



INCORPORATED 1908

BOROUGH OF RAMSEY POLICE DEPARTMENT

25 NORTH CENTRAL AVENUE • RAMSEY, NEW JERSEY 07446
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BRYAN GURNEY
CHIEF OF POLICE



September 2, 2019

To Ramsey Police Department Candidate:

The Ramsey Police Department is An Equal Employment Opportunity Employer in accordance with applicable federal, state and local EEO laws.

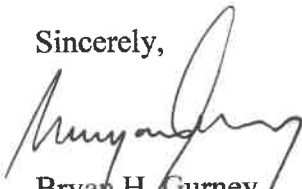
Thank you for acquiring the Pre-Test Application. Please carefully follow all the instructions. A candidate checklist has been provided to assist you in properly managing the provided documentation. The sequence of paperwork enclosed with this packet may not be in sequence with your checklist, therefore, please use your checklist as you proceed through the packet.

Due to the short time span between Phase 1 and Phase 2 of the testing process, you have been given the necessary paperwork for Phase 2 if you qualify to proceed. This paperwork will be submitted on the day of the Health-Fitness and Motor Fitness test. Do not send the Physician's referral form with the Pre-Test Application.

The Health-Fitness & Motor Fitness test is tentatively set for **October 12, 2019**, and will be conducted at the Bergen County Law & Public Safety Institute Bergen County Police Academy (281 Campgaw Road, Mahwah, NJ) at **0800 hours**. On that day, you must bring the Physician's Referral Form or you will not be eligible to take the physical test. The required clothing for the physical agility test is as follows: running shoes or equivalent, short sleeve shirt or equivalent, exercise shorts or sweatpants, and a sweatshirt.

Those who qualify for Phase 2 of the testing will be notified by telephone and mail. Therefore, it is imperative that we are able to reach you by phone. Those of you who are excluded from Test Phase 2 will be notified by mail only. Do not call the Police Department for results of the test.

Sincerely,


Bryan H. Gurney
Chief of Police

CANDIDATES CHECK LIST

The following forms are to be read and maintained for your records:

1. Cover Letter to Candidate _____
2. Written Test Notification Form (1 page) _____
3. A.D.A (American with Disability Act) Fact Sheet (1 page) _____
4. A.D.A. Essential Functions of a "Police Officer" List (2 pages) _____
5. Ramsey Police Testing Fact Sheet (1 page) _____
6. Dr. Golz Entry Level Fitness standards (1 page) _____
- 7.. Dr. Golz Physician's Referral Form / Physician's Release form (2 pages) _____
8. Directions to the Bergen County Law & Public Safety Institute _____

The following items and forms must be returned to the Ramsey Police Department by Monday, September 23, 2019 no later than 1700 hours

1. Pre Test Application (1 page) _____
2. A.D.A. Requirement Acknowledgement Form (1 page) _____
3. Injury Waiver Form (1 page) _____

The following items are to be brought with you on the day of the Written Test

1. Two forms of identification, one of which must be a picture I.D.
(Recommended I.D. is a valid drivers' license and a birth certificate) _____
2. Fee of \$85.00 payable to the "Borough of Ramsey" _____
3. Two #2 pencils _____

If applicable, the following form is to be brought with you on the day of the Physical Test

Number 7 above: Dr. Golz Physician' Referral Form & Physician's Release Form +-(2 pages) - **Signed by your doctor.** _____

WRITTEN TEST NOTIFICATION –TEST PHASE 1

Position: Police Officer

Test Date: October 3, 2019

Location: Bergen County Law and Public Safety Institute
281 Campgaw Road
Mahwah, New Jersey 07430
Main Building / Hall of Heroes

Time: Registration is 1700 – 1800 hours
No admittance to exam site after 1745 hours
Test commences at 1800 hours sharp

Fee: A **postal money order or certified bank check** in the amount of **\$85.00** made payable to the **“Borough of Ramsey”**. Cash or personal checks are not acceptable. A receipt will be given to you on the test date.

Deadline: The deadline for submitting this application is **Monday September 23, 2019 by 1700 hours. Absolutely no exceptions!**

Special Notations: Return your Pre-Application packet in a sealed envelope.

For those applicants who received this test notification with your Pre-test Application there is no reason to contact us. Your returned Pre-test Application will signify your interest in taking the exam. If you want proof of mailing, please send it via certified mail, return receipt mail, or personally deliver it.

There will be NO Study Guides for this examination

Important Remarks:

- No calculators, books, etc. are allowed during the exam. Cellphones and electronic devices will not be permitted in the testing area.
- Absolutely no make up tests. You must adhere to the above times.
- Bring two forms of identification, including one photo I.D. (Preferably a valid driver's license and birth certificate) **Address on application must match address on Driver's License.**
- Do not call Bergen County Police Academy for directions or any information regarding this test. Contact the Ramsey Police Department only.
- Candidates must follow all instructions or will not be permitted to take the exam.
- Enclosed with this packet is a Candidates Checklist. This is for you to keep.
- Enclosed with this packet are directions to the Bergen County Law and Public Safety Institute.

RAMSEY POLICE TESTING FACT SHEET

1. Enclosed is the Pre-test Application that you are required to complete and return via mail or in person by the deadline noted on the test notification form.
2. This Pre-test Application must be completed in addition to any previous applications or resumes you might have previously filed with the Ramsey Police Department.
3. Pre-test Application must be typed or legibly printed in black ink.
4. Enclosed you will find the testing notification instruction sheet containing pertinent information regarding the written portion of the testing phase. (Test Phase 1)
5. Only applicants meeting minimum requirements will be allowed to take the test. Do not submit the pre-test application unless you meet the minimum requirements. See Pre-test Application for those necessary requirements.
6. The testing process will consist of the following phases:

Test Phase 1: Written Exam

The Ramsey Police Department is not a Civil Service Department. The examination will be administered by the New Jersey State Association of Chiefs of Police. The examination will be one hour and thirty minutes long. No cell phones will be allowed in the building. Also, **bring a #2 pencil.**

Test Phase 2: Health Fitness Test Battery and Motor Fitness

This test is going to be conducted by Michael W. Golz a certified Chiropractic Sports Physician and his staff. See the enclosed list of activities you will be responsible for which is attached to the Physician's Referral Form.

Test Phase 3: Oral Interviews

This phase of the test will include several oral interviews. These interviews may be conducted by the Ramsey Police Department, members of the Ramsey Governing Body, and other personnel.

Test Phase 4: Psychological Exam

Important Disclaimer: The Ramsey Police Dept. and all its associates reserves the right to change the above sequence of testing at any time. The Ramsey Police Department and its associates also reserve the right not to hire any candidate even after conducting this test.

7. Applicants may be required to submit to a drug test during any segment of the test phases.

PRE - TEST APPLICATION

PERSONAL INFORMATION

First Name: _____ M.I. _____ Last Name: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip Code _____

Home Tel # _____ Cell Phone #: _____ (Include Area Codes)

Additional Contact Numbers: _____

Please print or type the above information

MINIMUM QUALIFICATIONS TO BE ELIGIBLE FOR TESTING PROCESS

Check Applicable Qualifications:

- _____ Four (4) year college degree from an accredited college or university.
OR
- _____ At least two (2) years of active military service with an honorable discharge, together with either a two (2) year college degree from an accredited college or university or the accumulation of at least sixty (60) credits from an accredited college or university.
OR
- _____ At least four (4) years of active military service with honorable discharge provided, however, that said appointment, pursuant to this paragraph, shall be contingent pending within five years of said appointment receipt of either a two-year college degree from an accredited college or university or accumulation of at least sixty (60) credits from an accredited college or university.
- Note that the above qualifications are to be met at the submission date of this pre-application.
- Applicants will be required to submit proof of minimum qualifications at some point during the four phases of the testing process.
- New Jersey residency required at the time of your police appointment.

Candidate is to Read and Sign Below

I authorize the investigation of all statements contained in this application as well as any future statements, documents, or correspondence that takes place during and after each testing phase. I also understand that misrepresentation or omission of facts relating to any portion of the testing phases will eliminate my potential employment with the Ramsey Police Department during pre and post test phases.

Date of Acknowledgment: _____ Candidates Signature: _____

DO NOT WRITE BELOW THIS LINE

For Police Dept. Reference Only

Date Pre-App Received _____ Candidate's Control No.: _____

Special Notes: _____

Americans with Disabilities Act Acknowledgement Form

Enclosed with the Pre-Application you have been given a copy of the “Essential Functions of a Police Officer” which was taken from the New Jersey Division of Criminal Justice Department. Also enclosed is an Americans with Disabilities Act fact sheet, which briefly explains the Americans with Disabilities Act.

Please read the following statement. This form is to be submitted with your Pre-test Application.

I understand that under the ADA (Americans with Disabilities Act), I the applicant must be able to perform the essential functions of the position and perform them with or without reasonable accommodation.

I _____ read and understand the ADA requirements
(Please print your name)
provided with the pre-application.

First Name: _____ MI. _____ Last Name: _____
(Please print)

Applicants Signature: _____

Date signed: _____

Facts About the Americans with Disabilities Act

Title I of the [Americans with Disabilities Act of 1990](#), which took effect July 26, 1992, prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices, adjusting modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

MEDICAL EXAMINATIONS AND INQUIRIES

Employers may not ask job applicants about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with the employer's business needs.

DRUG AND ALCOHOL ABUSE

Employees and applicants currently engaging in the illegal use of drugs are not covered by the ADA, when an employer acts on the basis of such use. Tests for illegal drugs are not subject to the ADA's restrictions on medical examinations. Employers may hold illegal drug users and alcoholics to the same performance standards as other employees.

EEOC ENFORCEMENT OF THE ADA

The U.S. Equal Employment Opportunity Commission issued regulations to enforce the provisions of Title I of the ADA on July 26, 1991. The provisions originally took effect on July 26, 1992, and covered employers with 25 or more employees. On July 26, 1994, the threshold dropped to include employers with 15 or more employees.

Americans with Disabilities Act

The applicant must be able to perform the essential functions of the position and perform with or without "reasonable accommodation". Below are the "Essential Functions of a Police Officer" supplied by the Division of Criminal Justice.

If the applicant can perform the essential functions, he/she is then protected by the ADA.

1. Walk, sometimes for long periods, in extreme weather conditions, in physically hazardous locations.
2. Runs, sometimes sprinting at a high rate of speed for a short distance in extreme weather conditions, in physically hazardous locations.
3. Ascend or Descend stairs.
4. Climb over, pull up over, and jump over obstacles.
5. Jump down from elevated surfaces or areas.
6. Climb or crawl through openings.
7. Crawl under obstructions or in confined areas.
8. Balance on uneven or narrow surfaces.
9. Use body force to gain entrance or break through barriers.
10. Push objects, vehicles or persons.
11. Pull objects or persons.
12. Lift and carry objects or persons.
13. Drag objects or persons.
14. Sit or stand for extended periods of time.
15. Employ defensive tactics, using balance, leverage, concentration of power and opponent's power.
16. Swim.
17. Operate a motor vehicle, during the day or 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.
18. Detain individuals.
19. Stop suspicious individuals and vehicles.
20. Pursue fleeing suspects, in a vehicle or on foot.
21. Disarm persons.
22. Restrain or subdue resisting suspects.
23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
24. Conduct visual and audio surveillance.
25. Perform law enforcement patrol functions, on foot or in a vehicle.
26. Issue Summons.
27. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades.
28. Observe, record, recall, and report incidents and information.
29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph, and videotape individuals, objects and scenes.
33. Transport citizens, prisoners and committed mental patients, using handcuffs and other restraints, when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label and preserve evidence.
37. Secure the scene of a crime, emergency or disaster.

A.D.A. continued...

38. Stand guard at the scene of a crime, emergency, or to prevent damage, loss, or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies, and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure they are secure.
44. Mediate hazardous conditions by direct action or notification of appropriate authority or agency.
45. 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.
46. Search for missing, wanted or lost persons or evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
48. Process arrested persons, which includes examining documents, communicating verbally and eliciting and recording information.
49. Understand and follow orders, policies and procedures.
50. Accept direction and function cooperatively as one member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie, or radio initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.
56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on the information and exercise independent judgment to make decisions concerning choice of action and equipment.
61. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental and physical abuse including threats, taunts and insults to self, family and fellow officers.
64. Withstand exposure to and deal 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.

INJURY WAIVER FORM

I _____, do release the Borough of Ramsey, its elected and appointed officials, the Ramsey Police Department, and any members of the Ramsey Police Department, the Bergen County Police Academy and its employees, Dr. Michael Golz and his employees, and any other member of the aforementioned, from all liability that might result from any type of injury that may develop during my participation during the Health Fitness Testing and the Motor Fitness Testing.

I fully understand that this test is a segment of the qualifications and are requirements necessary to consider me as an applicant for the position of Police Officer with the Ramsey Police Department.

Applicants Name as follows:

First Name: _____ **MI.** _____ **Last Name:** _____
Please print

Applicants Signature: _____

Date signed: _____

DIRECTIONS TO THE BERGEN COUNTY LAW & PUBLIC SAFETY INSTITUTE

Phase 1 and Phase 2 of the Test

Address: 281 Campgaw Road in Mahwah, NJ 07430

From Route 17 North or South to Route 202:

Take Route 202 South to Darlington Avenue. Make a left onto Darlington Avenue and proceed approximately 500 feet and make a right onto Campgaw Road. Follow Campgaw Road approximately one mile and the BCL&PSI will be on your left. Enter the main building complex.

From Route 287 North:

Take exit #67 and this will place you onto Route 17 South. (Follow the long jug handle following signs for 17 South). Follow directions above.



794 Franklin Avenue Suite 204
Franklin Lakes, NJ 07417
Phone: (201) 891-6100
Fax: (201) 891-7700

7 East Main Street
Ramsey, NJ 07446
Phone: (201) 327-1400
Fax: (201) 327-1405

**PHYSICIAN'S REFERRAL FORM
HEALTH AND PERFORMANCE EVALUATION AND ASSESSMENT
FOR LAW ENFORCEMENT**

Dear Doctor:

Your patient _____ is scheduled to participate in a health and motor fitness evaluation and assessment at Bergen County Law and Public Safety Institute. The tests are designed to evaluate the individual's health and state of physical readiness prior to entering the Academy's Basic Training Program.

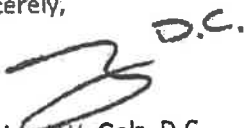
The assessment is separated into two test batteries. The first test is referred to as the Health Fitness Test Battery. Health fitness is a concept that includes those fitness components that can prevent disease and promote health. The requirements will include testing to determine general cardiovascular-respiratory endurance, muscle strength and endurance of the abdominal and lower back musculature, flexibility of the upper and lower back and hamstring musculature and body composition (the ratio of lean body weight to fat weight).

The second test battery will be administered to determine the individual's performance or "Motor Fitness" as it specifically related to the law enforcement officers job function. The motor fitness requirements will include testing specific upper and lower body musculature strength, speed, endurance, and balance.

Please identify whether or not this individual is fit to participate in each test event by checking off YES OR NO on the attached sheet.

NOTE: The assessment will **NOT** be performed on this individual if this form is not filled out by you and returned to me as soon as possible.

Sincerely,


Michael W. Golz, D.C.

PATIENT'S NAME: _____ DEPT: _____

YES	NO	TEST EVENTS
		TWELVE MINUTE COOPER RUN – to determine cardiovascular/respiratory endurance
		SKINFOLD CALIPER ASSESSMENT – to determine percent of body fat
		BENT KNEE SIT-UPS – to determine back stability and abdominal endurance
		TRUNK EVALUATION (Sit and Reach) – to determine lower back/hamstring flexibility
		PUSH-UPS – to determine upper body muscular endurance
		PULL-UPS – to determine overall body muscular strength
		STANDING BROAD JUMP – to determine explosive power

- Does this individual have any pre-existing medical condition requiring continued or long-term medical treatment or follow-up? NO YES (Please Explain) _____

- Are you aware of any medical conditions that this individual may have that could be aggravated by this testing? NO YES (Please Explain) _____

- Please list any currently prescribed medication(s): _____

_____ (MD initials) I certify that this individual is fit to participate in the preceding health-fitness and motor-fitness evaluation and testing.

_____ (MD initials) I certify that this individual is **NOT** fit to participate in the preceding health-fitness and motor fitness evaluation at this time for the above reasons.

Date: _____ Physician's Signature: _____

Printed Name: _____

Address: _____

Phone: _____



DR. MICHAEL W. GOLZ
794 Franklin Avenue Suite 204
Franklin Lakes, NJ 07417
Phone: (201) 891-6100
Fax: (201) 891-7700

TEST EVENTS

EVENT	MINIMUM REQUIREMENT
Vertical Jump	15 Inches
Push-Ups	24 in 1 minute
Sit –Ups	28 in 1 minute
300 Meter Run	70.1 Seconds or less
1.5 Mile Run	15.55 Minutes or less

Please be advised that these are the MINIMUM standards for the police academy.

In order to continue, you **MUST** pass all minimum standards.

Furthermore, the higher your score in each event, the higher your overall score will be for consideration of the Police Officer position applied for.