

2025 POLICE SERGEANT, HUMAN SERVICES (PS1003K)

EXAM INFORMATION SHEET

The purpose of this information sheet is to provide candidates who will be taking the 2025 Police Sergeant, Human Services exam with information that should be helpful in preparing for the exam. The *tentative* timeframe to administer the exam is **October 2025**. Candidate exam notices will be mailed two to three weeks prior to the test date and will confirm the test date, report time, and location.

The format of the exam will be multiple-choice. Topics in this exam may include, but are not limited to:

- Law Enforcement Practices
- Supervision of Law Enforcement Personnel
- Interpersonal/Community Relations Skills
- Report Writing and Effective Written Communication
- Interpreting and Applying Rules, Regulations, and/or Policies
- Scheduling Personnel

While preparing for the exam, candidates may find it helpful to consult the following sources of information:

- N.J.S.A. 2C – The N.J. Code of Criminal Justice
- New Jersey State Human Services Police Policies and Procedures
- New Jersey Attorney General Guidelines/Directives*
- United States Constitution and Amendments
- Past and Current United States and New Jersey Court Decisions (Case Law)

*The NJCSC may send additional information at a later time regarding more agency-specific sources.

* Please note that the N.J. Office of the Attorney General has recently created a new set of websites where Guidelines (<https://www.njoag.gov/resources/ag-guidelines/>) and Directives (<https://www.njoag.gov/resources/ag-directives/>) can be found. When preparing for the exam, it is the candidates' responsibility to ensure that they identify, access, and are familiar with the most up-to-date version of all Guidelines and Directives that are currently in effect.

In addition to the sources mentioned above, the Civil Service Commission will utilize the following text to develop test questions related to police supervision and interpersonal/community relations:

Law Enforcement Management What Works and What Doesn't (1st Edition)

By Michael Carpenter and Roger Fulton

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ISBN: 9781932777901 (print and digital) or 9781608850891 (digital only)

Please note that the development of test items may **NOT** be limited to these sources. Candidates are encouraged to consult any additional source material they feel will aid them in their preparation for the exam.

Depending on the size of the candidate population, this exam may be administered via a computer-based testing system. A tutorial video providing an overview of the computer testing process can be accessed here: <https://www.youtube.com/watch?reload=9&v=VKv918R5Pcc>.

For further information regarding the testing process, you may wish to access the General Multiple-Choice Orientation Guide on the New Jersey Civil Service Commission's website at <https://www.nj.gov/csc/jobs/publicsafety/rule7.shtml>. Best of luck on the exam!