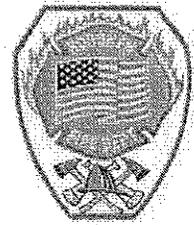


DAWN ZIMMER
Mayor

CITY OF HOBOKEN
DEPARTMENT OF PUBLIC SAFETY
City Hall 94 Washington Street Hoboken NJ 07030



ANGEL L. ALICEA
Director

To: Mayor Dawn Zimmer
From: Angel L. Alicea, Director of Public Safety
Re: Police Audit
Date: 2/24/2010

Dear Mayor:

As the Director of Public Safety, I would take this opportunity to provide you with my review and comments concerning the recently received preliminary review of the City of Hoboken's Police Department, prepared by the State Division of Local Government Services.

As we all are seeking to economize, I am constantly looking for opportunities to save money within the Public Safety Department. However, staff reductions recommendations should not be made just as a means to saving money. Staff reductions should be considered when the audit process, clearly, identifies operational efficiencies with no negative impact by staff reduction.

The objective of an audit process is to facilitate management in which one can enhance controls, maximize efficiency and effectiveness within the police department, provide cost savings and revenue enhancement, increase attentiveness of internal controls, deter fraud and reinforce the effectiveness of management's decision making process.

However, the audit process in question has its shortcomings and it's clearly one dimensional where the focus is to cut the budget and reduce taxes cloaked under the guise of efficiency and effectiveness. The audit is recommending a 30% to 35% staff reduction that will result in a 30% decrease in productivity which is not very efficient. However, let's just say for argument purposes, if the report would have said a 30% reduction of staff and a 5% reduction in productivity, that's efficiency. The most effective way to reduce the budget is not by reducing

the police force but rather through a comprehensive analysis conducted to identify what are the most important items that the police department cannot live without and delineate the items that are not so important that the police can actually sacrifice without compromising public safety. Conversely, I must inform you that the sacrifice may will reduce and/or purge the traffic unit, Community Policing Unit, School Resource, Dare Program, PAL Program, Outside Employment Program Housing Authority commitment, Street Crimes Unit, Vice-squad, Taxi Enforcement etc... Moreover, the Police Department will have to be conservative with their resources and only respond to priority calls to ensure sufficient coverage for their respective tours of duty.

US Census Survey

The audit report's overview section begins by referencing the 2000 US Census Survey in which it listed Hoboken's population at 38,577 residents. Although, the report does not rely on this figure for their staffing recommendation, it is important to point out the realistic number of residents the Police Department services. According to the 1990's US Census, Hoboken's population bottomed out at 33,000 and has been increasing ever since. A more accurate number can be acquired from the Hoboken U.S. Postal Service, Hoboken's Zoning Office and/or Hoboken's Master Plan. Consequently, the International Police Chief's Association's (IAPC) has a position on police to population ratios and why they should **not** be used as a basis for agency staffing decisions. The following is a quote from IACP's "**Patrol Staffing and Deployment Study** brochure: Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions. Accordingly, they have no place in the IACP methodology." Defining patrol staffing allocation and deployment requirements is a complex endeavor which requires consideration of an extensive series of factors and a sizable body of reliable, current data.

Crime Index Table

A Crime Index Table measures and analyzes crime statistics to gauge crime trends, so that data can be collected, analyzed and ideally map out crime data that can be utilized to develop effective tactics to address the latest crime trend a community is experiencing.

However, crime index tables are unreliable, due in part, because the statistical data collected alone does not paint an accurate picture of what is presently happening in the community concerning crime. What is more, other factors further complicate the reliability of the table due to victims not reporting crimes to the police. The Uniform Crime Report numbers (crime index table) can be distorted and other crimes against the community are not listed on the index table that is lost in this process.

The Federal Bureau of Investigation, Utilizes three forms of data recording instruments to obtain the most accurate depiction of what a community may be experiencing. The survey instruments used are Uniform Crime Reports, victimization surveys and personal interview surveys. The victimization and personal surveys are designed to ask people about crimes they have experienced in the last year. The data includes crimes which are not reported to the police, so it is an important alternative to police records. The survey collects information about the victims of crime, the circumstances in which incidents occurred and the behavior of offenders in committing crimes.

Again, the crime index was not used to determine the staffing level reductions recommended in the report.

Methodology and Framework for Staffing

The audit report relates that the Police Department must be structured to meet the specific needs of the community it serves and goes on to delineate organizational principles that I wholeheartedly support.

One area that I recommended which was included in my own reconfiguration report of the Hoboken Police Department that is mentioned in the DLGS audit report, is the civilianization of permissible functions that are presently carried out by police officers. I further recommended consolidating and/or purging various units within the department. The NJ State Attorney General's Office has relaxed their policy on employing civilians in various police department's divisions that are considered off limits to the civilian workforce due to the nature of sensitive intelligence material essential to ongoing investigations and confidentiality restraints. Civil Service currently has a number of classified civilian titles that are available to the hiring authority for certain police functions where it is acceptable.

Staffing

The audit related that in order to determined the optimum level of staffing for the Police Department it will first look at, the work schedule and officer availability and second, the assessment of man power staffing.

The audit report further states that uniformed patrol squads work 8-hour shifts, five days on, two days off; then four days on, 3 days off which results in a 35-hour workweek, which is not correct. The fact is that uniform patrol squads work 8-hour shifts, five days on, three days off; then five days on, two days off which results in 40-hour workweek. The detective bureau work an 8-hour shifts, five days on, two days off; then five days on, two days off and receive 19

furlough days that can be used at any given time, scheduling permitting. My understanding of the Police Department's work schedule is that they actually have a 40-hour workweek which may distort the staffing level methodology.

The Union City Police Department who patrol their city which is similar geographically in size to Hoboken, handled over 90,000 service calls in 2008, Union City is more densely populated and has much higher crime levels compared to Hoboken Police Officers there; work a four days on, three days off; four days on, two days off schedule. The Union Police Department's workweek is less than Hoboken Police Department, yet they are effective and efficient.

I support the audit's recommendation to explore the provisions of paid leave to determine its value.

Calls for Service

DLGS utilized the "Calls for Service" model and the "Alternative Staffing" model for determining the minimum staffing number. The total calls for service in 2008 was 60,031 these service calls handled by the department were generated by phone and dispatched or initiated by the police officer in the course of patrol.

The issue of concern regarding the 60,031 calls for service handled by police department is that the audit did not factor in the following additional tasks handled that are not listed in the calls for service computation Human elements are also missing which are listed below:

Services to the community

Assign police officer to traffic post to deal morning and evening rush hour.

- Mandatory court appearance.
- Assign two Police Officers for prisoner transport to the county jail.
- Assign police officer tax office escort.
- Community relations when interacting with the public while on patrol.
- Police officers assigned to school resource on a daily basis.
- Dare Program in schools.
- Traffic enforcement by the traffic-unit variety of functions throughout the day.
- Investigations conducted by detective bureau on daily basis.
- Human element where police officers (C-POP) are not assigned to motorized patrol who are consistently meeting the public to address an assortment of community needs and addressing their concerns.

- Community policing functions, collating data via survey, conducting security analysis for the resident's homes, assigned to special events, attend, coordinate, organize, and lecture in neighborhood crime prevention meetings, etc.

Staffing Analysis/Data Information

The staffing level that was recommended motorized patrol is a minimum of 46 police officers this was determined by using the following formula, "Calls for Service Totals", CFS by time consumed per call, officer availability.

The analysis did not factor in key data that, if included, may have increased the police officers on patrol rather than the 46 officers the formula has estimated. The following are the factors that should have been incorporated:

- Day and night population.
- Non-resident commuters
- Resident commuters
- Rush hour traffic.
- Arrest loss of the manpower for protracted time depending on the severity of incident.
- Major transportation hub in the state (Three light rail station, NJ Transit bus terminal, Path station, Train Station, Ferry. Taxi, livery and shuttle bus transportation)
- Thousands of vehicle traveling through Hoboken every single day.
- Tunnels to the north and south of Hoboken in which it generates drive thru traffic.
- Tourist from the tri-state area entering the city via mass transit and other modes of transportation including tourist that stays at the W Hotel.
- "Cake Boss" fans arrive in Hoboken by the hundreds on a daily basis.

I understand the characteristics of the City of Hoboken with all its glamour, as well as its challenges and a dynamic robust fast-growing city with high real-estate values, densely populated with a vibrant hospitality industrial that attracts thousands of people. I was born and raised in this great city, have 26 years of law enforcement experience I am engaged in the occurrences of Hoboken whether it's good or dire and am always out and about. My tenure in Law Enforcement where I expended half of my career as Police Lieutenant with Hudson County Police gave me the opportunity to work in the 12 municipalities in Hudson County. I recognize and comprehend the difference between each of these cities needs and challenges, respectively. The experience has given a unique perspective in distinguishing Hoboken from the surrounding communities, its challenges we face as a community in regards to public safety.

Consequently, because of Hoboken's dynamic community and complexities, I would have taken a more detailed, all-inclusive analysis, factoring all of the variables that make Hoboken what it is today when determining police staffing levels. Historically, communities throughout the United States utilize diverse forms of staffing methodologies that fit their respective communities to ensure optimal staffing levels.

I personally believe that a comparative staffing analysis should have been based on the actual workload rather than simply the call load. Actual workload takes into account different calls that require different responses. Some calls may involve more officers and take longer than others. Call load is based strictly on the actual number of calls. Workload offers a clear picture of the time constraints placed on the officers based on the different types of calls encountered at a given time. Consider the different work involved in an area check for a road hazard with the investigation into a sex assault, domestic violence incident, serious motor vehicle accident which may require above normal amount of officers to handle the accident investigation, or even the plane, helicopter accident last year, just to name a few. Workload analysis is based on historical data for the types of calls

Data collection

For data collection to begin analyzing the demands on patrol officers, the proper data needs to be collected. The number of calls for service over the time period or geographic area will be collected, depending on the scope of the analysis. Not only the total number of calls for service, but the data should be broken down further by day of week and hour of the day and by type of call.

The call data should be first divided into segments based on call type. For example, three categories are recommended for simplicity. They are: (1) emergency, (2) urgent and (3) routine/non-urgent calls. Computer dispatch systems typically use a priority system to categorize calls. These priorities can be used to determine which category the call belongs to. For example, if there are six categories, Priorities 1 and 2 may be classified as emergency calls, Priorities 3 and 4 as urgent calls and so on. Placing the calls into one of three categories will help simplify calculations later on in the staffing analysis model. An administrator could very well decide to use the actual priority of a call rather than three types.

Ideally, the call data should be sorted by day of week and by the time of the call. The time periods can be broken down by hour for each day. The calls also should be broken down into call type. A spreadsheet can be used to prepare the data for analysis.

If the data is not available by hour of each day as described above, it may be necessary to calculate the data through interpolation. For example, the total number of emergency calls may be known for Tuesday, but there is not a breakdown by the hour of the day, so the number of emergency calls at 1600 hours is not available. However, the percentage of emergency calls on Tuesdays may be calculated by looking at the total number of emergency calls for the year and same type of calls on Tuesday. If the total number of emergency calls for that time, 1600 hours,

for all days is known, the percentage can be used to estimate the number of emergency call for Tuesdays at 1600 hours for the data section of the spreadsheet.

Once the number of calls has been collected for each day, hour and by type of call, the data can be compiled in a spreadsheet. Programs, such as Excel, allow thousands of rows and columns of data. The raw data should be placed in a section of the same spreadsheet that will be used for the analysis. Changes to the data, such as information from a new year or time period can be added and will automatically update the calculations.

Average time per call

The next step requires finding the average time spent by officers on each of the call types. An emergency call may require two officers to be sent per dispatch protocols. If, on average the two officers spend a half-hour on these types of calls, then the average officer time per the call is one hour (the average actual time on the call multiplied by the number of officers dispatched).

There are some basic staffing formulas that use one average time for all calls. These formulas may be useful in some circumstances for determining a simple minimum staffing level, but are not helpful for a comparative analysis. Different days of the week and times of day are going to involve very diverse types of calls that officers will be responding to and handling. A Friday evening call load will be very different from a Sunday morning. The types of calls to be handled will vary greatly from time of day and day of week. The amount of urgent calls is far greater than the number of emergency calls at 1100 hours. At 2300 hours, the situation is reversed with emergency calls outnumbering urgent calls. In order for a comparative study to be useful, it is necessary to make the effort to find the average number of officers and time spent on different calls.

Determining the average amount of time spent on calls is one of the most difficult parts of a staffing analysis. Several methods can be used to find the average time spent on a call. Begin by identifying the most common calls in all of the call categories. At least the 10 most common call types per category should be used to help boost accuracy.

The first method involves reviewing dispatch data for the selected calls. For each of the calls identified, track the time the call was dispatched, the number of officers responding and the time when the officers cleared. This information can be used to determine the average amount of time spent on the call. The disadvantages are the time spent researching the information and the data may not include all the time spent on a call, such as paperwork, logging of property and evidence, and other related follow-up.

Another method is to select a mix of officers, of different experience levels and on different shifts. Follow the time spent on the selected calls over a period of time. At the end of the study period the data can be compiled to calculate the average time per call type. The disadvantage would be the length of time of the study and the time spent by officers participating in the

study. Officers may need to complete an extra form, such as a daily activity report to track their time.

The last method would be to collect the data through interviews or surveys. Asking officers to estimate the length of time necessary to complete selected calls can be completed fairly quickly, but is the least accurate of the methods.

Calculating workload

Once the data has been collected and the average time per call has been calculated, it is possible to figure out the workload and the impact on staffing. A spreadsheet should be prepared for the analysis. Each row is an hourly time slot, in the first column. The next columns contain the number of emergency, urgent and non-urgent calls. The next three columns represent the workload for each of the categories, which are calculated by multiplying the average time for the call type by the number of calls in that category. The workloads for each of the columns should be added together for the total workload for the specified hour and day. The following columns will repeat the same process for the next day of the week and so on until the call data and workload information is entered for all seven days.

After the columns with the workload information for each of the days is entered, the columns with the current staffing levels are entered. The current number of officers on duty can easily be displayed in one column for each day of the week. If the current schedule has 10 officers on duty on Thursday at 1100 hours, that is the number entered in the corresponding location on the spreadsheet.

It is critical at this stage to be consistent in what numbers are used for staffing levels and to use the same assumptions or approach. If the maximum available staffing is used in one location, use the maximum staffing for all the calculations rather than switching between the minimum numbers of officers available. Also, if other units, such as traffic cars or school resource officers, are included in the data, be sure to include those units in all the calculations.

The next seven columns will display the current workload level. This is calculated by dividing the total workload by the number of officers scheduled at that time.

Comparing staffing plans

Once the current staffing levels and current workload levels are in place, proposed staffing plans will be added to the spreadsheet. The number of columns and layout will depend on the number of options to be considered and the amount of detail used. A proposal can use separate columns for each shift, specialized units and even support staff. The proposed workload level is found by dividing the historical total workload by the number of officers available in the proposed schedule.

The goal of the approach is to find the best scheduling mix that levels out the workload as much as possible. Too many officers scheduled at one time with a lower workload is a poor use of resources if other time slots have too few officers working for the amount of work generated by the typical calls at that time. Charts created from the spreadsheet offer visual aids and help identify problem spots.

Using a comparative approach to staffing takes time to prepare, but is well worth the effort. The staffing model can be used to justify budgets to community leaders, provide a good public relation tool on how law enforcement resources are being used, and put officers in the position of being able to provide the best service levels possible to the community.

Furthermore, redirecting manpower as indicated in a staffing review could lower overtime even in the face of increasing call load. In Boulder, Colorado, where the author worked on police staffing, the number of calls increased by 19 percent in one year, but the patrol overtime remained within budget after using a comparative staffing model. One of the patrol shifts actually used less than half of the allotted overtime budget.

Hoboken Police Department's patrol staffing for the 8am-4pm, 4pm-12am and 12am-8am are as follows:

- On the 8-4 shift, there are anywhere between 8-10 officers on patrol depending on sick time and vacation time, 10 officers assigned to traffic while also conducting other patrol functions, 8 community policing officers and 2 street crimes officers.
- On the 4-12 shift, there are anywhere between 7-8 officers on patrol and 2 street crimes officers.
- On the 12-8 shift, there are anywhere between 10-11 officers on patrol and 3 street crimes officers.

In determining the appropriate staffing levels for Hoboken, we must not lose sight of and factor in police officer safety which should be a high priority to effectively carry out the day to day arduous task of protecting the citizens of Hoboken.

In the face of tight budgets and high expectations of service, discovering the best methods using available resources is a winning situation for all.

Use of Special Law Enforcement

The DLGS audit report related that in some circumstances Class 1 or 2 Police Officers should be hired to perform the allowable duties in order to free up well trained, seasoned police officer to handle major calls, patrol high crime areas and reduce overtime.

I support the concept of Class 1 or 2 Police Officers to handle minor police functions that would not call to task his or her training, understanding the concept of police methodology and/or relevant experience. The Class Officers can be utilized to conduct prisoner transport, traffic

duties, assign to city council meetings, etc... Class Officers hiring cannot exceed 25% of the department's overall table of organization.

The police overtime is not generated by normal patrol function and alike, the overtime is driven by mandatory court appearance. I have personally met with the court administrator and she communicated to me that her office schedules court appearances to coincide with the officer's work schedule with the exception of officers working 4-12 and the 12-8 shifts. Superior Court and Grand Jury appearances are not scheduled to coincide with officers' schedules.

Director of Public Safety

The DLGS audit report related that the Director of Public Safety position is not necessary. Under the Faulkner Act, City Council/ Mayor form of government, Director of Public Safety is the Administration, Council liaison to the Police Department since elected officials do not have direct authority over the police department. Under the commission form of government such as in West New York, Union City, North Bergen, elected officials do have direct authority over their respective police departments.

In small city communities with low populations such as Maplewood, East Newark, suburban and rural communities do not have a Public Safety Director. However the undersized communities either have a police chief or a civilian director, but often, never both.

The City of Hoboken is densely populated, a fast growing community with many challenges in the public safety arena that would make the Public Safety Director position, a prudent position the administration would have available to them. Densely populated communities such as the City of Elizabeth, Newark, Plainfield, Union City, West New York, Jersey City, Paterson, East Orange, etc., have the Director of Public Safety position in their respective communities.

The mission of the Public Safety Department is to provide a safe and secure environment for our families and to enhance the quality of life in this great City of Hoboken. I am committed to the prevention of crime, protection of life, property, and preservation of peace, order and safety, enforcement of laws, City Ordinances, and protection of individual rights. The City of Hoboken has the opportunity to bring about the tangible changes necessary that could only benefit the city's delivery of services and the impact of future budgets. We have a new Mayor, City Council Members, Police and Fire Chiefs, and other department heads but it is vital that we work in concert to meet those objectives

In the budget workshop recently, I presented to the council a list of functions and responsibilities within my purview as the director which I will list below:

The Duties of the Public Safety Director

The Hoboken City Code as follow regarding the Director of Public Safety: Director shall be appointed by the Mayor with the advice and consent of the City Council and shall serve during the term of the Mayor appointing him and until the appointment and qualification of his successor and/or shall be subject to until the removal as provided by law. Director shall receive such compensation for his services, as the Council shall by ordinance provided. Vacancies in the office of Director shall be filled in the same manner as the original appointment but for the unexpired term only.

The Director shall be head of the Department and, in addition to the functions, powers and duties that are hereby or may hereafter be conferred and imposed upon him/her by law and the ordinances of the city, shall:

Exercise supervision and have general responsibility for all the operations of said Department and of the personnel employed therein.

Supervise the organization of the Department and changes in the organization thereof, and to the extent to which the organization of his Department is now prescribed by law, he may organize his Department into such division and bureaus and make such assignment of powers and duties among them and, from time to time, change such organization or assignment as he may deem advisable, except that the officers and other governmental agencies and positions hereby allocated and assigned to said department shall be maintained.

Functions and Responsibilities

Formulate and adopt subject to the approval of the Mayor Rules and Regulations for the efficient conduct of the work and general administration of the Department, the officers and employees thereof.

Make periodic reports with such recommendations, as he deems appropriate to the Mayor and to the Council concerning the affairs of the Department under jurisdiction:

- Review weekly Crime Stats.
- Review and approve overtime for respective uniform services.
- Review and evaluate policy effectiveness, as well as, policy failures.
- Formulate progressive policy.
- Ensure accountability that public safety services are provided in quality and cost effective manner.

- Meet on weekly basis with the Police and Fire Chiefs' for discussion on strategies, updates, stats review, quality of life concerns and the overall improvements of public safety provision for the City of Hoboken.
- Attend Hoboken Housing Authority Monthly Meetings to address any public safety matters
- Meet with residents consistently on weekly basis on public safety matters in person and/or via email to address public safety concerns
- Review and assess proposals public safety apparatus telephone communications, camera systems networking wiring infrastructure in conjunction with OEM and IT Department.
- Conduct security analysis of City Hall to identify premise liabilities and vulnerabilities. (includes the court)
- Attend City Council Meetings.
- Attend Neighborhood Crime Prevention Meetings.
- Meet with OEM on the daily basis to plan, coordinate public safety/emergency plan initiatives; devise and revise OEM Policy.
- Evaluate the state of the fleet of respective uniform departments.
- Review and approve all purchase requisitions of Public Safety Departments.
- Community Liaison to Public Safety Departments.
- Answers inquiries from citizens on emergencies, public safety concerns, and procedures.
- Participates actively along with OEM on emergency/disasters preparedness for the City of Hoboken.
- Meet with corporation counsel consistently on public safety matters, as well as, personnel issues as they arise.
- Attend directors meeting on weekly basis.
- Maintain liaison with local and state law enforcement agencies.

The public safety department does not have a dedicated budget; however, I had the opportunity to meet with Chief Blohm, Chief Falco and the Finance Director to review their respective divisions' budgets and discuss areas where we can reduce costs without any adverse affects to public safety.

Civilianization

Reiterating my thoughts on the civilianization some functions being performed by Police Officers in Hoboken. I had recommended in my own reconfiguration report of the Hoboken Police Department that is also mentioned in the DLGS audit and support, the civilianization of permissible functions that are presently carried out by police officers. Additionally, I further recommended consolidating and/or purging various units within the department. The NJ State Attorney General's Office have relaxed their policy on employing civilians in various Police Department's divisions that are considered off limits to the civilian workforce due to the nature of sensitive intelligence material are essential to ongoing investigations and confidentiality restraints. Civil Service currently has a number of approved civilian titles that are available to the hiring authority for certain functions where it is acceptable.

There are currently 12 approved civil service titles for civilians assuming some police functions if the hiring authority opts to participate. The titles in question have an extensive qualification criteria requirement that appears to be attracting retired law enforcement people. The City of Hoboken would benefit two-folds, one, they would will be hiring retired seasoned law enforcement personnel at a much lower pay scale than a full time Police Officer currently performing the duties, second, the city can choose not to provide medical benefits since the retired officers already have medical benefits in their retirement package they received.

I will take this opportunity to list several approved civilian job titles for police departments created by New Jersey Civil Service Commission:

- Technical Support Specialist I title c, job spec. 53063 (IT personnel).
- Investigator 1, 2, and 3 job spec. 56774, 56783 and 56782 (investigatory unit with no direct police authority to determined by the Director and/or Chief of Police).
- Investigator, Alcoholic Beverage Control job spec. 02175
- Chief, police instructor job spec 05281 (training bureau, special services).
- Crime Prevention Aide job spec. 01445 (community policing).
- Property clerk/word processing operator job spec. 05927 (property room unit)
- Technician, Management information systems job spec. 53099 (record room/ BCI).

- Police Aide job spec. 02709 (can be utilized in CompStat and/or police function).
- Identification Clerk job spec. 02080 (BCI/ Record bureau).
- Police records clerk job spec. 02735 (record bureau or alike).
- Training officer, law enforcement job spec. 05572 (training.special services).

Fleet and Facilities

The audit report talks about the state of the fleet and recommends processes be put in place to the operation to facilitate cost effectiveness and efficiency measures, as well as, the fluid operation of the facility. The report also touched upon a vehicle replacement plan that needs to be devised based on the cost to maintain vehicles. Most of the police fleet has high mileage, are consistently breaking down and becoming a burdensome expense. The last purchase of police vehicle was made through Hudson County back in 2007.

The report addresses the police headquarters and acknowledges that there are some concerns with the current state of the building. I have toured the building on many occasions and have spoken to number of Police Officers that work there every day. I believe the building is obsolete to police functions of today's times. The building needs to be renovated and retrofitted to the demands of present day police functions and activities that are required.

However, unfortunately, due to the state our city's budgetary constraints, a new building is not possible at this time. I have taken proactive steps with the Mayors and the City Council Public Safety sub-committee to tackle the immediate needs and address the safety and security of the police desk area, as well as, better securing the building. The bid for this particular project is slated to be concluded at the end of February 2010 and construction commencing sometime in March of 2010. The project cost was not added in the 2009 budget because the monies allocated were already sitting in a police capital improvement account for two years that was not expended completely. The audit touched on the fact that all buildings, specifically the police headquarters, must be secured both during and after business hours.

In conclusion, my configuration of the Hoboken Police Department expanded management horizontally which produced much better operation. The concept calls for consolidation of bureaus and units, civilianization of some police functions, such as; ABC Bureau, Gun Permit Application, New Police Recruit Processing, Training Bureau, Internal Affairs Unit, and Record Bureau. This recommendation would have some police officers out on the streets, civilians in the positions, and possibly generated retirements of the higher ranks. The additional bureaus in the table of organization are the following; ComStat Unit, off site Juvenile Bureau, Professional Standard Bureau, Housing Bureau, Street Crimes Unit, Special Services Unit, Homeland Security Unit and Power Shift (8pm-4am). The additional bureaus and units would **NOT** incur any cost to

the city or the hiring of new police officers to perform the forementioned added bureaus. The configuration could potentially give the police department a greater chance of winning Homeland Security Grants and Emergency Management Grants, as well as, other public safety grants private and public.

The audit recommends reducing the table of organization as follows:

- 1 chief.
- From 4 captains to 3.
- From 19 lieutenants to 12.
- From 30 sergeants to 26.
- Rank and file from 101 to 60/70.

My recommendations in my configuration report calls for:

- 1 chief
- From 4 captains to 3.
- From 19 lieutenants to 10 and can possibly be reduced by 8 or 9.
- From 30 sergeants to 25 and can possibly be reduced by 23.

The audit report was much more generous than my configuration report. I believe that there are various ways to reduce overtime establishing flex-time; assignment changes (detective bureau does not work the holidays nor weekends and training schedules) and administrative policy may reduce the overtime that exists in areas if special events.

The DLGS Audit Report must be looked at with realistic eyes assessing the value of the recommendations, identifying areas of no value and considering the academic assessment that we can use to produce a better, smarter, efficient and effective Police Department. We must factor in all the variables to achieve a lucid, all- embracing, forward thinking responsible analysis of the Police Department. This approach will certainly clarify any discrepancies that may be produce the audit process; ensuring that we achieve appropriate optimal staff levels with no compromise of public safety provisions and the safety of police officers

Respectfully Submitted

Angel L. Alicea

IT

PM



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.
Job Specification 53063

TECHNICAL SUPPORT SPECIALIST I (VARIANT TITLE C)

NOTE: This specification will be used for the general non-variant Technical Support Specialist 1 and the following title variant for Technical Support Specialist 1:

Variant C - Designates - Data Center - OIT

DEFINITION

Under general supervision, in a mainframe environment, provides direct hands on support to a work shift of the Data Processing Operations unit in resolving production problems from verbal or written problem reports; consults with network management and systems programming staff for problem diagnosis, assistance, and resolution; monitors and allocates space on direct access storage devices; uses productivity aids in implementing and maintaining software, applications, and system libraries; OR in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers and/or workstations; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Resolves the more complex online and batch production problems from verbal and written problem reports to provide timely and accurate service to all approved user commitments, and consults with network management and systems programming staff for assistance in the more difficult solutions of problems.

Identifies recurring production problems from problem reports a problem tracking system and recommends final resolution.

Identifies inefficient production processes and programs and increases their efficiency through the use of job streaming techniques and in-house productivity aids.

Implements and promotes the use of general purpose software for use in online and batch processes as provided by the systems programming and network management staff.

Assists and guides other data processing personnel and user personnel in the use of productivity aids, job control languages, utility programs, and testing and debugging programs.

Designs, codes, tests, and implements program modules using productivity aids for special hardware or software statistical or analytical reports.

Answers inquiries from system users; explains systems functions and provides technical assistance in the use and application of system features.

Provides support in the maintenance of mainframe connections.

Installs, configures and sets up printers and workstations; installs software programs.

Responds to requests for assistance; identifies and corrects hardware software and printer problems.

Troubleshoots application errors.

Identifies and resolves network problems.

Reviews operational documentation for adherence to Data Center requirements prior to acceptance as a production job.

Provides technical assistance by moving batch and online programs and job control language to production libraries, creating generation data group entries, aiding in the installation of software packages, and aiding in the review of data memory dumps.

Assists in maintaining the use of direct access storage device space including catalog management.

Reviews technical literature and attends seminars and training sessions to remain current in the use of state-of-the-art software and practices.

Prepares clear, accurate, and concise technical reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with an Associate's degree in Data Processing.

EXPERIENCE:

Three (3) years of experience in data processing systems analysis and programming design, or the analysis of work methods and processes, or the operation of multi-program OR client/server computer systems, or working in the support areas of computer scheduling, input/output control and magnetic data control in the data processing field or help desk, one (1) year of which shall have been in the technical support area solving user problems in a help desk or related environment or using productivity aids and job control languages.

NOTE: A Bachelor's degree in any field may be substituted for the Associate's degree in Data Processing.

NOTE: A Bachelor's or Master's degree in Data Processing may be substituted for one (1) year of experience.

Special Note Substituting Experience for Education

Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operating of multiprogramming or client/server computer systems and work in the data processing support areas of input/output control, scheduling, reliability or user support may be substituted for the required education on a year-for-year basis.

NOTE: Any formal data processing training by any organization may be submitted for consideration and evaluation as possibly being equated to a specific number of college credits. The Civil Service

Commission will review the course content and all the other factors involved, and make a determination.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the basics of computer Systems hardware.

Knowledge of the facilities generally provided by operating systems software associated with multi-programmed and multi- process oriented computer systems.

Knowledge of special vendor or client/server productivity aid packages.

Knowledge of job control language statements and utility programs for use by data processing production operations.

Knowledge of data communications network equipment and software.

Ability to analyze production problems and recommend necessary changes. Ability to use interactive programming and system diagnosis tools.

Ability to use various data center productivity aids.

Ability to use various programming languages and software packages.

Ability to prepare clear, accurate, and concise, technical reports.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 25/P24 - 53063 (35) MCK 08/07/04
25/P25 - 53063C (OIT) (35)
25/P26 - 53079 (40)



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Job Specification 56774

INVESTIGATOR 1

DEFINITION:

Under general direction of a Supervisor of Investigations or other supervisory official, independently conducts sensitive, complex investigations, in the field or from the central office, involving alleged noncompliance with state statutes and regulatory requirements; may be responsible for supervision of a unit or team of investigators; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Arranges or conducts, individually or as head of a team, investigations and surveillance relevant to allegations of fraud, negligence, misconduct, or institutional abuse/neglect by public employees, industry representatives, licensed/certified professionals, or authorized vendors or out-of-home caretakers.

May review criminal history record information from verifiable sources and performs follow-up investigations to determine the employment eligibility of applicants and existing employees.

May organize work assignments of subordinates and provides instructions.

Develops and assists subordinates in the development of work methods of investigation to ensure compliance with applicable statutes and regulations.

Acts as a witness and testifies for the state before grand juries, courts of law, administrative hearings, or other judicial bodies.

May examine and analyze reports of investigations filed by subordinate investigators and prepare summaries containing findings, conclusions, and recommendations.

Participates in complex and major phases of investigations and directs the course of an investigation.

Conducts research, analysis, and data gathering in connection with complaints, violations, and any other data relevant to alleged noncompliance.

Prepares reports of investigational activities containing findings, conclusions, and recommendations, and notifies appropriate agencies.

Prepares correspondence.

May train staff personnel.

Prepares or assists in the preparation of legal documents.

Participates in the execution or serving of legal documents such as warrants, subpoenas, orders and notices.

Coordinates investigative activities to secure, preserve, and record evidence.

Supervises work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Conducts formal and informal conferences on regulatory matters with public officials, industry employees, and representatives, and the public to resolve and eliminate the cause of valid complaints.

Reviews reports and supporting documentation of violations of rules and relations and provides testimony at contested case hearings.

May take the lead of a team monitoring compliance of joint agency controlled activities and instituting enforcement action on any violations noted.

Acts as principal liaison with state, county, and municipal law enforcement agencies, local authorities, and other state departments in matters of mutual interest.

Coordinates investigations with the Deputy Attorney General assigned to present cases in court.

May conduct surveillance at all hours to establish patterns of conduct and detect violations of law.

May be required to use cameras, radios and other investigative equipment and analyze the information gathered through their use.

Instructs investigative team members in interviewing witness to obtain highly confidential, accurate, and comprehensive supporting documentation relative to alleged violations by individual(s) or organization(s).

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis.

NOTE: Applicants who do not possess the required education may substitute experience in investigation of criminal, civil, regulatory, matters on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the types of conduct that would legally constitute negligence, abuse/neglect, or willful misconduct.

Knowledge of legal documents such as subpoenas, affidavits, and search warrants and the procedures for requesting, obtaining and executing them.

Knowledge of legal terminology used in course of investigative work.

Knowledge of the types of information needed to prepare cases for hearing or trial.

Knowledge of investigative methods and interviewing techniques.

Knowledge of the methods to research and obtain background data.

Ability to understand and apply the New Jersey statutes, laws, regulations, standards and policies governing the procedures for regulatory control and compliance with civil, administrative, criminal, and institutional abuse/neglect.

Ability to provide guidance and instruction to investigative staff and review their work performance.

Ability to understand and apply relevant statutes and legal standards to determine what types of offenses or crimes would disqualify applicants to employees from employment.

Ability to gather and analyze information from investigations.

Ability to interview witnesses and take proper statements from them to introduce into evidence.

Ability to gather and preserve evidence to introduce in court proceedings.

Ability to act as a witness in court or at formal hearings and provide testimony under oath.

Ability to determine and evaluate situations which require photographs and/or radios.

Ability to establish and maintain records and files.

Ability to conduct interviews and investigations.

Ability to obtain and review reports of police and other law enforcement agencies.

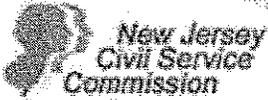
Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 25/R25 - 56774 MER 11/24/07
LG - 56774

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Job Specification 56783

INVESTIGATOR 2

DEFINITION:

Under limited supervision of a Supervisor of Investigations or other supervisory official, conducts complex investigations, in the field or from the central office, involving alleged noncompliance with state statutes and regulatory requirements; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Investigates cases involving alleged fraud, negligence, misrepresentation, misconduct, or institutional abuse by public employees, industry representatives, licensed/certified professionals, authorized vendors, or out-of-home caretakers.

May review criminal history record information from verifiable sources and performs follow-up investigations to determine the employment eligibility of applicants and existing employees.

Maintains records and files relevant to investigatory matters in the administration of duties and assignments.

Prepares reports of investigational activities containing facts, findings, conclusions, and recommendations.

Develops methods of investigation to ensure compliance with applicable statutes and regulations.

Prepares correspondence.

Prepares reports of investigational activities containing findings, conclusions, and recommendations, and notifies appropriate agencies

Participates in joint investigations and or surveillance with other agencies, or other law enforcement agencies.

Maintains confidentiality with investigations.

Reviews correspondence relating to inquiries and prepares replies based on review of documents relevant to investigatory matters and research of applicable laws, rules, and regulations.

Reviews and analyzes information contained in records and documents maintained by individuals, business, financial or governmental entities to determine departure from acceptable practices.

May conduct surveillance at all hours to establish patterns of conduct and detect violations of law.

Conducts surveys of customers served by regulated entities to

monitor compliance with regulations.

Acts as witness and testifies for the state before grand juries, courts of law, administrative hearings, or other judicial bodies as required.

May be required to use cameras, radios and other investigative equipment and analyze the information gathered through their use.

Searches judgment records on registered applicants to verify existence of judgments and to ensure that payment is being made or that judgment is still outstanding.

Interviews witnesses to obtain supporting documentation relative to alleged violations by individual(s) or organization(s).

Participates in the execution or serving of legal documents such as administrative warrants, subpoenas, orders, and notices.

Prepares or assists in the preparation of legal documents for review and further process.

Identifies, collects, and preserves evidence obtained during the course of an investigation.

As part of a team, monitors compliance of joint agency controlled activities and institutes enforcement action on any violations noted.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of office and/or field experience conducting investigations, collecting evidence and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud misrepresentation or other acts of criminal or civil misconduct.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis.

NOTE: Applicants who do not possess the required education may substitute experience in investigation of criminal, civil, or regulatory matters on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of procedures and techniques used to conduct investigations.

Knowledge of the types of conduct that would legally constitute negligence, abuse/neglect, or willful misconduct under the regulatory enforcement of the assigned department.

Knowledge of methods to research and obtain background data.

Knowledge of legal documents such as subpoenas, affidavits and search warrants and the procedures for requesting, obtaining and executing them.

Knowledge of the forms of affidavits and procedures that must be followed to properly execute an affidavit.

Knowledge of procedures for requesting/obtaining subpoenas and search warrants.

Knowledge of interviewing techniques.

Knowledge of techniques used to review contracts, deeds, sales agreements, and advertising materials to determine rights of complaints and seek evidence of misrepresentation.

Knowledge of legal terminology used in investigative work.

Ability to understand and apply regulations, policies, statutes, laws, standards of regulatory control and compliance, and civil, administrative, criminal and institutional abuse/neglect.

Ability to understand and apply relevant statutes and legal standards to determine what types of offenses or crimes would disqualify applicants or employees from employment.

Ability to interview witnesses and take proper statements from them to introduce in court proceedings.

Ability to apply state and federal laws and regulations relating to regulated activities.

Ability to provide testimony under oath in administrative hearings, state and federal courts or other judicial bodies.

Ability to gather and preserve evidence to introduce in court proceedings.

Ability to obtain and review reports of police and other law enforcement agencies.

Ability to determine and evaluate situations which require photographs and/or radios.

Ability to testify to the accuracy, time, place, and direction of photographs to lay a foundation for their introduction as evidence.

Ability to conduct, or participate as a member of a team in assigned office and/or field investigative duties.

Ability to prepare reports of investigative activities.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as

long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 22/I22 - 56783 MER 11/24/07
LG - 56783

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Job Specification 56782

INVESTIGATOR 3

DEFINITION:

Under close supervision of a Supervisor of Investigations or other supervisory official, conducts routine investigations, in the field or from the central office, involving alleged noncompliance with state statutes and regulatory requirements; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Investigates cases involving alleged fraud, negligence, misrepresentation, misconduct, or institutional abuse by public employees, industry representatives, licensed/certified professionals, or authorized vendors or out of home caretakers.

May review criminal history record information from verifiable sources and performs follow-up investigations to determine the employment eligibility of applicants and existing employees.

Participates in joint investigations and/or surveillance with other departments or other law enforcement agencies.

Maintains confidentiality with investigations.

May be required to use cameras, radios and other investigative equipment and analyze the information gathered through their use.

Reviews correspondence relating to inquiries and prepares draft of replies consistent with applicable laws, rules, regulations, orders and relevant documentation for review and approval.

Prepares or assists in the preparation of legal documents for review and further processing.

Participates in the execution or serving of legal documents such as administrative warrants, subpoenas, orders, and notices.

May conduct surveillance at all hours to establish patterns of conduct and detect violations of law.

Identifies, collects, and preserves physical evidence obtained during the course of an investigation.

Reviews and analyzes information contained in records and documents maintained by individuals, business, financial or governmental entities to determine departure from acceptable practices.

Interviews witnesses to obtain accurate and comprehensive supporting documentation relative to alleged violations by individual(s) or organization(s).

As part of a team, monitors compliance of joint agency controlled activities and institutes enforcement action on any violations noted.

Develops methods of investigation to comply with applicable statutes and regulations.

Prepares reports of investigational activities containing findings, conclusions and recommendations, and notifies appropriate agencies.

Prepares correspondence.

Acts as a witness and testifies for the state before grand juries, courts of law, administrative hearings, or other judicial bodies as required.

Conducts surveys of customers served by regulated entities to monitor compliance with regulations.

Maintains records and files relevant to investigatory matters.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

One (1) year of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis.

NOTE: Applicants who do not possess the required education may substitute experience in investigation of criminal, civil or regulatory matters, on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, or Social Work, or Criminal Justice may be substituted for one (1) year of experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of legal terminology used in investigative work.

Knowledge of procedures and techniques used to conduct investigations.

Knowledge of the methods to research and obtain background data.

Knowledge of legal documents such as subpoenas, affidavits and

search warrants and the procedures for requesting, obtaining, and executing them.

Knowledge of interviewing techniques.

Knowledge of techniques used to review contracts, sales agreements, guarantees, warranties, and advertising material to determine rights of complainants and seek evidence of misrepresentation.

Knowledge of the types of conduct that would legally constitute negligence, abuse/neglect, or willful misconduct under the regulatory enforcement of the assigned department.

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Ability to access, interpret and maintain criminal history files.

Ability to use equipment such as radios and cameras.

Ability to interview witnesses, and take proper statements from them to introduce into evidence.

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Ability to gather and preserve evidence to introduce in court proceedings.

Ability to obtain and review reports of police and other law enforcement agencies.

Ability to determine and evaluate situations which require photographs, and/or radios.

Ability to testify to the accuracy, time, place, and direction of photographs to lay a foundation for their introduction as evidence.

Ability to conduct, or participate as a member of a team in assigned office and/or field investigative duties.

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Ability to understand and apply the New Jersey statutes, laws, regulations, standards and policies governing the procedures for regulatory control and compliance with civil, administrative, criminal, and institutional abuse/neglect.

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Ability to provide testimony under oath in administrative hearings, state and federal courts or other judicial bodies.

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Ability to investigate and analyze facts and data.

Ability to prepare reports of investigative activities.

Ability to prepare correspondence.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

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Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 19/I19 - 56782 MER 11/24/07
LG - 56782

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ABC

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Job Specification 02175

INVESTIGATOR, ALCOHOLIC BEVERAGE: CONTROL

DEFINITION

Under direction, conducts investigations of applicants applying for a license to sell alcohol and/or alcoholic beverages, and of current licensees; investigates complaints and of the conditions of premises; prepares reports on investigations; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Conducts background investigations of applicants to determine their eligibility for a license.

Conducts interviews of applicants and licensees.

Visits premises to determine conditions and conduct of customers or patrons.

Conducts regular and special investigations for violations.

Serves subpoenas.

Provides testimony at hearings.

Provides information on ordinances, regulations, and policies.

Prepares reports and correspondence.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in conducting field investigations or in collections.

LICENSE:

Appointees will be required to possess a driver=s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of procedures used to conduct investigations.

Ability to read and interpret established rules and regulations and apply them to specific situations.

Ability to conduct interviews.
Ability to use tact and courtesy in conducting investigations.

Ability to observe significant conditions.

Ability to prepare reports and correspondence.

Ability to plan, organize, and conduct investigations.

Ability to maintain essential records and files.

Ability to accurately report facts in a concise, objective manner.

Ability to provide testimony.

Ability to analyze, interpret, and evaluate information.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-02175 CAH 6/30/97

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*Training
Special Services*

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Job Specification 05281

CHIEF POLICE INSTRUCTOR

DEFINITION:

Under direction, recruits, selects, schedules and evaluates instructors for police training courses; determines course content and instruction procedures; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Recruits, selects, schedules and evaluates instructors for police training courses.

Monitors the instructor progress and performance.

Conducts research for course preparation and presentation in conformance with relevant laws, rules, rules and regulations.

Determines and advises instructors regarding course content and duration, and the appropriate instruction procedures.

Selects and arranges for guest speakers to supplement available information in specific courses.

Obtains or provides training for instructors to accommodate changes in computer programs and/or equipment used for student instruction.

Teaches training courses.

Counsels trainees who are having personal or discipline problems or other difficulties.

Provides assistance and advice to associates and instructors in the training program.

Maintains records of instructors, classes, trainees and related information.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's Degree.

NOTE: Applicants who do not meet the above education

requirement may substitute additional work experience as described below on a year for year basis.

EXPERIENCE:

One (1) year of experience as an instructor at a secondary school, college or vocational or, at a police training school which shall have involved course preparation and presentation.

CERTIFICATE

Possession of a valid certificate as a police instructor issued by the New Jersey Police Training Commission.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of training principles and techniques.

Knowledge of teaching principles, methods, tools and techniques, and their application to specific training courses.

Knowledge of the methods used in the presentation of organized classroom lectures.

Knowledge of the multi-media systems, the setting up and the writing of programs to be used in the multi-media system (a computer program student response system) where available.

Ability to develop, schedule and evaluate training classes.

Ability to develop the content, procedures and presentation of training courses.

Ability to evaluate instructional personnel.

Ability to communicate effectively.

Ability to organize technical work, analyze specific training problems and develop effective work methods.

Ability to prepare lesson plans, and select appropriate books and training aids.

Ability to establish and maintain cooperative working relationships with associates, supervisors, employees, students and with those persons interested in or concerned with the training program.

Ability to prepare clear, sound, accurate and informative reports, containing findings, conclusions and recommendations.

Ability to prepare correspondence.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG- 05281 DJ 9/30/99

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*Community
Policies*

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Job Specification 01445

CRIME PREVENTION AIDE

DEFINITION

Under direction, informs, educates, and encourages neighborhood residents and proprietors of business establishments to reduce or eliminate crime targets; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Working alone or as a member of a team, informs, educates, and confers with residents and proprietors of business establishments concerning the reduction and elimination of crime targets.

Distributes material on crime prevention and reporting.

Makes presentations before community organizations and public and private agencies on crime prevention.

Conducts surveys on crime.

Prepares reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in work involving the explanation of procedures to a variety of types of persons and obtaining their cooperation in following such procedures.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to relate to the residents and the community's needs and deal effectively with problems related thereto.

Ability to perform the work involved in the dispensing of information of crime prevention to residents.

Ability to participate in community affairs.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-01445 CAH 3/16/99

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Property Room

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Job Specification 05927

PROPERTY CLERK/ WORD PROCESSING OPERATOR

PROPERTY CLERK

DEFINITION

Under direction, is responsible for the collection, recording, and safe storage of property and other valuables consigned or confiscated by the police department or other law enforcement agency; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Receives, stores, and records various articles or valuables seized as evidence which have been confiscated by law enforcement authorities or recovered, lost, or stolen property.

Tags and records all evidence and property.

Prepares records of articles and valuables received including description of article, name of owner (if known), name of law enforcement officer from whom received, and reason for retention.

If the identification of the owner of lost or stolen property is known, sends a notice to the owner asking that property be identified and claimed.

Issues property or evidence being retained to proper individual on receipt of appropriate authorization.

Notifies persons from whom property has been confiscated as evidence that they may recover their possessions when they are no longer needed.

Prepares list of articles or evidence required by law to be destroyed and sends same for destruction on proper authorization.

Receives property and valuables of deceased individuals which have not been claimed by heirs.

Releases property only on receipt of official discharge documents.

Testifies in court regarding receipt of evidence.

May place advertisements in local papers asking that lost property be claimed.

May lift heavy objects.

May drive a motor vehicle to various locations to pick up evidence and bring it back to the property room.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the receipt, recording, issuance, and storage of supplies or equipment.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of work involving the obtaining, recording, safeguarding and issuing of varied types of equipment, materials, and supplies.

Ability to understand, remember, and carry out oral and written directions.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 02894 CAH 6/30/97

This job specification is for local government use only.

WORD PROCESSING OPERATOR

DEFINITION

Under direction, operates a word processing system to type a variety of documents to prepare text content for automatic reproduction, and utilizes a word processing system to reproduce, correct, adjust, and print a variety of written material; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Operates a word processing system to type a variety of documents, maintain memory files of them, and provide for necessary corrections and adjustments in the prepared text.

Updates material and files and maintains records and listing of memory files including information on subject content, media coding, margins, tabs, switch codes, and other special instructions.

Types a wide variety of text materials from pencil copy, rough notes, and detailed instructions to produce technical, scientific, financial, statistical, and other reports or correspondence, memoranda, charts, bills, contracts, case files, and other manuscripts.

Selects, sets, and adjusts equipment to produce printed text in accord with predetermined standards or directives.

May assist in training other employees in the operations of the word processing system.

Organizes assigned work and develops effective work methods for the meeting of deadlines and work criteria.

Composes replies to routine correspondence.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of general experience in the operation, technology, and application of varied word processing equipment.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, practices, and equipment.

Knowledge of performing difficult typing work.

Knowledge of the operation, technology, and application of word processing equipment.

Ability to understand, remember, and carry out oral and written directions.

Ability to maintain records and files.

Ability to operate and work effectively with a word processing system.

Ability to organize assigned work and develop effective work methods.

Ability to utilize various types of electronic and/or manual

recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 98/698 - 05487 RKR/mk 12/12/97
LG - 05487

This job specification is for state and local government use.

TITLE CODE FOR DUAL TITLE: LG - 05927

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Records Bureau

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.
Job Specification 53099

TECHNICIAN, MANAGEMENT INFORMATION SYSTEMS

DEFINITION:

Under supervision assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, implements and monitors management information systems used to compile, store, retrieve, and process varied types of financial, program, or other information unique to the unit; operates computers and related equipment controls; analyzes and troubleshoots information processing program or system error conditions; updates and analyzes application software problems; performs system maintenance; or in a client/server environment, provides hardware and software on servers or workstations; does other related duties.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed. Positions in this class are responsible for the system that processes program/operational data and information involving analysis and interpretation of the information system. This title is not intended to classify positions solely responsible for entry and retrieval of data.

EXAMPLES OF WORK:

Acts as a communication link between departments and agency supervisors and/or administrative staff in terms of providing technical assistance on detail program queries regarding the reporting of case information.

Monitors and performs prompt preparation of input documentation.

Establishes effective lines of communication with agency supervisors to maintain quality standards of reported data and necessary corrective action identification.

Develops file layouts for user applications.

Determines the distribution of output reports and assists agency supervisory personnel in the interpretation of the results of the reports.

Guides, schedules, and takes corrective action on source documents.

Ensures that proper batch controls are maintained by the agencies.

Identifies information needs by batch for the agencies and data processing system that may require individualized agency changes; in general, this task is performed to ensure that specific agency procedures that may not coincide with the automated processing

are augmented to create an effective processing environment.

Answers inquiries from system users; explains system functions and provides technical assistance in the use and application of system features.

Provides support in the maintenance of mainframe connections.

Installs, configures and sets up printers and workstations; installs software programs.

Responds to requests for assistance; identifies and corrects hardware, software, and printer problems.

Troubleshoots application errors.

Identifies and resolve network problems.

Prepares reports.

Maintains records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE:

One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credit being equal to one (1) year of experience.

Twenty-four (24) semester hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the education.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods and procedures.

Knowledge of information processing production and control functions, and of workflow control techniques.

Knowledge of client/server productivity aid packages.

Ability to isolate causes and solve case information processing problems.

Ability to communicate problems, causes, and recommended solutions to users and administrative personnel in a

diplomatic/cooperative manner.

Ability to specialize in one functional area or to perform control activities and communications over a combination of processing applications/procedures.

Ability to teach the operation and procedural requirements to other employees.

Ability to use system diagnosis tools.

Ability to use network center productivity aids and software packages.

Ability to communicate, both orally and in writing, using easily understood language with all levels of employees (agency supervisors and line staff).

Ability to prepare reports.

Ability to work effectively with associates and supervisory officials.

Ability to make necessary field and other tests.

Ability to make required inspections and investigations.

Ability to learn quickly from oral and written directions and explanations.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 16/A16 - 62041 (NE) MCK 1/27/01
16/A17 - 53099 (40 hr)



COMPSTAT

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Job Specification 02709

POLICE AIDE

DEFINITION

Under close supervision of a Police Officer, performs non-law enforcement duties; assists a Police Officer in performing clerical and routine field duties; does related work as required.

EXAMPLES OF WORK:

- Gathers and records data at accidents and other investigations.
- Assists radio dispatchers by logging messages, relaying calls, and monitoring teletype machine.
- Responds to general information requests.
- Performs police clerical tasks as required.
- Takes fingerprints and photographs.
- Assists officer in charge of property room in duties relative to security of physical evidence and lost and found items.
- Maintains a wide variety of required police records as directed.
- Assists in surveys, research projects, and public service functions.
- Assists in preventative maintenance of department vehicles and other equipment.
- Performs police community relations functions as assigned by superior officer.
- Checks the condition of parking meters and refers repairmen to parking meters needing their attention.
- Notifies police personnel of conditions that may warrant their attention.
- Gives testimony in court, prepares clear reports of significant activities and conditions, writes out summonses, checks parking meters that are vandalized or damaged by theft, prank or drivers, and reports such items.
- Issues summons to vehicle that is parked unlawfully when patrolling assigned area.
- Checks for vehicles that are listed stolen by police and report them for recovery.

Issues summons to vehicles that are parked overtime on any meter in assigned area.

Regulates the movements of school children at a street intersection.

Working alone or as a member of a group, informs, educates, and confers with community residents concerning the reduction and elimination of crime targets.

Distributes material on crime prevention and reporting.

Makes presentations before community organizations on crime prevention.

Conducts surveys on crime.

Prepares reports as required in the performance of assigned duties.

Assists and works with Police Officers assigned to Juvenile Unit; gives talks to juveniles and adults on problems of juvenile delinquency.

Interviews juveniles to determine cause of offense.

Visits homes and advises parents on behavior problem of juvenile offender and how to cope with the problem.

Prepares written and oral report of investigations.

Interviews witnesses to obtain relevant facts.

Recommends referrals of juveniles to social agencies.

Surveys the community looking for unsafe and unsanitary conditions and makes reports of same.

Receives complaints from local community residents and refers them to appropriate municipal agencies.

Serves in a liaison capacity between various community groups and the police department in order to establish and promote better understanding and communication.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems involved in parking violations.

Knowledge of the procedures used in dealing with such problems.

Knowledge of the keeping of records and of the making of reports of conditions noted and actions taken.

Knowledge of the sources and methods for obtaining information.

Knowledge of the methods used in explaining procedures to varied types of persons and obtaining their cooperation in following

such procedures.

Ability to understand, remember, and carry out oral and written directions.

Ability to analyze routine problems, organize assigned work, and develop work methods.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to note significant conditions and take the proper action in accordance with the prescribed procedures.

Ability to report significant conditions noted and actions taken to relate to the residents and the community's needs and deal effectively with problems related thereto.

Ability to perform the work involved in the dispensing of information of crime prevention to residents.

Ability to participate in community affairs.

Ability to prepare clear, sound, accurate, and informative reports when so directed and to maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-02709 CAH 7/24/95

THIS SPECIFICATION IS FOR COUNTY AND MUNICIPAL GOVERNMENT USE ONLY.



BCI *Recruitment Bureau*

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Job Specification 02080

IDENTIFICATION CLERK

DEFINITION

Under direction, performs clerical work connected with the identification of persons; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Types fingerprint cards of persons committed to the county jail, and persons applying for pistol permits and so forth.

Completes disposition slips prior to mailing them to state and federal bureaus.

Compiles and sends out wanted notices of prisoners.

Answers requests of police departments and law enforcement agencies for photographs and records of criminals.

Furnishes probation department and the prosecutor=s office with criminal records used for presentence investigations.

Fingerprints and photographs persons applying to be a deputy sheriff and persons applying for pistol permits.

Develops and prints photographs, and maintains records showing the number of pistol permits issued and deputy sheriffs appointed.

Makes photostatic copies of letters, checks, leases, permits, applications, and other documents.

Enlarges and reduces maps and charts.

Prints photographs of prisoners committed to the county jail and maintains a file of photographs and negatives.

Keeps extensive records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of methods used in checking, sorting, indexing, and filing similar articles after a period of training.

Knowledge of precautions that need to be taken to prevent the loss of filed articles after a period of training.

Knowledge of the operation and care of equipment and processes used in making photostatic copies, and of the keeping of extensive records and files after a period of training.

Ability to understand, remember, and carry out oral and written directions.

Ability to organize assigned work and develop effective work methods.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to work harmoniously with others.

Ability to check, sort, index, and file similar articles and to take needed precautions to prevent the loss of files and articles.

Ability to care for and operate relevant equipment and to maintain extensive records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-02080 RKR/hw 7/28/97

This job specification is for local government use only.



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Job Specification 02735

POLICE RECORDS CLERK

DEFINITION

Under direction, performs responsible and varied clerical work of moderate complexity involving the processing and keeping of varied police records; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may be listed.

EXAMPLES OF WORK:

Files confidential police records.

Organizes assigned clerical work and develops effective work methods.

Handles routine correspondence.

Accesses information.

Operates varied types of office machines and equipment.

Refers errors to superiors.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in clerical work.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform in essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office practices, techniques and equipment.

Ability to handle routine correspondence.

Ability to maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 02735 MCK 08/19/04

This job specification is for local government use only.

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Special Services (Training)

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Job Specification 05572

TRAINING OFFICER, LAW ENFORCEMENT

DEFINITION

Under direction, plans, organizes, supervises, coordinates, and implements comprehensive law enforcement and staff development programs; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans, coordinates activities, and implements plans by providing and supervising the provision of training to law enforcement officials on a variety of law enforcement topics.

Prepares teaching and study program in accord with identified needs and/or goals.

Prepares and implements periodic examinations or a program designed to measure participants' knowledge in specific fields, determines results of such examinations, and maintains records of results and findings.

Evaluates existing conditions and needs of law enforcement agencies to identify areas to be supplemented through a training program.

Serves as liaison with local, state, and federal agencies on training activities.

Keeps abstracts of latest developments in the law enforcement area concerning technical as well as legal advances.

Provides technical assistance to participants and agencies in the field of law enforcement.

Prepares articles, correspondence, and technical and confidential reports containing facts, conclusions, and recommendations.

Provides training on all phases of law enforcement including legal basis, apprehension and arrest, search and seizure, self defense, use of firearms, surveillance reporting, management of agencies, rescue and first aid practices, hostage situations, bomb treats, forcible entry into buildings, and so forth.

Shows films and slides, gives lectures and demonstrations, and oversees activities of law enforcement officers engaged in simulated exercises.

Prepares audiovisual aid materials to be used during the course of instruction including still and moving cameras, circuit and video systems, voice records, and so forth.

Observes, evaluates, and criticizes the performance of participants in training to determine progress through instruction and ascertains successful accomplishments of training requirements for graduation.

Maintains records of courses offered and graduates, and issues certificates to acknowledge successful completion of training program.

Attends meetings, training sessions, and seminars to further knowledge in the field.

Gives talks to groups of a varied nature on the subject of law enforcement to provide information and further the interest of the agency.

Makes arrangements for facilities, equipment, and needed materials, selects audiovisual material to be used, and invites other experts in the field to give lectures and presentations.

Confers with directors of law enforcement agencies to devise plans and identify needs within their units to further the training and competence of employees.

Plans and develops policies and procedures for the execution of staff development and training programs.

Conducts periodic firearms qualification tests.

Researches and prepares proposals for training programs.

Plans, develops, and conducts orientation classes for new employees.

Seeks out funds for training programs through federal, state, and private grants.

Prepares and maintains bibliographies and resource materials for staff development courses.

Prepares clear, sound, accurate, and informative reports on training programs and activities containing findings, conclusions, and recommendations.

Makes recommendations for annual budget.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor=s degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience involved in determination of law enforcement training needs, development of training plans and

materials, and conduct of orientation, inservice, refresher, and other types of law enforcement training courses.

LICENSE:

Appointees will be required to possess a driver=s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of principles, methods, and problems involved in planning, organization, and administration of law enforcement training programs.

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Knowledge of teaching principles, methods, tools, and techniques, and their application to law enforcement training programs.

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Knowledge of the judicial system and laws covering the law enforcement field.

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Knowledge of the State of New Jersey and federal laws that concern law enforcement agencies of the state and its local jurisdictions.

Knowledge of recent Supreme Court decisions affecting the law enforcement field.

Knowledge of federal and state laws and procedures on arrest, detention, and search and seizure.

Knowledge of the use of firearms and other weapons normally used by law enforcement agencies.

Knowledge of methods of detecting, apprehending, placing charges against, safeguarding, and prosecuting lawbreakers.

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Knowledge of methods in handling crisis situations such as riots, hostages, bomb devices, and so forth.

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Ability to establish good communication and rapport with law enforcement officials.

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Ability to establish and maintain cooperative working relationships with public officials.

Ability to plan and develop training programs.

Ability to exercise independent judgment in evaluating situations and in making determinations.

Ability to establish rapport and gain confidence of individuals and varied groups of people.

Ability to develop and direct an ongoing law enforcement training program.

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Ability to organize training courses, analyze training problems, and develop effective work methods.

Ability to assist in the formulation of tentative training plans.

Ability to prepare training manuals and other related materials.

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Ability to establish cooperative working relationships with administrative and supervisory officers.

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Ability to work harmoniously with associates, superior officers, employees, and with those persons interested in or concerned with inservice and other training work.

Ability to prepare clear, sound, accurate, and informative statistical and other reports of training activities containing findings, conclusions, and recommendations.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 05572 RKR/clp 12/18/97

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