

**Section I Certification Required Prior to Acceptance of Trainees into a Basic Course** (policy supplement to N.J.A.C. 13:1-8.1) Revised 04-02-14

- b) A potential trainee shall not be admitted into certain basic courses without successfully completing the psychological and physical fitness requirements set forth herein, prior to orientation day for the basic class to which the potential trainee seeks admission.
1. This pre-admission requirement shall only apply to potential trainees who are required to successfully complete the following basic courses:
    - i. Basic Course for Police Officers (including Alternate Route)
    - ii. Basic Course for Special Law Enforcement Officers Class II
    - iii. Basic Course for State Corrections Officers
    - iv. Basic Course for County Corrections Officers
    - v. Basic Course for Investigators
    - vi. Basic Course for Juvenile Corrections Officers
    - vii. Basic Course for Juvenile Parole Officers
  2. The pre-admission psychological requirements and minimum physical fitness requirements shall not be waived.
  3. Psychological Testing Requirements shall include:
    - i. A psychological examination by a licensed psychologist to determine whether or not the potential trainee is psychologically fit to undergo basic training.
      - a. The psychological examination shall include a written personality examination such as NEO-PI-R, the Inwald Personality Inventory, or such other functionally equivalent examination; and
      - b. The examination shall also include an evaluation, conducted by a licensed psychologist no more than twelve (12) weeks prior to orientation day for the class to which the potential trainee seeks admission.

- ii. The psychologist shall state, on a form prescribed by the Commission, whether or not the potential trainee is psychologically fit to effectively perform the duties of the title to which the individual is appointed. Only those individuals who are found to be psychologically fit may be admitted to a basic training class. Certification of psychological fitness must be provided by the employer to the school director prior to orientation day for the basic training class.

4. Physical Fitness Testing Requirements.

- i. A potential trainee must successfully complete all five (5) components of the PTC prescribed pre-admission physical fitness test. Remediation and re-testing are not authorized under any circumstances.
- ii. In order to participate in the physical fitness test, the potential trainee must present proof of medical clearance, certified by a physician no more than 30 days prior to the date of the test, on a form prescribed by the Commission.
- iii. The PTC pre-admission physical fitness test shall include a 300 meter run, push-ups, a measured vertical jump, sit-ups, and a 1.5 mile run, administered in that order.
- iv. To successfully complete the physical fitness test, the potential trainee must complete:
  - a. A 300 meter run in 70.1 seconds or less
  - b. 24 push-ups in 1 minute or less
  - c. A vertical jump of 15 inches or more
  - d. 28 sit-ups in 1 minute or less
  - e. A 1.5 mile run in 15.55 minutes or less

5. A Police Training Commission certified physical conditioning instructor, designated by the school director, shall conduct the physical fitness test no more than twenty (20) weeks prior to the orientation day for the class. The designated instructor shall submit the results of the testing to the school director. Test results may not be carried from one class to another. A potential trainee must pass pre-admission testing no more than twenty (20) weeks prior to orientation day for the specific class to which the potential trainee seeks admission. Commission staff will not accept any results of testing administered more than twenty (20) weeks prior to orientation day of the class for which the trainee seeks admission.

6. The date, time and location of the test shall be determined by the school director, with approval from Commission staff.
  - i. The testing shall be conducted in accordance with the PTC Physical Conditioning Training Manual, as applicable.
  - ii. All five (5) components of the physical fitness test must be conducted and completed within one continuous eight (8) hour period.
  - iii. All running events shall take place on a level running track or roadway, previously approved by the Commission staff.
  - iv. All remaining events shall take place on a level surface, previously approved by the Commission staff.
  - v. A school director, with permission of Commission staff and for good cause shown, may schedule an alternate test date for a potential trainee who, for emergent and/or compelling reasons, was unable to report for testing on the originally scheduled date.
  - vi. The instructors conducting the tests shall verbally advise the potential trainee of each successful repetition for the sit up and push up components while the potential trainee is undergoing those components of the testing procedure (i.e. "one complete, two complete, three complete," etc).

7. The school director shall:
  - i. Submit to Commission staff, on a form prescribed by the Commission, a complete list of potential trainees who participated in the pre-admission testing, indicating their individual scores for each physical fitness test component, and whether or not each potential trainee passed the psychological fitness evaluation. The documentation for all physical fitness testing, and the results of all psychological fitness evaluations shall be maintained by the school director, and shall be made available for examination by Commission staff upon request.
  - ii. Submit the required documentation as set forth herein to Commission staff not later than 10 working days after orientation day for the course in which the trainee is enrolled. School directors are expressly prohibited from allowing any trainee who has not met or exceeded the minimum score requirements of all five (5) pre-admission physical fitness test components, and successfully passed the psychological evaluation as set forth herein, from participating in any basic training class. Failure to comply with the provisions of this section may, in the discretion of the Commission, result in the suspension or revocation of school certification.
8. The failure of a potential trainee to successfully complete and pass the psychological and physical fitness pre-academy entrance requirements set forth herein may not be appealed to the Police Training Commission.