

Police Training Commission

RULES

**New Jersey Administrative Code
Title 13 - Law and Public Safety
Chapter 1 - Police Training Commission**

TITLE 13

LAW AND PUBLIC SAFETY

CHAPTER 1

POLICE TRAINING COMMISSION

Authority

N.J.S.A. 52:17B-71h.

Source and Effective Date

R.2009 d.205, effective May 21, 2009.
See: 41 N.J.R. 93(a), 41 N.J.R. 2492(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 1, Police Training Commission, expires on May 21, 2016. See: 43 N.J.R. 1203(a).

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1978 Revisions: This chapter was repealed and new rules were adopted effective July 18, 1978 as R.1978 d.236.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).

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 Chapter 1 was repealed and new rules adopted effective July 5, 1988 (operative July 19, 1988) as R.1988 d.309.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: Source and Effective Date.

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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.

“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.

“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.

“Commission” means the Police Training Commission.

“Commission Chairman” means the Attorney General of the State of New Jersey or his or her designee.

“Commission staff” means those employees of the Division of Criminal Justice assigned by the Director to administer the Police Training Act.

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

“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 agency” means any police force, corrections agency or juvenile justice agency functioning within this State whose employees come under the jurisdiction of the Commission and have by statute, ordinance or resolution the responsibility of detecting crime and apprehending offenders or enforcing the criminal or penal laws of this State or performing a custodial function for a juvenile justice agency.

“Medical examination” means a fitness evaluation of an individual by a licensed physician.

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

“Police officer” means any employee of a law enforcement agency, a correctional agency or a juvenile justice agency who, by statute, comes under the jurisdiction of the Commission or any member of a fire department or force who is

assigned to an arson investigation unit pursuant to Public Law 1981, Chapter 409.

“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.

“Special instructor” means a civilian who is not employed as a police 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.

“Trainee” means an individual attending a Commission-approved school.

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.

SUBCHAPTER 2. GENERAL PROVISIONS

13:1-2.1 Relaxation 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. These rules have been designed to facilitate the education and training of police officers. 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 agency.

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

See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

13:1-2.2 Authority of the Commission Chairman

In any matter not expressly controlled by this chapter or by statute or in any urgent matter, the Commission Chairman, acting on behalf of the other Commissioners, shall exercise his or her discretion in Commission matters. When it becomes necessary for the Commission Chairman to exercise such discretion, he or she shall report on his or her actions to the other Commissioners as soon thereafter as practical.

Amended by R.1998 d.330, effective July 6, 1998.
See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

Case Notes

Township's plan for mandatory random drug testing and annual medical examination programs for police officers fell within the administrative search exception to the Fourth Amendment warrant requirement. *Policemen's Benev. Ass'n of New Jersey, Local 318 v. Washington Tp. (Gloucester County), C.A.3 (N.J.)1988, 850 F.2d 133, rehearing denied, certiorari denied 109 S.Ct. 1637, 490 U.S. 1004, 104 L.Ed.2d 153.*

SUBCHAPTER 3. SCHOOL CERTIFICATION**13:1-3.1 Eligibility for certification**

A State, county, or municipal law enforcement agency, a combination of law enforcement agencies, an institution of higher learning, or a State, county, or municipal government agency is eligible to apply to the Commission for certification or recertification to operate a school.

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.

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 agency tendering the application and the school director. The application shall require the applicant to demonstrate a 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.

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.

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.

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".

13:1-3.4 Application review

(a) Commission staff shall review the application to determine if the applicant has demonstrated a need for the school. In addition, Commission staff shall interview the chief executive of the agency 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 Commission may exempt from (b)2i, ii, and iii below, a State law enforcement agency that intends to operate a school that will conduct just one basic training course if that course is unavailable at any other approved school. 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;

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;

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.

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).

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.

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".

13:1-3.6 School recertification

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.

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.

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 standards; or
3. 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.

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.

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)13.

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: 31 N.J.R. 880(a).

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.

Amended by R.1998 d.330, effective July 6, 1998.
See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

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.

Amended by R.1998 d.330, effective July 6, 1998.
See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

13:1-4.4 Types of certification

Police officers who have completed or will subsequently complete a Commission-recognized instructor training course shall be entitled to a police instructor certification. Individuals other than police officers shall be entitled to a special instructor certification.

Amended by R.1998 d.330, effective July 6, 1998.
See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

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 during the prior certification period 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.

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).

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 his or her 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 his or her ability to perform the requirements as set forth in (a)1i through vi above and comply with an appropriate firearms requalification program and have taught at least 40 hours 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 for compelling reasons;

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

iii. Receive the recommendation of the school director at the school where the applicant will serve and a range master designated by the Commission to review the application. Both the school director and the range master shall state in their recommendation to the Commission that the applicant is competent to perform the duties and responsibilities of range master.

4. An individual seeking certification as a radar instructor at a Commission-approved school or at a law enforcement agency must meet the following requirements:

i. Prior completion of a course for radar operators, which shall have included a minimum of eight hours of training consisting of four hours of classroom instruction and four hours of supervised practice training;

ii. Two years of experience as a radar operator with a minimum of 80 hours of hands-on experience; and

iii. Successful completion of a Commission-recognized course for radar instructors.

5. An individual seeking certification as a physical conditioning instructor at a Commission-approved school must successfully complete a Commission-approved course in physical conditioning and training instruction. The course will provide for the implementation of the Police Training Commission Physical Conditioning Training Program and include Principles of Exercise Physiology or substantially equivalent educational materials.

6. An individual seeking certification as a vehicle operations instructor at a Commission-approved school must successfully complete a Commission-approved Vehicle Operations Instructors Course or one containing substantially equivalent instruction in driver training.

7. An individual seeking certification as a vehicle operations senior instructor shall be certified as a vehicle operations instructor and meet each of the following requirements:

i. Possess a minimum of five years of active experience as an instructor teaching vehicle operations in a training course at a Commission-approved school. The Commission may waive this requirement for compelling reasons;

ii. Have served in the capacity of a vehicle operations instructor providing practical hands-on driver training instruction during at least four Commission-approved courses at a Commission-approved school. The Commission may waive this requirement for compelling reasons; and

iii. Receive the recommendation of the school director at the school where the applicant will serve. The school director shall state in his or her recommendation that the applicant is competent to perform the duties and responsibilities of a vehicle operations senior instructor.

8. An individual seeking recertification as a vehicle operations senior instructor must meet a continuing education requirement. Participation in a vehicle operations senior instructor update will satisfy this requirement.

9. An individual seeking certification as a first responder instructor at a Commission-approved school must be certified by the New Jersey Department of Health and Senior Services as an emergency medical technician pursuant to N.J.A.C. 8:40A-3.7. For an individual to continue as a certified first responder instructor, the individual must maintain his or her certification as an emergency medical technician. Individuals who have completed advanced medical training and are currently licensed as a medical practitioner or health care provider will be deemed to have satisfied the requirements of this paragraph.

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)".

Case Notes

No proof that failure in firearms qualification course was result of instructors' interference; trainee dismissed. *Glover v. Passaic County Police Academy*, 93 N.J.A.R.2d (PTC) 43.

13:1-4.7 (Reserved)

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

See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).

Section was "Appeal of certification denial".

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.

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.

Case Notes

Trainee knew the consequences of failure and never informed her superiors that she was not well enough to proceed with firearms requalification; dismissal from the Police Academy and removal from her temporary position as a county correction officer for failure to pass the firearms qualification was appropriate. *Brown v. Essex County College Police Academy*, OAL Dkt. No. PTC 07892-07 and CSV 11906-07 (Consolidated), 2008 N.J. AGEN LEXIS 335, Initial Decision (April 14, 2008).

Dismissal of candidate from police training academy for failing drug test upheld. *Darpino v. Newark Police Academy*, 97 N.J.A.R.2d (PTC) 1.

Testing positive for cocaine; termination from Corrections Officer Training Academy. *Pobuta v. Corrections Officer Training Academy*, 94 N.J.A.R.2d (PTC) 6.

Failure to adequately participate in physical conditioning drills required of county corrections officers warranted dismissal from academy. *Bisordi v. Bergen County Police and Fire Academy*, 94 N.J.A.R.2d (PTC) 1.

Medical unfitness; removal of correction officer trainee. *Abreu v. Passaic County Sheriff's Dept.*, 93 N.J.A.R.2d (CSV) 377.

Removal of police academy trainee; exercise-induced asthma rendered her medically unfit. *Abreu v. Passaic County Police Academy*, 93 N.J.A.R.2d (PTC) 27.

Inability of trainee to complete physical training course warranted dismissal. *Kaufman v. Passaic County Police Academy*, 92 N.J.A.R.2d (PTC) 18.

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.

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.

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, additional components of a basic course. However, additional components shall not be considered part of the minimum requirements for trainee certification absent approval by the Police Training Commission.

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".

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 and shall be responsible for the day-to-day operations of the school. 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.

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.

13:1-7.2 Operating entity responsibilities

(a) The law enforcement agency, combination of law enforcement agencies, institution of higher learning, or State, county, or municipal 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 he or she 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. Upon the written request of a trainee, the Commission Chairman may, after consultation with the school director and for good cause, permit a trainee to remain in school pending the appeal of a dismissal except that a trainee dismissed following a positive drug screen may not remain in school; and

v. A trainee who is dismissed from a school for misconduct shall not receive credit for any subjects completed up to the time of dismissal;

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 in accordance with a written schedule prepared by the Commission;

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 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, instruc-

tors 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;

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 may, 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

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.

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".

Case Notes

Once mandatory drug test administered prior to candidate's entering Department of Corrections training academy produced positive result for cannabinoids, Police Training Commission had no discretion and candidate had to be dismissed. *Christopher J. McCoy, v. Department of Corrections Training Academy*, 2002 WL 31730996, N.J. Adm., Nov 20, 2002, (No. PTC 1937-02).

Relaxing regulation governing reporting of candidate's drug test results to the state registry, which was a discretionary decision to be made by Police Training Commission or administrative law judge, would be in the best interests of the justice, where candidate, who testified that he had unknowingly ingested marijuana shortly before his date of entering into Department of Corrections training, had been randomly tested for past seven years and knew that he would be tested upon entering academy, candidate had passed every prior random test, candidate had been given option of deferring his admittance for one class, and he was not seeking to be re-admitted into academy, but was solely seeking ability to reapply for his old job, which would not be possible if his results were posted on state central registry. *Christopher J. McCoy, v. Department of Corrections Training Academy*, 2002 WL 31730996, N.J. Adm., Nov 20, 2002, (No. PTC 1937-02).

Apprehension of Police Training Commission about possible consequences of an injury to police trainee who had limited vision in his right eye did not constitute good cause for trainee's dismissal. *Greenwood v. State Police Training Center*, 127 N.J. 500, 606 A.2d 336 (1992).

Police Training Commission did not have good cause to dismiss trainee who had limited vision in his right eye from police training program. *Greenwood v. State Police Training Center*, 127 N.J. 500, 606 A.2d 336 (1992).

Police recruit's positive drug test justifies dismissal. *Marshall v. Newark Police Academy*, 97 N.J.A.R.2d (PTC) 11.

Inadequate drug analysis precludes recruit's dismissal from police academy. *DeLiso v. Middlesex County Police Academy*, 97 N.J.A.R.2d (PTC) 5.

Failure to follow urine testing guidelines; positive drug result not basis for trainee dismissal. *Oslovich v. Essex County Police Training Academy*. 93 N.J.A.R.2d (PTC) 48.

No proof that failure in firearms qualification course was result of instructors' interference; trainee dismissed. *Glover v. Passaic County Police Academy*. 93 N.J.A.R.2d (PTC) 43.

Failure to achieve required score on Use of Force examination; trainee dismissed. *Spivey v. Paterson Police Academy*. 93 N.J.A.R.2d (PTC) 40.

Firearms test failure not result of gender discrimination; trainee dismissed. *Sierchio v. Essex County Police Training Academy*. 93 N.J.A.R.2d (PTC) 37.

Failure to fully participate in physical conditioning program; dismissal from county police and fire academy warranted. *Schmeltz v. Bergen County Police and Fire Academy*. 93 N.J.A.R.2d (PTC) 15.

Record established chain-of-custody of urine sample testing positive for drug; juvenile detention officer dismissed from correction officers training academy. *Dye v. Correction Officers Training Academy*. 93 N.J.A.R.2d (PTC) 4.

Handgun qualification course failed; recruit dismissed. *Tillander v. Monmouth County Police Academy*. 93 N.J.A.R.2d (PTC) 1.

Reinstatement of police officer to police training academy program was appropriate remedy. *Geib v. Township of Jefferson Police Department*. 92 N.J.A.R.2d (CSV) 233.

Positive drug test and insubordination; dismissal from police academy and college police officer position. *Holmes v. Passaic County Police Academy and William Paterson College*. 92 N.J.A.R.2d (PTC) 13.

Positive drug test; dismissal of recruit/candidate; no jurisdiction to determine time period recruit/candidate barred from law enforcement positions. *Miranda v. Jersey City Police Academy*. 92 N.J.A.R.2d (PTC) 9.

Positive drug test; trainee dismissed. *Jackson v. Correction Officers Training Academy*. 92 N.J.A.R.2d (PTC) 6.

Trainee's failure to refund money deposited by classmates for class dinner constituted conduct unbecoming; suspension. *Rutledge v. Ocean County Police Academy*. 92 N.J.A.R.2d (PTC) 1.

SUBCHAPTER 8. RESPONSIBILITIES OF LAW ENFORCEMENT AGENCIES AND OTHER AGENCIES

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 police officer or chief executive officer of the employing law enforcement agency 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.

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.

Case Notes

Initial Decision (2005 N.J. AGEN LEXIS 701) adopted, which modified the removal of a probationary county correction officer who was unable to complete the mandatory police training course for medical reasons to a resignation in good standing. The fact that the county did not send the employee to the Police Academy within one year of hire as required by N.J.S.A. 52:17B-68.1(b) did not automatically give her permanent status and such a contention was in any event within the exclusive jurisdiction of the Police Training Commission. In re Raymond, OAL Dkt. No. CSV 1224-05, 2006 N.J. AGEN LEXIS 205, Final Decision (February 8, 2006).

Dismissal of correction officer recruit was justified; unfit to attend training. *Jarmond v. East Jersey State Prison*. 93 N.J.A.R.2d (CSV) 584.

13:1-8.2 Notification to school director

An appropriate official from the employing law enforcement agency seeking to enroll an individual in a Basic Course shall notify the school director in writing, 10 days prior to the commencement of the course, that the agency has complied with its responsibilities as provided in this subchapter. In the event an agency is unable to comply with this section, the agency 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.

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.

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 in (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 agencies:

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 police officers approved by the Commission;

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 class two special law enforcement officers approved by the Commission and at least one year has elapsed since the individual has completed the class two basic course;

3. 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;

4. Individuals who must complete a basic training course for police officers are eligible for a partial waiver of training provided they were previously employed by an interstate law enforcement agency 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;

5. 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;

6. 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;

7. 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;

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 corrections officers approved by the Commission; and

9. 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 under 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 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.

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.
 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).

Case Notes

Where the appointing authority declined to seek a waiver to the Police Training Commission's policy that certifications for individuals who

complete the Basic Course while employed as Special Law Enforcement Officers Class II are valid for only three years, such discretionary actions concerning waiver applications were within the province of the appointing authority. In re Reid, OAL Dkt. No. CSR 7477-10 and CSR 7481-10, 2011 N.J. CSC LEXIS 754, Final Decision (April 20, 2011).

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.

New Rule, R.2013 d.012, effective January 22, 2013.
 See: 44 N.J.R. 1954(a), 45 N.J.R. 124(a).

APPENDIX

POLICE TRAINING COMMISSION

WAIVERS OF TRAINING

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.

Type of Waiver	Original Basic Training within Commission Jurisdiction	Period of Eligibility for Waiver Consideration	Comments
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.
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.

Type of Waiver	Original Basic Training within Commission Jurisdiction	Period of Eligibility for Waiver Consideration	Comments
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.
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.

New Rule, R.2013 d.012, effective January 22, 2013.
See: 44 N.J.R. 1954(a), 45 N.J.R. 124(a).

SUBCHAPTER 9. APPEALS

13:1-9.1 Notice of appeal

All appeals to the Commission shall be by a notice of appeal to the Commission Chairman setting forth the subject matter of the appeal, the relief sought and the grounds therefor.

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.

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.

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.

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.

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 a positive drug screen may be enrolled in another Commission-approved course without the Commission's permission. The decision to allow a trainee to enroll following positive drug screen shall be made by the Commission on a case-by-case basis.

(b) No trainee who has been dismissed from a Commission-approved course for misconduct, failure to successfully complete use of force training, firearms training, defensive tactics training, the physical conditioning training program or for a positive drug screen 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 under this subsection shall be made by the Commission on a case-by-case basis.

(c) 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.

New Rule, R.1998 d.330, effective July 6, 1998.
See: 30 N.J.R. 1182(a), 30 N.J.R. 2506(a).