submit a written request to the Commission Chairperson for a stay, pending appeal to the Appellate Division of the Superior Court of New Jersey, which written request shall set forth all facts and arguments in support of the stay request. The Commission Chairperson may deny a stay request if they determine that the grant of a stay would be averse to the best interests of public safety or inimical to the integrity of law enforcement licensing. The decision of the Commission Chairperson on the stay request shall constitute a final decision, which may be appealed to the Superior Court of New Jersey, Appellate Division.

## [N.J.A.C. 13:1-17.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 17. CONFIDENTIAL RECORDS***

#### **§ 13:1-17.1 Confidential records**

---

(a) For purposes of investigative confidentiality and integrity, in addition to records designated as confidential pursuant to the provisions at [N.J.S.A. 52:17B-77.16a](#) and [47:1A-1](#) et seq., [N.J.A.C. 13:1E-3.2](#), or any other law or rule promulgated under the authority of any statute, resolution of both houses of the Legislature, Executive Order of the Governor, Rules of Court, or any Federal law, Federal regulation, or Federal order, the following records shall not be considered government records subject to public access pursuant to [N.J.S.A. 47:1A-1](#) et seq.:

1. Records, as specified at [N.J.A.C. 13:1E-3.2\(a\)1](#), concerning background investigations or evaluations for public employment, or licensing, regardless of the license status;
2. Records, specific to an individual employee or employees-other than those records enumerated at [N.J.S.A. 47:1A-10](#) as available for public access - and relating to or which form the basis of discipline, discharge, promotion, transfer, employee performance, employee evaluation, or other related activities, except for the final Commission disposition;
3. Records, as specified at [N.J.A.C. 13:1E-3.2\(a\)4](#), pertaining to an individual employee or employees as created, maintained, or received by internal affairs, unless the same would be publicly available pursuant to the Attorney General's directives;
4. Any record, as specified at Executive Order No. 26 (2002), relating to medical, psychiatric, or psychological history, diagnosis, treatment, or evaluation;
5. A report or record relating to an identified individual, which, if disclosed, would jeopardize the safety of any person, as specified at [N.J.S.A. 47:1A-3](#); or
6. In accordance with [N.J.S.A. 47:1A-3\(a\)](#), all investigative records or reports prepared by Commission personnel, or prepared on behalf of the Commission by other duly authorized individual or law enforcement units of municipal, State or Federal governments, or their agencies or subdivisions.

(b) Records may be provided to law enforcement units who request such information in the performance of their official duties.

## [N.J.A.C. 13:1-18.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 18. PUBLIC TRANSPARENCY AND PARTICIPATION***

#### **§ 13:1-18.1 Public transparency**

---

- (a) The Commission shall make the following information publicly available on its website, which shall be updated on a quarterly basis:
1. All adverse licensure actions pending before the Commission where a complaint issued by the Commission has been served against a law enforcement officer, including the name of the officer, and the officer's law enforcement unit, the misconduct the officer is alleged to have committed with references to the specific categories of misconduct set forth at [N.J.A.C. 13:1-12.1](#), and the current status of the case; and
  2. All adverse licensure actions where the Commission has issued a final disposition, including the name of the officer, the officer's law enforcement unit, the misconduct the officer was alleged to have committed with references to the specific categories of misconduct set forth at [N.J.A.C. 13:1-12.1](#), the final disposition, as well as any written order or opinion issued by the Commission.
- (b) The Commission shall provide all relevant information to the National Decertification Index.

## [N.J.A.C. 13:1-18.2](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1.  
POLICE TRAINING COMMISSION > SUBCHAPTER 18. PUBLIC TRANSPARENCY AND  
PARTICIPATION***

### **§ 13:1-18.2 Public participation**

---

- (a) Members of the public wishing to speak at Commission meetings must register with the Commission by 4:00 P.M. five calendar days prior to the day of the meeting, providing a name, address, and description of the matter to be addressed.
- (b) All speakers will be limited to five minutes, and the public comment section of the agenda shall be limited to 30 minutes.
- (c) Any written materials a member of the public wishes to share with the Commission must be provided to the Administrator of the Commission for distribution five calendar days in advance of the meeting, and will be withheld from distribution if they relate to contested cases where their inclusion would be outside of the record.

---

End of Document

## [N.J.A.C. 13:1-19.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 19. FEES***

#### **§ 13:1-19.1 Fees**

---

**(a)** The following fees shall be charged by the Commission:

**1. Law Enforcement Officer Fees:**

- |   |           |
|---|-----------|
| i. Initial application fee for a permanent law enforcement officer appointed after January 1, 2024:                                     | \$ 500.00 |
| ii. Initial application fee for SLEO II:  | \$ 100.00 |
| iii. Waiver conversion fee for SLEO II:   | \$ 400.00 |
| iv. Out-of-State waiver:  | \$ 500.00 |
| v. Federal and Bi-State Waiver:   | \$ 500.00 |
| vi. Late application fee (assessed to the law enforcement unit if submitted to the Commission after the license has expired): expired): | \$ 100.00 |

**(b)** The Commission shall be authorized to accept payment of any of the fees established pursuant to this subsection from an applicant or licensee, or on behalf of an applicant or licensee from a law enforcement unit, any other governmental entity, or funds made available by the State for this purpose.

## [N.J.A.C. 13:1-20.1](#)

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 55 No. 17,  
September 5, 2023

### ***NJ - New Jersey Administrative Code > TITLE 13. LAW AND PUBLIC SAFETY > CHAPTER 1. POLICE TRAINING COMMISSION > SUBCHAPTER 20. SCHEDULE OF IMPLEMENTATION***

#### **§ 13:1-20.1 Initial issuance of licenses**

---

- (a)** A person already holding an appointment as a probationary law enforcement officer on January 1, 2024, may continue to serve in that capacity if they have enrolled in or completed the basic training course.
- (b)** A person appointed as a probationary law enforcement officer on or after January 1, 2024, shall not be authorized or permitted to perform the functions of a permanently appointed law enforcement officer until they have been issued a certification of completion of the basic training course and a one-year probationary law enforcement officer license.
- (c)** An appointed probationary law enforcement officer, upon successful completion of that appointment may apply for licensure as a permanent law enforcement officer, in a manner prescribed by the Commission. The probationary law enforcement license shall remain in full force and effect until the Commission acts on the application.
- (d)** A person appointed as a permanent law enforcement officer prior to January 1, 2024, will be issued an initial license. Thereafter, the law enforcement officer shall apply, through their current employing law enforcement unit, to the Commission, with all the requisite supporting documentation as required at N.J.A.C. 13:1-14, for license renewal, no later than 90 days prior to the license expiration. A permanently appointed law enforcement officer, who has made application by that date, may continue to serve in that capacity until such time as the Commission makes a determination on the application.
- (e)** Licenses shall remain in effect for three years except that for the initial licensing period, licenses expiration dates shall be staggered in a manner as determined by the Commission, where such initial licensing periods shall not exceed three years.