



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

2023 Law Enforcement Examination (LEE) Fact Sheet

LEE Titles:

The Law Enforcement Examination (LEE) has been developed to assess candidate readiness for entry into law enforcement titles considered to have common knowledge, skills, abilities, and other characteristics. **Applicants must file a separate application to indicate their interest in announcement for a particular jurisdiction and title.** An application processing fee is required for each application/symbol. **No applications will be accepted after the closing date.** LEE Titles include the following:

Campus Police Officer Recruit*
Correctional Police Officer (Department of Corrections) *
Correctional Police Officer, Juvenile Justice Commission*
County Correctional Police Officer
County Police Officer
Municipal Police Officer
Park Police Officer
Parole Officer Recruit
Parole Officer Recruit Juvenile Justice Commission
Police Officer Palisades Interstate Park*
Police Officer Recruit Human Services*
Sheriff's Officer
State Park Police Officer Trainee*
*State Title

Bilingual in Spanish and English and Bilingual in Korean and English positions may be available, by symbol, for some of the titles listed above. To apply for a bilingual position, you must complete an application for the particular bilingual announcement for the title. Candidates for Bilingual positions will be tested at the time of certification for proficiency in either Spanish or Korean.

Please note that if you apply for one or more announcements, you will only have one opportunity to take the examination, regardless of the number of symbols for which you apply. The score achieved on the exam will be applied to any of these symbols for which you apply in 2023.

Scores from ANY previous announcement examination cycle will **NOT** be carried over to the 2023 announcement. Anyone wishing to receive a score and be included on one or more of the 2023 LEE eligible lists **MUST** apply for the specific announcement/symbol issued for the jurisdiction and title in which you are interested, pay the related fee(s), and take and pass the examination scheduled for 2023.

For more information, please see the LEE FAQs at <https://www.state.nj.us/csc/authorities/faq/safety/lee.html>.

LEE Application:

Online applications will be available for each title announced and all requested information must be provided to determine eligibility, schedule applicants for the examination, and place successful candidates on the resulting eligible lists.

After you complete and submit each online application, you will receive a confirmation page which includes information about the title, symbol and fee for which you applied. Please print your confirmation page to preserve this information.

Residency:

Applicants are required to complete the residency portion of the application. Please note that your residency may be different from your mailing address. Residency information will be used to place your name in the appropriate tier for municipal and/or county eligible lists. You must be a legal resident of the jurisdiction you list as your residency as of the announcement closing date, and as of the appointment date for some jurisdictions. Please check with the municipality or county for their residency requirement.

LEE Payment Process:

After you have provided all required information, you will proceed to the payment screen. Acceptable payment types for each announcement include Credit Card, ECheck, or Pay by Mail. Fee exemptions are granted for those applicants who:

- are currently receiving General Assistance (Welfare). Applicants must submit a copy of the benefits letter from the local welfare director.
- are currently receiving Temporary Assistance for Needy Families (TANF – previously AFDC). Applicants must submit a copy of their award letter which shows the case number.
- are currently receiving Supplemental Security Income (SSI). Applicants must submit a copy of the latest annual award letter or Medicaid card recertification information.

Instructions for submitting the fee exemption documentation are provided on the confirmation page you will receive once you have submitted your application. Documentation must include proof of current eligibility within the past 12 months.

Update Name/Address/E-mail Address:

After submitting your application, if you need to change your name, mailing address or email address, please visit the NJCSC website to complete the online change form:

<https://www.nj.gov/csc/authorities/fag/seekers/Address%20Change.pdf>.

Individuals who need to make a name change should indicate the name used on the application in the top portion and then indicate their new name in the comment section. It is important to keep this information current for the life of an eligible list since all mailings of test schedules, results and potential job opportunities will be sent to your address of record.

Maximum Hiring Age Requirement for Municipal Police Officer Positions:

When applicants for Municipal Police Officer titles (including Bilingual positions) reach the day of their 35th birthday on or before the **announcement closing date**, they are considered to be over 35 years of age and are not eligible for appointment to the title, except for the following situations: Applicants under age 45 (applicants are considered over 45 on the day of their 45th birthday) as of **the announcement closing date**, who previously served in the following law enforcement titles, and other law

enforcement titles with duties comparable to the following titles, may deduct the amount of time they served from their current age to qualify for the maximum age 35 requirement. However, if they were separated from that prior service due to removal for cause on charges of misconduct or delinquency, they are not eligible for this age reduction exception.

Municipal Police Officer, State Trooper, NJ Transit Police Officer, Camden County Park Police Officer, Burlington County Bridge Commission Police Officer, Educational Enforcement Officer, County Police Officer, SEPTA Police Officer, Delaware River Port Authority Police Officer, Sheriff's Officer, AMTRAK Police Officer, or any persons who were previously employed by any State or Federal law enforcement agency or other public entity, and who performed duties comparable to the law enforcement duties performed in the positions specifically listed in N.J.S.A. 40A:14-127.1

Applicants over age 45 as of **the announcement closing date** may deduct previous service in the above titles only if they were separated from that service due to layoff.

Applicants may also deduct from their actual age the amount of time they served in the military, only during the conflicts and under the conditions for which they would qualify for Civil Service Veteran's preference, to qualify for the maximum age 35 requirement. Please visit the following website to determine if you qualify for Veteran's preference: <https://www.nj.gov/military/veterans>.

NOTE: Appointing Authorities will be notified of any applicant who is over the age of 35 and who may be certified for a possible Municipal Police Officer appointment in order to determine whether the applicant satisfies the age requirement exception.

LEE Eligible Lists:

The eligible lists that result from this examination will be valid for a minimum of one year and will be used to fill positions in the respective Civil Service jurisdiction and title. If you are appointed to a position, your name will be removed from the eligible list from which you are appointed. That is, you will no longer be eligible for appointment to another position in the same title and jurisdiction to which you were appointed. However, if you applied for other jurisdictions and/or titles, you will remain eligible for appointment from other eligible lists.

Pension Enrollment Information:

Appointees will be required to successfully complete a training program mandated by the New Jersey Police Training Commission. This training must be completed prior to enrollment in the Police and Fire Retirement System.

Candidates for all titles other than Municipal Police Officer and the Bilingual variants who are over 35 years of age as of the announcement closing date are not permitted to be enrolled in the Police and Fire Retirement System. They may be enrolled only in the Public Employees Retirement System.

Test Results:

In some instances, the Law Enforcement Examination (LEE) may be used to process promotional announcements. In these cases, the results of your LEE examination will automatically be applied to the promotional announcement.