



# Police Training Commission

## BASIC LAW

# ENFORCEMENT COURSE TRAINEE MANUAL

Revised January 26, 2023

## FOREWARD

The Police Training Act (N.J.S.A. 52:17B-66 et seq.), provides that a state, county or municipal Law Enforcement 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 Courses for Law Enforcement Officers are based on performance objectives which were formulated after a task analysis study was conducted to identify the duties performed by county and municipal Law Enforcement 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 Law Enforcement Officers. The study revealed that a Law Enforcement 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 and constitute the minimum requirements of the Basic Courses.

## FORMAT

The curriculum is divided into Functional Areas. A functional area is a grouping of related instructional units designed to address the basic principles of a particular subject area. Each instructional unit contains specific performance objectives.

## AGENCY TRAINING

A law enforcement officer attending the Basic Law Enforcement Officer Course at a commission-approved school will be required to undergo specific Agency Training. This training is conducted at the agency in which the officer is employed, and requires that certain performance objectives be successfully completed.

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

## CERTIFICATION REQUIREMENTS

A law enforcement officer cannot receive a permanent appointment in this state without successfully completing the Basic Course 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 functional areas. A high score in one functional area cannot be used to offset a failing score in another.
2. Basic Courses that have CRITICAL performance objectives, a score of 100 percent MUST be achieved in those performance objectives marked CRITICAL to officer and citizen survival.
3. A score of 80 percent must be achieved on a separate test for the non-agency performance objectives contained in Instructional Unit "Use of Force." This test shall contain a minimum of two test items for each performance objective.
4. Firearms - An average score of 80 percent must be achieved for three consecutive firings of the Handgun Qualification Course (HQC) promulgated by the commission. The trainee will be tested on the classroom instruction and must achieve a minimum score of 80 percent. In addition, the trainee will be tested on Firearms Safety and will be required to score 100 percent on the examination.
5. Existing Commission guidelines for performance objectives requiring physical or practical skills must be met. The Physical Conditioning Training Manual is the commission standard and must be followed. Trainees are required to meet the Mandatory Physical Conditioning Standard, and must participate in a minimum of 80 percent of the physical conditioning sessions scheduled by the school, with participation in no less than 40 sessions.
6. Each Trainee must participate in at least 90 percent of the total instructional time scheduled. Trainees are reminded that they are responsible for all instruction and work assignments missed during an absence.

### FAILURE OF WRITTEN OR PRACTICAL EXAMINATIONS

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

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

### BASIC COURSE DISMISSAL

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 shall 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 "Use of Force" (80 percent required), Instructional Unit 9.1 "Firearms Safety" (100 percent required), Instructional Units 9.2 "Handgun and Shotgun", 9.3 "Shooting Principles" and 9.4 "Range Exercise" (80 percent required). If a trainee fails the re-examination, the trainee will be dismissed from the school. The school director will notify the Commission, and the appointing authority, of the failure and dismissal.

Each trainee's conduct, while attending a police academy, should be above reproach. While attending the academy, any trainee who has any contact with a law enforcement agency or officer in New Jersey or in any other jurisdiction, must report the contact to the academy staff on the next scheduled day of training. In addition, any trainee who is charged with any one or more of the following offenses shall be dismissed from the academy within 24 hours of the required notice being made to the academy:

1. Any criminal offense under the New Jersey Code of Criminal Justice, N.J.S.A. 2C:1-1 et seq.
2. Any disorderly person's offense or petty disorderly person's offense under the New Jersey Code of Criminal Justice, N.J.S.A. 2C:1-1 et seq.
3. Driving While Intoxicated, pursuant to N.J.S.A. 39:4-50
4. Refusal to Take a Breath Test, pursuant to N.J.S.A. 39:4-50.2 or N.J.S.A. 39:4-50.4a

5. Driving While License is Suspended or Revoked, pursuant to N.J.S.A. 39:3-40
6. Any offense in another state or jurisdiction which is "substantially equivalent" to any offense named in 1 through 5 above. The determination as to whether an offense in another jurisdiction is substantially equivalent to any offense named in 1 through 5 above shall be made by the academy director, in consultation with the administrator of the Police Training Commission.

In addition, any trainee who is served with a Temporary Restraining Order (TRO) or a Final Restraining Order (FRO), issued pursuant to the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq., shall be dismissed from the academy within 24 hours of the required notice being made to the academy. Any trainee who is served with a Restraining Order or Order of Protection issued by another state, Indian tribe, territory or possession of the United States, Puerto Rico or the District of Columbia, whether or not the order is similar to a restraining order issued in the State of New Jersey, shall also be dismissed from the academy in the same manner as if the Order had been issued by a New Jersey court.