



Frank Culmone
Chief of Police

LONGPORT POLICE DEPARTMENT

2305 Atlantic Avenue • Longport, New Jersey 08403-1196
609-822-2141 • Fax 609-822-0682

APPLICANT INSTRUCTIONS

Thank you for your interest in becoming a Borough of Longport Police Officer. Please ensure that you follow all directions and complete all forms in their entirety, failure to do so may affect your eligibility. All applicants must wear business attire on the date of the written exam.

The following items must be returned by the applicant to the Longport Police Department's Records Bureau no later than 12:00 p.m. on Oct. 28, 2017:

1. Completed and signed *PRELIMINARY APPLICATION*
2. Signed *QUALIFICATIONS FOR PATROLMAN* form
Ensure that you review the qualifications listed on pages 8-12.
3. RELEASE AUTHORIZATION form (*Do not sign until Instructed*)
4. Two forms of Identification (at least one photo identification)

Upon successful completion of the Written Exam, the Physical Examination Certification form (page 5) must be completed and **presented on the date of the Physical Fitness Indicator Test.**



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PRELIMINARY APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

ADDRESS: _____ ZIP: _____-

CITY: _____ STATE: _____ PHONE # (_____) _____-

CELLULAR PHONE # (_____) _____-

EDUCATION LEVEL: _____ EMAIL _____

SOCIAL SECURITY # _____-_____-_____ DATE OF BIRTH: ____/____/____

PLACE OF BIRTH: _____

HEIGHT: _____ WEIGHT: _____ EYE COLOR: _____ HAIR COLOR: _____

DRIVER'S LICENSE # _____-_____-_____ STATE: _____

CURRENT EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

EMPLOYER'S PHONE # (_____) _____-

YOUR JOB TITLE: _____

REFERENCES:

Name	Address	Phone #
#1: _____	_____	_____
#2: _____	_____	_____
#3: _____	_____	_____



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1. Full Name (First Middle Last)		Nickname			
2. Home Telephone Number					
3. Current Address			Length of time resided there		
4a. Previous Address			Length of time resided there		
4b. Previous Address			Length of time resided there		
4c. Previous Address			Length of time resided there		
5. Current Employer		Address & Phone Number			
6a. Previous Employer		Immediate Supervisor	Phone Number	Length of time employed	
Reason for leaving					
6b. Previous Employer		Immediate Supervisor	Phone Number	Length of time employed	
Reason for leaving					
7. Date of Birth		Place of birth (City, State)			
8. Social Security Number					
9. Race		Height	Weight	Hair	Eyes
Scars, Marks, Tattoos					
10a. Mother's Name		Phone Number	Date of Birth	Employer	
Mother's Address					
10b. Father's Name		Phone Number	Date of Birth	Employer	
Father's Address					
11a. Dependents Name		Date of Birth	11b. Dependents Name	Date of Birth	



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12a. High School Name	City	State	Start Date	End Date
High School Name	City	State	Start Date	End Date
High School Name	City	State	Start Date	End Date
12b. College Name	City	State	Start Date	End Date
College Name	City	State	Start Date	End Date
College Name	City	State	Start Date	End Date
12c. List any Fraternities/Sororities or any other professional or non-professional organization(s) that you presently belong to or have belonged to				
13a. Do you have a valid New Jersey Driver's License? DL Number?		13b. If your drivers license is from another state list State and DL#		
13c. Has your driver's license ever been revoked in this state or any other state? If yes, for what reason, what state and when?				
Year	Make	Model	Registration#	
Year	Make	Model	Registration#	
Year	Make	Model	Registration#	
15. Previous or present attempts for employment with any other law agency? If yes, what agency and date you applied.				
16. Have you ever been arrested? If yes, list the date, location and offense of the charge, and the Court disposition:				
17. Have you ever been involved in any civil legal proceeding either as a plaintiff or defendant? If yes, give the date, what court and what were the circumstances?				
18. Reference Name	Address		Phone Number	
Reference Name	Address		Phone Number	
Reference Name	Address		Phone Number	
19. Current dating partner's/spouse's full name		Date of Birth	Employer	
Address		Phone Number	Social Security Number	
20. Have you ever been fingerprinted for any reason? If yes when, where and for what reason?				
21. Are you related to anyone currently working for the Borough of Longport: If so, their name(s)				



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PHYSICAL EXAMINATION CERTIFICATION FORM

THIS FORM MUST BE PRESENTED ON THE DATE OF PHYSICAL FITNESS INDICATOR TEST

Before you are considered for employment with this department, you must have this form completed by a doctor of your choice.

1. Please have your doctor certify that you can or cannot perform the Physical Fitness Indicator Test. This certification is to be dated **NO EARLIER THAN SEVEN (7) DAYS PRIOR TO THE TEST.**
2. Your physician must certify your blood pressure and resting heart rate at the time of his examination.
3. It is understood by the undersigned that the Longport Police Department and the Borough of Longport will not be held responsible for injury sustained or loss of property that may be incurred during the testing period.

PRINT Applicant's Name

Applicant's Signature

=====

I certify that the above-named applicant for police officer has been given a physical examination and my findings are:

Blood Pressure

Resting Heart Rate

Physician's Signature

Date



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RELEASE AUTHORIZATION

TO ALL COURTS, PROBATION DEPARTMENTS, PREVIOUS EMPLOYERS, SCHOOLS, COLLEGES, SELECTIVE SERVICE BOARDS, PHYSICIANS, HOSPITALS, OTHER INSTITUTIONS AND AGENCIES WITHOUT EXCEPTION:

I, _____, am making application for employment with the LONGPORT
PRINT NAME
POLICE DEPARTMENT. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the LONGPORT POLICE DEPARTMENT, or its representative, any and all information, documentary or otherwise, pertaining to me that they may request.

A photo static copy of this authorization will be considered as effective and valid as the original.

SIGNATURE

WITNESS

DATE



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Qualifications for Patrolman

I certify that I meet the requirements listed in the “Qualifications for Police Officer,” and will furnish any documents necessary to prove same.

Applicant's Name (Print)

Applicant's Signature

Date



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TO: Police Applicants

FROM: Frank Culmone, Chief of Police

SUBJECT: QUALIFICATIONS FOR POLICE OFFICER

New Jersey State Statutes and Borough of Longport Ordinances stipulate that you must:

- 1. Be a citizen of the United States, and a resident of New Jersey;**
- 2. Be of sound mind and good physical health;**
- 3. Be able to read, write and speak the English language well;**
- 4. Have not been convicted of any criminal offenses, or offenses involving moral turpitude;**
- 5. Minimum age of 21;**
- 6. Possess an Associate Degree or is currently matriculating at a college or university offering a Baccalaureate Degree and has earned 64 credits toward a Degree or Served 4 years active military service;**
- 7. Have a valid automobile driver's license.**

As a police officer, it is essential that you be able to perform the following additional functions:

Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.

Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.

Ascend or descend stairs.

Climb over, pull up over, and jump over obstacles.



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Qualifications for Police Officer (Continued)

Jump down from elevated surfaces or areas.

Climb or crawl through openings.

Crawl under obstructions or in confined areas.

Balance on uneven or narrow surfaces.

Use body force to gain entrance or break through barriers.

Push objects, vehicles or persons.

Pull objects or persons.

Lift and carry objects or persons.

Drag objects or persons.

Sit or stand for extended periods of time.

Employ defensive tactics, using balance, leverage, concentration of power and opponent's power.

Swim.

Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow.

Detain individuals.

Stop suspicious individuals and vehicles.

Pursue fleeing suspects, in a vehicle or on foot.

Disarm persons.

Restrain or subdue resisting suspects.

Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.

Conduct visual and audio surveillance.

Perform law enforcement patrol functions, on foot or in a vehicle.



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Qualifications for Police Officer (Continued)

Issue summonses.

Direct traffic; sometimes for long periods of time, using hand signals, flares, barricades, etc. In all weather conditions

Observe, record, recall and report incidents and information.

Operate radar equipment and other police related equipment.

Administer field sobriety tests.

Operate a fire extinguisher.

Fingerprint, photograph, and videotape individuals, objects and scenes.

Transport citizens, prisoners, and committed mental patients using handcuffs and other restraints when appropriate.

Work rotating shifts and adapt to irregular working conditions.

Maintain mental alertness and readiness to act, even during periods of calm and inactivity.

Identify, collect, label and preserve evidence.

Secure the scene of a crime, emergency or disaster.

Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss or injury.

Control crowds.

Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.

Perform rescue and support functions at the scenes of accidents, emergencies and disasters.

Administer emergency first aid.

Physically check buildings, including doors and windows, to insure they are secure.

Remediate hazardous conditions by direct action or notification of appropriate authority or agency.

Perform searches of people, vehicles, buildings, and large outdoor areas which may involve seeing, feeling, and detecting objects, and walking for long periods of time.



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Qualifications for Police Officer (Continued)

Search for missing, wanted or lost persons and evidence.

Load, unload, aim and fire a department issued handgun, shotgun and/or rifle in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.

Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.

Understand and follow orders, policies and procedures.

Accept direction and function cooperatively as one member of a unit.

Communicate effectively verbally and in writing, detailing incidents and activities of those involved.

Prepare written investigative and other reports, including sketches, using appropriate grammar, spelling, punctuation, symbols and mathematical computations.

Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, warrants, and other forms.

Communicate effectively and coherently over telephone, walkie-talkie or radio, initiating or responding to verbal communications.

Communicate effectively in court and in other formal settings.

Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures.

Communicate effectively with individuals in an agitated or distraught condition.

Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.

Mediate disputes and confrontations with hostile and potentially violent individuals.

Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.

Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.



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Qualifications for Police Officer (Continued)

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probably cause exists to search and/or arrest, and when force may be used and to what degree.

Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers.

Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims' disaster victims and their families; with incidents of suicide and domestic violence.

Operate computer, keyboard, and typewriter.