

**AGE ADJUSTMENT WORKSHEET**

- A. Age as of the closing date of the entry level law enforcement examination: \_\_\_\_\_
- B. Amount of prior law enforcement service:  
(Do not enter an amount in this category if your actual age in "A" above is over 45 unless you were separated from that service as a result of layoff.) \_\_\_\_\_
- C. Adjusted age at closing date of examination:  
(Subtract B. from A.) \_\_\_\_\_
- D. Amount of prior qualifying military service: \_\_\_\_\_
- E. Final adjusted age as of closing date of examination:  
(Subtract D. from C.) \_\_\_\_\_

## Municipal Police Officer Maximum Hiring Age Information Sheet

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

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

A candidate is considered to be over 35 on the day after the candidate's 35th birthday.

Candidates may be able to reduce their age based on certain military and law enforcement service.

Candidates who pass the examination are eligible for appointment for the life of the eligible list, even if they turn 35 years old while on an active list.



[www.state.nj.us/personnel](http://www.state.nj.us/personnel)

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

### 1. MILITARY SERVICE

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

### 2. LAW ENFORCEMENT SERVICE

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

\*Candidates **over age 45** as of the examination closing date **cannot** deduct prior law enforcement service, regardless of the length of service, **unless they were separated as a result of a layoff**. One is considered to be over 45 on the day after one's 45th birthday. The age 45 maximum does **not** apply to candidates separated from prior service as a result of layoff. This means that such service can be deducted **regardless** of age as of the examination closing date.

#### Example

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

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

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

#### Example

A former Sheriff's Officer, age 48, had 10 years of Sheriff's Officer experience prior to being laid off from his Sheriff's Officer position. He also entered military service in the Vietnam Conflict in 1971 and served in Vietnam for 3 years and 6 months.

A. Age as of examination closing date	48
B. Amount of qualifying law enforcement service	10
C. Adjusted age (Subtract B. from A.)	38
D. Amount of prior qualifying military service	3yrs 6mo
E. Final adjusted age (Subtract D. from C.)	34yrs 6mo

This candidate is eligible to take the examination and be appointed to a police officer position. Although he was age 48 as of the examination closing date, he was **laid off** from his Sheriff's Officer job, so the age 45 age limit does not apply. In addition, he had 3 years and 6 months of qualifying military service to adjust his age to 34 years and 6 months.

The maximum hiring age requirement applies to the MUNICIPAL POLICE OFFICER title only.

It does not apply to the following other law enforcement titles or their bilingual variant titles for which a candidate may have expressed an interest when filing an application: Candidates for these titles who are over 35 cannot be enrolled in the Police & Fire Retirement System, but can be enrolled in the Public Employees Retirement System.

**Campus Police Officer**  
**County Correction Officer**  
**County Police Officer**  
**Park Police Officer**  
**Police Officer, Health Care Facility**  
**Police Officer, Palisades Interstate Park**

**Sheriff's Officer**  
**State Correction Officer Recruit**  
**State Correction Officer Recruit,**  
**Juvenile Justice**  
**State Ranger, Trainee**

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

1. The local appointing authority will require the candidate to provide proof of age, military service and prior law enforcement employment (if applicable).

A candidate claiming an adjusted age based on military service will need a copy of his or her military separation papers (DD214) showing the beginning and ending dates of qualifying service, and the location of the qualifying conflict in which he or she served.

If the separation papers do not include this information, the candidate will have to obtain written certification from the military service branch in which he or she served that includes this information.

2. If a candidate receives a "Notification of Certification" he or she **must respond in writing to the appointing authority named in the notification within five business days of the notice date on the notification.**

If the candidate **does not respond in writing** to the appointing authority, the candidate will be **removed** from consideration for appointment as a Municipal Police Officer.

3. If a candidate cannot reduce his or her age as described in # 1, and is **over** the maximum hiring age for Municipal Police Officer as of the **closing date** of the examination announcement, the candidate must inform the appointing authority, when responding to the **"Notice of Certification,"** that he or she does not qualify for appointment **because he or she is over age**. In such an instance, although the candidate will be **removed** from consideration for appointment as a **Municipal Police Officer**, the candidate will **remain eligible** for appointment to other law enforcement positions in which he or she may have expressed interest. (See listing of titles above.)

**CIVIL SERVICE VETERANS' PREFERENCE INFORMATION**

To be eligible for veterans' preference/status under New Jersey Law, one must have served on active duty during one of the following periods or incurred a service-connected injury irrespective of length of service:

1. **World War II:** 90 days active duty on or after September 16, 1940, and must have begun on or before December 31, 1946.
2. **Korean Conflict:** 90 days active duty on or after June 23, 1950, and must have begun on or before January 31, 1955.
- \*3. **Lebanon Crisis:** 14 days on or after July 1, 1958, commencing on or before November 1, 1958.
4. **Vietnam Conflict:** 90 days active duty on or after December 31, 1960, and must have begun on or before May 7, 1975.
- \*5. **Lebanon:** 14 days on or after September 26, 1982 and must have begun on or before December 1, 1987.
- \*6. **Grenada:** 14 days on or after October 23, 1983 and must have begun on or before November 21, 1983.
- \*7. **Panama:** 14 days on or after December 20, 1989 and must have begun on or before January 31, 1990.
- \*8. **Operation Desert Shield/Desert Storm:** 14 days on or after August 2, 1990.
- \*9. **Somalia:** 14 days on or after December 5, 1992 and must have begun on or before March 31, 1994.
- \*10. **Bosnia and Herzegovina (Operation Joint Endeavor):** 14 days on or after November 20, 1995 and on or before June 20, 1998.
- \*11. **Bosnia and Herzegovina (Operation Joint Guard):** 14 days on or after December 20, 1996 and on or before June 20, 1998.
- \*12. **Haiti (Operation Uphold Democracy):** 14 days on or after September 19, 1994 and on or before March 31, 1995.
- \*13. **Operation Enduring Freedom:** 14 days on or after September 11, 2001
- \*14. **Operation Iraqi Freedom:** 14 days on or after March 19, 2003

\*NOTE: To be eligible for preference for the above peacekeeping missions, one must have served in Lebanon, Grenada, Panama, the Persian Gulf, Bosnia, Herzegovina, Haiti, Operation Enduring Freedom, or Operation Iraqi Freedom, or on board any ship actively engaged in patrolling the territorial waters of that nation for a period of at least 14 days beginning on or before the date of termination of that mission or operation.

To be eligible for disabled veterans' preference, one must be a "veteran" as described above (except that such person receiving an actual service-incurred disability need not fulfill the 90/14 day requirement) and must have incurred a disability for which the veteran is eligible for or receiving ten percent or greater disability compensation. Spouses of disabled veterans, surviving spouses of disabled veterans or veterans and parents of veterans who died in service are eligible for preference, if the veteran would have been eligible for veterans' preference.

NOTE: Individuals whose only active service was for training in connection with a Reserve or National Guard obligation are not eligible for Veterans' Preference.

NOTE: Merchant Marine Personnel who served in World War II, and who present a DD-214 which establishes 90 days of active service during the period noted above, are entitled to Veterans' Preference.