

Division of Criminal Justice  
Police Training Commission

# Commission Rules

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## SUBCHAPTER 1 - DEFINITIONS

### 13:1-1.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

"Appointing authority" means a person or group of persons having the power of appointment to or removal from offices, positions or employment under the jurisdiction of the Police Training Commission.

"Basic Course" means an entry-level training course at a Commission-approved school designed for trainees who are required by law to be trained under Commission jurisdiction.

"Certification" means a written statement issued by the Commission attesting that a school or individual has complied with Commission requirements.

"Commission" means the Police Training Commission.

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

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

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

"In-service course" means any Commission-approved course of study which a trainee shall attend after completion of the basic course.

"Institution of higher learning" means any college or university licensed by the New Jersey Commission on Higher Education.

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

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

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

"Police officer" means any employee of a law enforcement agency, a correctional agency or a juvenile justice agency who, by statute, comes under the jurisdiction of the Commission or any member of a fire department or force who is assigned to an arson investigation unit pursuant to Public Law 1981, Chapter 409.

"Range master" means an individual certified by the Commission and appointed by a school director to control and supervise all activities at a firearms range.

"School" means an institution approved by the Commission to provide basic and/or in-service courses of study.

"School director" means an individual designated as having the responsibility for the administrative and day-to-day operations of a Commission-approved school.

"Special instructor" means a civilian who is not employed as a police officer as defined in this Subchapter and is certified by the Commission to teach in a Commission-approved school.

"Subject" means a component of a curriculum dealing with a specific matter.

"Trainee" means an individual attending a Commission-approved school.

## **SUBCHAPTER 2 - GENERAL PROVISIONS**

### **13:1-2.1 Relaxation of Rules**

The rules in this chapter shall be considered as general rules for the operation of the Commission and the administration of the Police Training Act. These rules have been designed to facilitate the education and training of police officers. The rules may be relaxed or dispensed with by the Commission in any instance where it shall be apparent to the Commission that strict adherence would result in an injustice to an individual or a law enforcement agency.

### **13:1-2.2 Authority of the Commission Chairman**

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

## **SUBCHAPTER 3 - SCHOOL CERTIFICATION**

### **13:1-3.1 Eligibility for Certification**

A law enforcement agency, a combination of law enforcement agencies, an institution of higher learning or a recognized governmental entity is eligible to apply to the Commission for certification to operate a school.

### **13:1-3.2 Application for Certification**

An application for certification shall be submitted on a form prescribed by the Commission. The application shall require the applicant to demonstrate a need for the school and the availability of necessary resources to operate the school. The application shall conform with the Commission's requirements with respect to buildings, grounds, facilities, firearms ranges, equipment, personnel and insurance.

### **13:1-3.3 Notice of Application**

The applicant shall send a written notice, on a form prescribed by the Commission, to every law enforcement agency within the county wherein certification for a school is sought, indicating the applicant's intent to seek Commission certification to operate a school. A written notice shall be forwarded to the Commission stating that this section has been complied with.

### **13:1-3.4 Application Review**

Commission staff shall review the application to determine if the applicant has demonstrated a need for the school, shall inspect the facility where the training is to be conducted and determine if the applicant has the necessary resources to operate the school. Commission staff shall submit a written report to the Commission which shall contain a recommendation with respect to the request. The Commission shall approve or disapprove the certification request with any conditions it believes to be appropriate.

### **13:1-3.5 Hearing on Application**

In the event a law enforcement agency interposes an objection with respect to school certification or there is more than one application for certification of a school within the same or adjoining counties, Commission staff may, for good cause, schedule a hearing by the Commission on the matter after due notice to the affected parties. The Commission shall approve or disapprove the certification request with any conditions it believes to be appropriate.

### **13:1-3.6 School Recertification**

Initial certification or recertification of a school by the Commission shall be for a period of three years. An application for recertification shall be the same as that provided in N.J.A.C. 13:1-3.2 through -3.5 together with a determination by Commission staff that a school has complied with all Commission requirements.

### **13:1-3.7 Suspension or Revocation of Certification**

(a) School certification may be temporarily suspended or revoked by the Commission for:

1. Failure to comply with Commission requirements;
2. Failure to substantiate that the school reasonably serves the needs of the law enforcement agencies within the locale where the school is situated;
3. Failure to operate a basic course for a period exceeding 18 months;
4. Failure to maintain the school's facilities, including any buildings, grounds, equipment and firearms range in a reasonably clean, safe and operational condition according to Commission standards; or
5. Other good cause.

(b) In the event of suspension or revocation, the school director shall be notified in writing as to the reasons(s) for the action and may request a hearing before the Commission in accordance with the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. The Commission may restore certification when the conditions for the suspension or revocation have been corrected.

## **SUBCHAPTER 4 - INSTRUCTOR CERTIFICATION**

### **13:1-4.1 Certification Requirement**

All instructors participating in a course authorized by the Commission must be certified before they are permitted to teach except as set forth in this Subchapter and except as provided for in an emergency as set forth in N.J.A.C. 13:1-7.2(a)13.

### **13:1-4.2 Eligibility for Certification**

An individual who has completed two years of college, has a minimum of three years of experience in his or her teaching specialty or career and can demonstrate knowledge and/or skill in a subject contained in a Commission-approved curriculum is eligible for consideration for instructor certification. The Commission may waive the educational and/or work experience requirement for a compelling reason.

### **13:1-4.3 Certification Process**

An individual seeking instructor certification shall complete the Commission-prescribed application and shall have his or her law enforcement agency's endorsement where applicable. The school director shall interview the applicant and, if there is an intention to utilize the services of the individual, shall then endorse the application and forward it to the Commission. Commission staff shall review the application and either approve or disapprove the request for certification as an instructor.

### **13:1-4.4 Types of Certification**

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

### **13:1-4.5 Certification**

(a) Initial instructor certifications and renewals shall expire on December 31 of the third year of the initial certification or renewal. As a condition of recertification, an instructor must teach at least once during the prior certification period.

(b) The Commission may impose conditions with respect to any certification and

may withdraw certification at any time, or deny renewal, for good cause.

(c) An instructor denied certification or renewal, or whose certification was withdrawn by the Commission, may appeal the decision to the Commission in accordance with the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

### **13:1-4.6 Certification Requirements for Instructors of Certain Subjects**

(a) Applicants who seek certification to instruct in certain subjects must be certified as an instructor and meet the following requirements:

1. An individual seeking certification as a firearms instructor must successfully complete a Commission-recognized Firearms Instructors Course. In addition, under the immediate supervision of a school's range master, the individual must successfully:

*i.* Demonstrate knowledge of the established range safety rules;

*ii.* Identify the major parts of those firearms which will be used in the training program;

*iii.* Demonstrate the ability to handle safely those firearms designated by the Commission under conditions such as the following:

- (1) Loading and unloading;
- (2) Using loading devices;
- (3) Clearing ammunition and weapon malfunctions; and
- (4) Cleaning and maintaining weapons properly;

*iv.* Demonstrate the knowledge and skills required to teach the techniques of marksmanship and be able to identify the reasons that may be leading a trainee to possible failure; and

*v.* Score no less than 95 in the Commission-required firearms course.

2. An individual seeking recertification as a firearms instructor must annually satisfy the range master of his or her ability to perform the requirements as set forth in (a)1i through iv above and comply with an appropriate firearms requalification program.

3. An individual seeking certification as a range master must be certified

by the Commission as a firearms instructor and meet each of the following requirements:

- i.* Possess a minimum of five years active experience as a certified firearms instructor at a Commission-approved school. The Commission may waive this requirement for compelling reasons;
- ii.* Have served in the capacity of a certified firearms instructor under the supervision of a certified range master during at least six basic firearms courses at a Commission-approved school; and
- iii.* Receive the recommendation of the school director at the school where the applicant will serve and a range master designated by the Commission to review the application. Both the school director and the range master shall state in their recommendation to the Commission that the applicant is competent to perform the duties and responsibilities of range master.

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

- i.* Prior completion of a course for radar operators, which shall have included a minimum of eight hours of training consisting of four hours of classroom instruction and four hours of supervised practice training;
- ii.* Two years of experience as a radar operator with a minimum of 80 hours of hands-on experience; and
- iii.* Successful completion of a Commission-recognized course for radar instructors.

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

6. An individual seeking certification as a vehicle operations instructor at a Commission-approved school must successfully complete a Commission-approved Vehicle Operations Instructors Course or one

containing substantially equivalent instruction in driver training.

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

*i.* Possess a minimum of five years of active experience as an instructor teaching vehicle operations (Functional Area 7.0) at a Commission-approved school. The Commission may waive this requirement for compelling reasons;

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

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

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

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

## **SUBCHAPTER 5 - LAW ENFORCEMENT OFFICER CERTIFICATION**

### **13:1-5.1 Certification Requirements; Basic Courses**

(a) A trainee shall be eligible for certification when the school director affirms that:

1. The trainee has achieved the minimum requirements set forth in the basic course applicable to his or her appointment and has demonstrated an acceptable degree of proficiency in the performance objectives contained in the particular basic course;
2. The trainee has participated in no less than 90 percent of the total instructional time assigned to those performance objectives designated by the Commission; and
3. The trainee has successfully completed the training required by the Commission to be conducted by the employing law enforcement agency.

### **13:1-5.2 Certification Requirements; Other Courses**

A trainee shall be eligible for certification in other courses when the School Director affirms that the trainee has successfully completed a curriculum and course requirements approved by the Commission.

### **13:1-5.3 Revocation of Certification**

The Commission may revoke the certification conferred upon a trainee if the Commission ascertains that the certification would not have been issued had certain facts concerning inappropriate conduct of the trainee been known to the Commission at the time the certification was issued. The Commission may also revoke a certification which was issued as the result of administrative error. The individual shall be notified in writing as to the reasons for revocation and shall be required to return the certification to the Commission. The individual may request a hearing in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

## **SUBCHAPTER 6 - CURRICULUM**

### **13:1-6.1 Curriculum and Courses**

A curriculum issued by the Commission shall be the required curriculum at a Commission-approved school and shall constitute the minimum requirements for trainee certification. The Commission curricula are incorporated herein by reference and are available from the Commission at 25 Market Street, PO Box 085, Trenton, New Jersey 08625-0085. An approved school shall conduct basic courses and those other courses as shall be required by the Commission. In addition to the required curriculum, a school may also offer, with Commission staff approval, additional components of a basic course. However, additional components shall not be considered part of the minimum requirements for trainee certification absent approval by the Police Training Commission.

## **SUBCHAPTER 7 - SCHOOL ADMINISTRATION**

### **13:1-7.1 School Directors**

Each Commission-approved school shall be under the immediate control of an individual who is designated for the purposes of these rules by the title "school director." The school director shall perform general administrative functions and shall be responsible for the day-to-day operations of the school. The Commission shall have the authority, after consultation with the agency responsible for operating a school, to remove a school director from all duties and responsibilities for the administrative and day-to-day operations of a Commission-approved school for a violation of Commission Rules, policies or directives. Notice of removal shall be in writing and shall be served upon the school director and the agency responsible for operating the school. A school director suspended or dismissed by the Commission may request a hearing before the Commission in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

### **13:1-7.2 Operating Entity Responsibilities**

(a) The law enforcement agency, combination of law enforcement agencies, institution of higher learning, or recognized governmental entity certified to operate a school is vested with the power, responsibility and duty:

1. To comply with all Commission rules, standards and directives governing the operation of the school;
2. To implement the required curriculum in conjunction with appropriate law enforcement officials and such other advisors that may be necessary and to devise a schedule that conforms to Commission requirements and submit same to Commission staff for approval;
3. To issue and enforce rules consistent with Commission requirements which govern the conduct of trainees and the use of the school's facilities. Each trainee shall be furnished a printed copy of the rules at the commencement of the course and a copy of the rules shall be posted in a conspicuous place on the school bulletin board and remain there for the duration of the course. These rules shall explicitly state which rule(s), the violation of which, may result in the trainee's suspension or dismissal from school;
4. To verify that the requirements for admission of an individual into the school have been complied with;

5. To maintain appropriate records for each trainee which shall include, but not be limited to, attendance, written examination grades, firearms qualification scores, behavior and counseling;
6. To report immediately the unauthorized absence of a trainee to an appropriate official in the trainee's law enforcement agency;
7. To report immediately the illness or injury of a trainee or an instructor to an appropriate official in the trainee's or instructor's law enforcement agency and to the Commission staff;
8. To dismiss a trainee who has demonstrated that he or she will be ineligible for Commission certification, for unacceptable behavior or for other good cause. In such cases:
  - i.* The trainee shall be informed immediately of the reason(s) for the action;
  - ii.* As soon as possible, but in no event later than the second business day thereafter, a written statement of the reason(s) for the action shall be provided to the trainee, the appropriate official in the trainee's law enforcement agency and the Commission;
  - iii.* The dismissal of a trainee for misconduct may take effect immediately when, in the opinion of the school director, the continued presence of the trainee would be disruptive of or detrimental to the conduct of the class;
  - iv.* Upon the written request of a trainee, the Commission Chairman may, after consultation with the school director and for good cause, permit a trainee to remain in school pending the appeal of a dismissal except that a trainee dismissed following a positive drug screen may not remain in school;
  - v.* A trainee who is dismissed from a school for misconduct shall not receive credit for any subjects completed up to the time of dismissal;
9. To inform the Commission whether a trainee has complied with the certification requirements set forth in N.J.A.C. 13:1-5.1, -5.2 and -6.1;
10. To submit records and forms to the Commission as required in accordance with a written schedule prepared by the Commission;
11. To maintain, for a period of three years, a master copy of each written

examination conducted by the school, together with the correct answers. The individual written examination papers of trainees who are academic failures and the targets of those who are firearms failures are also to be maintained for a period of three years;

12. To forward to the Commission, on the appropriate form, any request for the certification of an individual seeking to become a certified instructor;

13. To verify that all instructors have Commission certification. In an emergency or compelling circumstances, a non-certified instructor may be used except that an emergency certification will not issue for firearms, vehicle operations, first responder or physical conditioning instruction. In the event an emergency certification is necessary, Commission staff shall be notified as soon as possible and prior to any teaching by such individual and informed of the reason for this exception;

14. To appoint a range master and vehicle operations senior instructor for the school both of whom shall be qualified in accordance with Commission requirements;

15. To maintain and safeguard all Commission equipment on loan to the school and to notify the Commission immediately if any of the equipment is damaged or missing;

16. To provide class time for purposes of conducting orientation sessions for trainees in accordance with Commission requirements and bulletin board space for the posting of appropriate Commission rules and notices;

17. To charge a reasonable fee for each trainee enrolled at the school;

18. To appoint a school director and such assistants as may be required to implement this subchapter;

19. To conduct drug screening of all trainees so as to provide for the safety and welfare of all trainees, instructors and other school personnel. Drug testing shall be conducted during all basic courses in which use of force and unarmed defensive tactics training is provided. Trainees may be tested at any time during a basic course.

*i. All drug testing conducted at Commission-approved schools during a basic course shall be consistent with and utilize the procedures and methods set forth in the *New Jersey Law Enforcement Drug Testing Policy* and the *New Jersey Drug Testing Manual*, incorporated herein by reference, and including any future*

supplements and amendments, which can be obtained from the Commission at 25 Market Street, PO Box 085, Trenton, New Jersey 08625-0085, or from the Division of Criminal Justice web site at [www.njdcj.org](http://www.njdcj.org);

*ii.* The school director shall dismiss any trainee who produces a positive test result for illegal drug use. Such dismissal shall constitute a dismissal for misconduct; and

*iii.* The Commission may, as circumstances warrant, notify the central registry maintained by the Division of State Police of a trainee's positive test result for illegal drug use.

20. To employ aides, with the written approval of the Commission, to assist instructors, provided that no aide shall act in any instructional capacity;

21. To immediately report to the Commission any allegation of misconduct, improper instruction or other actions of an instructor or school staff;

22. To cooperate with the Commission in any investigation or inquiry; and

23. To verify that firearms training provided in Commission-approved courses is conducted only at a firearms range that has been inspected by Commission staff and found to be in compliance with Commission standards.

## **SUBCHAPTER 8 - RESPONSIBILITIES OF LAW ENFORCEMENT AGENCIES AND OTHER AGENCIES**

### **13:1-8.1 Certification Required Prior to Acceptance of Trainees into a Basic Course**

(a) Prior to the acceptance of a trainee into a basic course, the chief police officer or chief executive officer of the employing law enforcement agency shall certify by completing a trainee record card issued by the Commission that:

1. With respect to police officers as defined by this chapter, the appointing authority has complied with the provisions of N.J.S.A. 52:17B-68.1 and 69 and 18A:6-4.4 including, but not limited to, the following:

- i.* The individual has received a probationary appointment; and
- ii.* The individual has been granted a leave of absence with pay during the period of the police training course;

2. With respect to special law enforcement officers, the local unit has complied with the provisions of N.J.S.A. 40A:14-146.8 et seq. concerning the appointment of the individual;

3. The employing law enforcement agency has fingerprinted the individual and sent copies of the fingerprints to the Division of State Police and the Federal Bureau of Investigation in order to ascertain whether the individual has been convicted of an offense which would disqualify him or her from appointment as a police officer. The results obtained from the Division of State Police and the Federal Bureau of Investigation shall be made known to the appointing authority;

4. The employing law enforcement agency has conducted a pre-employment or background investigation of the individual to ascertain his or her character, fitness and eligibility to be permanently appointed as a police officer. The results of the pre-employment or background investigation shall be made known to the appointing authority;

5. The individual has undergone a medical examination by a licensed physician to determine if the individual is medically fit to undergo training. The physician shall state, on a form prescribed by the Commission, whether the individual is medically fit to undergo the training for which the individual is enrolled.

### **13:1-8.2 Notification to School Director**

An appropriate official from the employing law enforcement agency seeking to enroll an individual in a Basic Course shall notify the school director in writing, 10 days prior to the commencement of the course, that the agency has complied with its responsibilities as provided in this subchapter. In the event an agency is unable to comply with this section, the agency shall forward a written request to the Commission for an extension of time and shall indicate the reason(s) for the request. Failure to comply with respect to this notification may result in the affected individual being denied admittance into the basic course.

### **13:1-8.3 Other Agencies**

Individuals who are not police officers may enroll in a Basic Course or other courses when so approved in advance by the Commission and in compliance with N.J.A.C. 13:1-8.1 and 8.2.

### **13:1-8.4 Waivers**

(a) The Commission may, in its discretion, waive all or portions of any required training for an individual who has successfully completed a course conducted by any Federal, State or other public or private agency which is substantially equivalent to the Commission course.

(b) A request to waive training shall be submitted by the appointing authority to the Commission on a form prescribed by the Commission together with official documentation from the institution where the training was obtained.

(c) In order to maintain uniformity, the Commission shall, from time to time consistent with existing law, establish criteria for granting a waiver of training by the Commission staff. These criteria shall be available at any time to an appointing authority upon request.

(d) Commission staff shall inform employing agencies of the requirements necessary for a waiver of training.

## **SUBCHAPTER 9 - APPEALS**

### **13:1-9.1 Notice of Appeal**

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

### **13:1-9.2 Service of Notice**

The appellant shall serve a copy of the notice of appeal upon the respondent. The notice of appeal, together with proof of service, shall be filed with the Commission Chairman within 30 days from the date of the action appealed.

### **13:1-9.3 Answer**

Within 10 days after service of the notice the respondent shall file an answer with the Commission Chairman and serve a copy thereof on each of the parties to the appeal. The answer filed by the respondent shall include a statement of the grounds for its action.

### **13:1-9.4 Notice of Hearing**

Upon the filing of the notice and petition of appeal, at least five days' notice of the time and place fixed for the hearing of the appeal by the Commission shall be given to the parties. If the matter constitutes a contested case, the Commission may refer the appeal to the Office of Administrative Law for a hearing in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

### **13:1-9.5 Conduct of Hearing**

All hearings held pursuant to this subchapter shall be conducted in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

### **13:1-9.6 Enrollment of trainees previously dismissed from a Commission-approved course**

(a) No trainee who has been dismissed from a Commission-approved course for a positive drug screen may be enrolled in another Commission-approved course without the Commission's permission. The decision to allow a trainee to enroll following positive drug screen shall be made by the Commission on a case-by-case basis.

(b) No trainee who has been dismissed from a Commission-approved course for misconduct, failure to successfully complete use of force training, firearms training, defensive tactics training, the physical conditioning training program or for a positive drug screen and has an appeal of that dismissal pending before the Commission may be enrolled in another Commission-approved course without the Commission's permission. The decision to allow a trainee to enroll under this subsection shall be made by the Commission on a case-by-case basis.

(c) Enrollment in a Commission-approved course shall be denied by the Commission to any trainee who has been previously dismissed from a Commission-approved course and whose presence the Commission has reasonable cause to believe:

1. Will disrupt the training process and/or classroom order; or
2. Will have a negative impact on the health, safety or welfare of other trainees enrolled in the course.