



# **Division of Criminal Justice Police Training Commission**

# **BASIC COURSE FOR POLICE OFFICERS**

## **TRAINEE MANUAL**

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**New Jersey Department of Law & Public Safety  
Division of Criminal Justice**

## FOREWORD

The Police Training Act (N.J.S.A. 52:17B-66 et seq.), provides that a county or municipal police officer cannot receive a permanent appointment unless the officer successfully completes a training course approved by the New Jersey Police Training Commission. The Commission has the responsibility to administer the provisions of the Police Training Act and to prescribe the course of study that a law enforcement officer must successfully complete as a condition for permanent appointment. This manual contains the mandated course of study.

## BACKGROUND

The Basic Course for Police Officers is based on performance objectives which were formulated after a task analysis study was conducted to identify the duties performed by county and municipal police officers. The task analysis study, which involved chiefs of police, school directors, police instructors, patrol officers, and community representatives, culminated in the development of training materials to meet the needs of police officers. The study revealed that a police officer could be called upon to perform over 600 individual mental or physical tasks. Performance objectives are statements describing the tasks that a law enforcement officer is expected to perform. They constitute the minimum requirements of the Basic Course for Police Officers. This manual contains the Basic Course curriculum. In the year 2000, the Police Training Commission decided to revisit the Basic Course for Police Officers in order to update many of the Functional Areas and to incorporate the principles of Community Based Policing throughout the curriculum. This update is intended to underscore the significant role and obligation of the law enforcement officer to members of the community and to amplify the community caretaker and partnership aspects of law enforcement within the community.

## FORMAT

The curriculum is divided into 13 Functional Areas. A functional area is a grouping of related instructional units designed to address the basic principles of a particular subject area. Under Functional Area 11.0 (Traffic), for example, the following instructional units are grouped: Traffic Enforcement, Motor Vehicle and Traffic Laws, Traffic Stops, and Officer's Responsibilities at a Crash. Each instructional unit contains specific performance objectives. For example, the instructional unit outlining an Officer's Responsibilities at a Crash contains eight performance objectives that specify the knowledge and skills a trainee must acquire.

## AGENCY TRAINING

Before a law enforcement officer can attend the Basic Course for Police Officers at a commission-approved school, the newly appointed officer should undergo specific Agency Training. This training is conducted at the agency in which the officer is employed, and requires that the following performance objectives be successfully completed:

NOTE: In certain situations, with prior approval of the Police Training Commission, some of these performance objectives may be given at the commission-approved school. In such cases, the trainee will be notified on the orientation day which all trainees must attend.

### **Agency Training Performance Objectives**

1.2.1	3.10.8	10.10.2	10.21.4
1.2.3	3.10.9	10.11.1	10.21.5(A)
1.5.3	4.25.5	10.11.2	10.25.1
1.5.6	4.26.3	10.11.4	10.25.2
1.5.7	4.26.6	10.11.5	10.25.3
1.5.8	5.5.26	10.11.6	10.25.4
1.5.9	6.1.6	10.12.2	11.3.15
3.2.11	6.1.11	10.13.2(F)	11.3.16
3.3.4	6.1.12	10.15.5	11.4.5
3.3.5	6.4.8	10.16.6	12.2.1
3.4.5	7.3.1	10.17.1	12.4.2
3.6.8	9.1.1(F)	10.17.3	12.5.2
3.6.9	9.2.1	10.18.1	12.5.3
3.6.10	9.5.2	10.18.2	12.5.5
3.6.11	10.3.10	10.18.3	12.6.2
3.8.2	10.3.12	10.18.4	12.8.2
3.9.8	10.6.5	10.19.1	12.8.3
3.9.9	10.9.3	10.21.3(G)	

## CERTIFICATION REQUIREMENTS

A law enforcement officer cannot receive a permanent appointment in this state without successfully completing the Basic Course for Police Officers and receiving Commission certification. The following requirements must be met before Commission certification is granted.

## ACADEMIC REQUIREMENTS

1. A minimum score of 70 percent in written examinations must be earned for each of the 13 functional areas. A high score in one functional area cannot be used to offset a failing score in another.
2. A correct answer must be achieved in each of the 47 performance objectives identified as critical to officer and citizen survival. The critical performance objectives are the following:

### **Critical Performance Objectives**

3.10.4	9.5.9	9.7.(b)3	10.8.2
3.10.5	9.5.11	9.7.(b)4	10.9.4
3.10.6	9.6.1	10.3.7	10.9.5
3.13.9	9.6.3	10.3.13	10.10.3
4.13.5	9.6.6	10.3.16	10.13.8
4.23.4	9.6.9	10.4.1	10.13.9
4.23.9	9.7.3	10.4.7	10.14.7
4.28.10	9.7.4	10.5.15	10.14.8
7.5.1	9.7.5	10.5.16	10.20.5
7.5.2	9.7.(a)3	10.6.6	10.26.2
9.1.1	9.7.(a)4	10.6.7	10.26.4
9.2.5	9.7.(a)5	10.7.2	

3. A score of 80 percent must be achieved on a separate test for the 25 non-agency performance objectives contained in Instructional Unit 5.5, Use of Force. This test shall contain a minimum of two test items for each performance objective.
4. An average score of 80 percent must be achieved for three consecutive firings of the Handgun Qualification Course (HQC) promulgated by the commission.

5. Existing commission guidelines for performance objectives requiring physical or practical skills must be met. Participation in the Physical Conditioning Training Program is the commission standard or guideline. An individual must, however, participate in a minimum of 80 percent of the physical conditioning sessions scheduled by the school, with participation in no less than 40 sessions. With respect to practical skills, the instructor teaching applicable performance objectives shall determine an acceptable level of proficiency.
6. Participate in at least 90 percent of the total instructional time scheduled.

### FAILURE OF EXAMINATIONS

If a trainee fails a written examination or is unable to achieve an acceptable degree of proficiency in a physical or practical skill, the certified instructor or the school director will:

- Inform the trainee of the failure and its consequences.
- Review the examination with the trainee and, if possible, pinpoint the cause of the failure and suggest ways to correct the difficulty.
- Provide the trainee with Remediation Training that is designed to address the failure.
- Schedule a second examination and inform the trainee of the date when the examination will be administered.

The school director will schedule all re-examinations to permit at least one full day, following the Remediation, for further study. The re-examination questions should not be identical to those on the original examination. The trainee must achieve a score of 70 percent on the re-examination except for re-examinations on Instructional Unit 5.5 (Use of Force). For Instructional Unit 5.5 the trainee must achieve a score of 80 percent on the re-examination. If a trainee fails the re-examination, the school director will notify the Commission, the trainee, and the appointing authority of the failure. The trainee then will be dismissed from the school.

## BASIC COURSE DISMISSAL

If a trainee is dismissed from the Basic Course for Police Officers for failure to meet performance objectives, the Commission will notify the chief of the law enforcement agency, in writing, regarding the failure and the denial of certification. The chief of the law enforcement agency should then notify the appointing authority that it may exercise one of the following options:

- Request that the officer be retrained. This retraining must be completed within the statutory time period (N.J.S.A. 52:17B-69).
- Appeal the failure to the commission.
- Dismiss the officer from the agency.

If a trainee is dismissed from the Basic Course for Police Officers for any reason the trainee may appeal that dismissal to the commission.