

**READ THIS INFORMATION CAREFULLY BEFORE  
COMPLETING THIS PRELIMINARY APPLICATION FOR  
SELO III OFFICER**

**NOTICE:**

**A candidate will be rejected from the selection process who has made a false statement or practiced or attempted to practice any deception or fraud in this application, in any examination, interview or in securing eligibility for employment. Any misstatement of fact is reason for disqualification for employment and may be punished by law per N.J.S. 2C:28-2, 2C:28-3 and 2C:28-7.**

You are required to promptly report any significant changes in your personal background information or involvement in any incident which might result in criminal, motor vehicle or civil charges being brought against you while you are an applicant in the Point Pleasant Police selection process. This includes but is not limited to:

- Changes in your address, employment or marital status;
- Any police contact, motor vehicle accidents or summonses;
- Charges or convictions for any offense or crime; civil matters (bankruptcies, liens, judgements, etc.) or involvement in any incident which could lead to criminal, motor vehicle or civil charges.

**Failure to advise the Point Pleasant Police Department background investigator of any of this information could adversely affect your status in the selection process.**

- The completed application, this notice and the additional required listed documents shall be submitted to the Point Pleasant Police Department by 3:00 p.m. on the 7th calendar day that you receive the application.
- Your failure to neatly, thoroughly, accurately and timely complete all questions and the required information will be reflected in a negative manner.
- If you do not submit a timely completed application, your participation in the selection process will be terminated.
- You have been provided with a list of the essential functions for the position of POLICE OFFICER. If you have any questions regarding them you are to contact the office of the Chief of Police. Having read these essential functions and having all of your questions answered, do you believe that you can satisfactorily perform all of the essential functions of the position of SELO III officer? \_\_\_\_\_ If no, explain in comments section of application.

Applicant Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Position Applied For**

- Dispatcher
- Crossing Guard
- Special Officer II
- Clerical
- Other

## Point Pleasant Police Department Application For Employment

**For Office Use Only**


**Application Instructions**

Print or type ALL answers. Read every question carefully and answer every question. DO NOT LEAVE BLANK SPACES. If the question does not apply to you, print or type "DNA" in that answer block. Incomplete or unsigned statements can not be processed. If additional space is required, attach additional sheets. Use the "Remarks" section to amplify, clarify or explain your answers. All information provided is subject to verification. Use BLACK INK ONLY.

**1. Personal Information**

NAME (Last, First, Middle)	Today's Date
Mailing Address	Date of Birth
City, State, Zip	Social Security Number
Marital Status      Spouse's/Your Maiden Name	Home Telephone Number
	Work Number
Prior Police/Dispatch Experience (Dates, Agency)	Cell Telephone Number
Are you a citizen of the United States?	Expected Salary

**You MUST attach a copy of your Birth Certificate**

**2. Education**

Dates	Name of School/Institution, City and State	Graduation Date	Degree/Diploma

**IMPORTANT: You MUST attach a copy of your High School Diploma or General Education Certificate (GED). Please attach copies of any other diplomas, degrees or certifications. If a Peace Officer, attach proof of state peace officer certification.**

**3. Employment**

Dates	Employer Name, City, State & Phone Number	Supervisor	Position	Why You Left

If more space is needed use the "Remarks" section or attach a Resume or additional pages if necessary.

**4. Military Involvement**

Branch of Service		<b>You MUST attach a copy of your Form DD-214</b>
Date Entered	Date Separated	
Rank/Class at separation		
Did you receive an Honorable Discharge?	If not an Honorable Discharge, what type?	
If NOT Honorably Discharged, why?		
Are you now a member of the Reserve or Guard?	What unit/location	

**5. Residences**

List ALL places of residence for the past FIVE (5) years

Dates To/From	Street/Mailing Address	City	State, Zip

**6. References**

List at least THREE (3) people who have known you for more than one (1) year. Do not list relatives or former employers.

Name	Address	City, State, Zip	Telephone	Years Known

**7. Persons Lived With**

List ALL persons with whom you have lived during the past five (5) years. Include family members.

Name	Relationship	Age	Address	City, State, Zip	Telephone

**8. Drivers License/Driving History**

List your current Drivers License as well as any Drivers License that was issued in any other state or country.

License Number	State	Date Expired	License Number	State	Date Expired

**9. Traffic Citations/Violations**

Traffic Citations/Violations (List ALL Citations you have received involving a motor vehicle.)

Date	Police Agency and State	Violation	Disposition	Accident?

Has your Drivers License or driving privilege ever been suspended, cancelled, revoked or refused? Yes No  
 (If Yes, explain in "Remarks" section.)

**10. Arrest Record**

List ALL incidents in which you were arrested, accused or charged with a crime. Include any DUI's here.

Date	Incident Location	Arresting Agency	Original Charge	Disposition

**11. Civil Actions**

List ALL Civil Actions in which you were a party, including Divorce Actions.

Date	Location	Action or Proceeding	Disposition/Court/Action

**12. Financial Status**

List ALL current creditors, debts and all other information requested.

Name/Institution	Address	City, State, Zip	Paid Monthly	Balance Due

13. DRUG USE: Have you ever used any form of a prescription only drug, I.E. (tranquillizer, barbiturate, amphetamine, steroids, antihistamine, antibiotic), NOT prescribed for you by a physician.  
Include drug type  
How many times used

If Yes, describe in "Remarks" section  Yes  
 No

14. Illegal Substances: Have you ever used or experimented with ANY illegal drug or controlled substance or any derivative thereof, (I.E. marijuana, hashish, cocaine, LSD)?  
Include drug type  
How many times used

If Yes, describe in "Remarks" section  Yes  
 No

15. ORGANIZATIONS: Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating the use of force or violence to deny other persons their Rights under the Constitution of the United States of America or State of NJ, or which seeks to alter or overthrow the form of government of the United States of America by unconstitutional or illegal means?

If Yes, describe in "Remarks" section  Yes  
 No

16. HISTORY: Do you have any knowledge or Information, in addition to that specifically required in this application, which is or may be relevant, directly or indirectly, to an investigation of your eligibility or fitness for the position you are seeking? This includes, but is not limited to: character traits, physical or mental condition, temperance, habits, employment, education, subversive activities, family, associations, undetected criminal offense, traffic violations or places of residences.

If Yes, describe in "Remarks" section  Yes  
 No

17. DISABILITY: Do you have a disability, under the Americans With Disabilities Act which will need a reasonable accommodation that you wish to disclose now?

If Yes, describe in "Remarks" section  Yes  
 No

18. SMOKING: Do you smoke?

If Yes, describe how much/many packs in "Remarks" section  Yes  
 No

19. LIQUOR: Do you drink?

If Yes, describe how much in "Remarks" section  Yes  
 No

## 20. EMPLOYMENT

TERMINATIONS: Have you ever been asked to resign or been terminated from employment for any reason?

If Yes, describe why in detail in "Remarks" section  Yes  
 No

21. BANKRUPTCY: Have you ever filed for bankruptcy or been granted bankruptcy?

If Yes, describe in "Remarks" section  Yes  
 No

22. LAW ENFORCEMENT CONTACTS: Have the police ever contacted you for ANY reason or have you ever been a suspect or questioned in any criminal case that was not prosecuted?

If Yes, describe in "Remarks" section  Yes  
 No



POINT PLEASANT POLICE DEPARTMENT

2233 Bridge Avenue  
Point Pleasant, New Jersey

RELEASE AUTHORIZATION

To all Courts, Probation Departments, Selective Service Boards, Credit Reporting Agencies, Employers, Educational and other Institutions and Agencies without exception.

I, \_\_\_\_\_, am making application for appointment to the Point Pleasant Borough Police Department. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the Point Pleasant Borough Police Department or its representatives any and all information, documentary or otherwise pertaining to me, that they may request. I hereby release, discharge and exonerate the Point Pleasant Borough Police Department, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records, and other information or the investigation made by the Point Pleasant Borough Police Department.

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Point Pleasant Police Department  
2233 Bridge Avenue  
Point Pleasant, New Jersey 08742



RICHARD P. LARSEN  
CHIEF OF POLICE  
Headquarters Phone:  
(732) 892-0060  
Fax: (732) 892-0310

DRUG TESTING  
APPLICANT NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the pre-employment process, the Point Pleasant Police Department will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis.

I understand that a negative drug test result is a condition of employment.

I understand that if I refuse to undergo the testing, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to law enforcement employment.

I understand that if I produce a positive test result for illegal drug use and am not currently employed as a sworn law enforcement officer, I will be barred from future law enforcement employment in New Jersey for two years. After this two year period, the positive test result may be considered in evaluating my fitness for future law enforcement employment.

I understand that if I am currently employed as a sworn law enforcement officer and I produce a positive test result for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



## POLICE OFFICER-ESSENTIAL FUNCTIONS

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

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

Ascend or descend stairs.

Climb over, pull up over, jump over obstacles.

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.

**Possess a current and valid New Jersey driver's license.**

Operate a motor vehicle, for extended periods of time, 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.

POLICE OFFICER-ESSENTIAL FUNCTIONS Continued:

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.

Use appropriate force, consistent with Attorney General's Guidelines, in dealing with criminal suspects, which may include the use of deadly force when lawfully permitted.

Conduct visual and audio surveillance.

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

Issue summonses.

Ability to investigate traffic accidents.

Direct traffic, sometimes for long periods of time, using hand signals, whistle, flares, barricades, etc.

Observe, record, recall, and report incidents and information.

Operate radar 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.

POLICE OFFICER-ESSENTIAL FUNCTIONS Continued

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, symbols and mathematical computations.

Be able to comprehend and apply NJ Criminal Law Statutes (Title 2C), Motor Vehicle Statutes (Title 39), arrest, search and seizure rules, juvenile laws, rules of evidence, Attorney General Guidelines, constitutional law, case law, Police Department Rules and Regulations, and Ocean County Prosecutor Directives.

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

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.

Ability to input information and reports into a computer system in the patrol car and at police headquarters.

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 timely decisions concerning choice of action and equipment.

Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time and while under considerable emotional and/or physical stress.

POLICE OFFICER-ESSENTIAL FUNCTIONS Continued:

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.

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, domestic violence, and homicide.

**POINT PLEASANT POLICE DEPARTMENT  
RICHARD P. LARSEN  
CHIEF OF POLICE**

**ORDER OF THE CHIEF OF POLICE**

**ORDER NO: 1-1-17  
SUPERCEDES ORDER NO: 1-13-93**

**SUBJECT: Body Art, Tattoo & Jewelry Prohibition**

**TO: ALL OFFICERS**

**DATE: JANUARY 3, 2017**

ALL OFFICERS WILL READ, BECOME FAMILIAR AND COMPLY WITH THE ATTACHED DEPARTMENT POLICY ON BODY ART, TATTOO & JEWELRY PROHIBITION. THIS POLICY IS EFFECTIVE IMMEDIATELY AND SUPERSEDES ALL PRIOR POLICY ON THIS MATTER.

A handwritten signature in black ink, appearing to read "Richard P. Larsen", written over a horizontal line.

**RICHARD P. LARSEN  
CHIEF OF POLICE**

# POINT PLEASANT POLICE DEPARTMENT POLICY & PROCEDURE



DEPT. ORDER #  
1-1-17

CHAPTER: N/A

# OF PAGES: 2

**SUBJECT: Body Art, Tattoo & Jewelry Prohibition**

BY THE ORDER OF:

Chief of Police Richard P. Larsen

ACCREDITATION STANDARDS:

N/A

Effective Date:

January 3, 2017

SUPERSEDES ORDER #:

1-13-93

## POLICY:

In order to promote esprit de corps within the Police Department and to enhance the professionalism and uniformity of the Department, Police Officers while on duty or while representing the Department, shall adhere to the following standards regarding Body Art, Tattoos and Jewelry.

All sworn officers of the Department shall adhere to this policy and all supervisors of the Department shall be held accountable for said adherence.

## PROCEDURE:

1. All sworn Officers are prohibited from displaying any body art, tattoo(s), intentional branding(s) or intentional scarification(s) on their arms; from below where the bottom of the sleeve lies with arms positioned at side of the body (position of attention); while on duty or representing the Department in any capacity.
2. Any Officer with existing body art, tattoo(s), intentional branding(s) or intentional scarification(s) that is visible to the public; from below where the bottom of the sleeve lies with arms positioned at side of the body (position of attention) shall have the follow options:
  - a. Cover existing body art, tattoo(s), intentional branding(s) or intentional scarification(s) with skin toned make up or a department approved, natural, flesh colored plain sleeve or bandage, purchased at the employees own expense or with the officer's uniform allowance.
  - b. The employee may also wear the uniform Class B long sleeve shirt with tie all year long. Plain clothes officers may wear a long sleeve shirt.

c. Have the body art, tattoo(s) or branding(s) removed at the employee's own expense.

The Chief of Police will make the final determination as to the appropriateness of an item of cover and concealment.

3. Body art, tattoo(s), intentional branding(s), intentional scarification(s) or intentional body mutilations that are visible on the neck, head, face and hands are prohibited. This includes, but is not limited to; foreign objects inserted under the skin, pierced, split or forked tongue and stretched out holes in the ears.

4. Officers shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewels, initials, etc.

5. While in uniform officers are not permitted to wear the following:

a. Any jewelry above the shoulders

b. Visible necklaces or chains

c. Bracelet(s), bands, etc.

d. No jewelry, pins, etc., unless authorized, will be worn on or over the uniform.

e. More than one finger ring per hand is discouraged. More than two finger rings per hand are prohibited.

f. All jewelry shall be worn at the officer's own risk of loss or damage.

6. Eyeglasses or sunglasses worn while on duty or in uniform shall be conservative in design. Bright fluorescent frame colors or multicolored lenses are prohibited.

7. The Chief of Police may make exceptions to this policy in cases where officers are working in an undercover capacity. Exceptions to this policy may also be authorized by the Chief of Police upon written request of an employee; including but not limited to medical necessity.