

SPECIAL LAW ENFORCEMENT OFFICER - CLASS III

The Police Training Commission will begin processing waiver requests for Special Law Enforcement Officer Class III on July 1, 2019. **Additional training will be required for individuals who do not have an active PTC Basic Course for Police Officer Certification.**

Officers retired more than 3 years will be required to complete the Basic Course for Police Officer, waiver for Physical Conditioning.

In accordance with the enabling legislation, all applicants for the title must meet the following:

Pre-certification Requirements:

- ☐ Must be a retired officer who has previously served as a duly qualified, full time law enforcement officer in any municipality, county, agency of this state, bi-state agency, or federal agency, and must be living in New Jersey.
- ☐ Must be retired from that agency in good standing (necessary to have a letter of good standing issued by the agency from which officer retired, listing the date and type of retirement. A copy will be submitted to the PTC).
- ☐ Must be less than 65 years of age for appointment.
- ☐ Must pass a psychological exam.
- ☐ Must pass a medical exam and have doctor complete Medical Certification Form (Form PTC 8A).
- ☐ Must pass a Drug Test pursuant to Attorney General's Law Enforcement Drug Testing Policy.
- ☐ Must have an updated background investigation.

After Appointment to SLEO III Position:

- ☐ Submit Request for Waiver of Training Form (Form PTC-15), located at <https://www.njoag.gov/about/divisions-and-offices/office-of-public-integrity-and-accountability-home/police-training-commission/>.
- ☐ Documentation Confirming Date of Appointment (Resolution, signed Letter from Appointing Authority, or signed copy of Personnel Action Form). Please note that Oaths of Office are not acceptable.
- ☐ File Notice of New Appointment (NONA) form, submit in ACADIS portal.
- ☐ Complete SRO training within 12 months of being appointed (Courses to be offered at the local academies).

- ☐ Conform to Attorney General's Mandatory in-service training requirements.
- ☐ Must be a uniformed officer, displaying the Special Law Enforcement Officer Class III patch provided by the Police Training Commission.
- ☐ Acts under the authority of police department.
- ☐ Complete Agency Training.
- ☐ Must be appointed yearly and must be less than 65 years of age (can only be reappointed up to age 65).

**The following forms must be submitted to the
PTC at time of request for waiver:**

- ☐ Request for Waiver of Training Form (Form PTC-15).
- ☐ Notice of New Appointment (NONA) Form.
- ☐ Documentation Confirming Date of Appointment (Resolution, signed Letter from Appointing Authority, or signed copy of Personnel Action Form). Please note that Oaths of Office are not acceptable.
- ☐ Letter of good standing from retiring agency, which includes date of retirement and type of retirement.
- ☐ Signed Medical Form (Form PTC 8A).
- ☐ Letter from hiring agency certifying the completion of a psychological exam, drug test, and updated background investigation.
- ☐ Copy of School Resource Officer training certification, if completed. (Training must be completed within 12 months of appointment).

**Failure to submit required forms will result in the
waiver not being processed promptly. Questions may be
directed to the PTC staff at (609) 376-2800.**