



## **NJ Police Community Affairs Officers Association / Morris County Freeholders & Department of Law & Public Safety Law Enforcement Career Development Course**

**Spring 2015**

**Mondays, 6:00-9:30pm**

**Location: Morris County Public Safety Training Academy, 500 West Hanover Avenue Parsippany, NJ 07054**

**For Directions please use <http://www.morrisacademy.org/directions.asp>**

### **Contact Information**

Chief (ret.) William Schievella,	(973) 829-8600	wschievella@co.morris.nj.us
Suzanne Ceravolo,	(973) 408-3707	sceravolo@drew.edu

### **Course Description**

This course introduces participants to the work of law enforcement in order to broaden their perspectives and understanding of the criminal justice system, and to better prepare them to become viable candidates in the field.

The Morris County Board of Chosen Freeholders through the Department of Law & Public Safety and the New Jersey Police Community Affairs Officers Association (NJPCAOA) has partnered with colleges /universities and law enforcement groups throughout New Jersey in the development of the Law Enforcement Career Development Course.

This course is a highly competitive program that was created in 2010, and is the first of its kind in New Jersey. The program has received accolades from Former Attorney General Paula Dow and has gained statewide recognition. Since its inception, the course (which began as a workshop) has graduated approximately 400 students and has led to law enforcement opportunities for many individuals.

### **Objectives**

The 10-week comprehensive series is designed to prepare college students for careers in law enforcement as well as teach students about the profession as a whole. It is further designed

to give participants a closer look at law enforcement by exposing them to practical scenarios and hands-on instruction.

Additionally, the program is designed to intentionally address the lack of diversity among the ranks of law enforcement. While all candidates are provided equal access, NJPCAOA and partnering institutions proactively seek minority candidates to enroll and participate in the series.

The series is recommended for every student interested in Criminal Justice, Social Sciences, and Justice Studies, as well as those students who are undecided but have an interest in pursuing careers in the field of legal justice.

Currently, the partnering colleges/universities are working toward awarding academic credit for students who participate in this program. For more information about the academic credit, see the section “Requirements for College Course and/or Experiential Learning Credit.”

### **Course Learning Outcomes**

Students will:

- Develop or enhance their understanding of the role of law enforcement in society in general, as well as the specific work of at least 10 different law enforcement agencies.
- Understand the importance of physical preparation through both instruction and practice.
- Learn and demonstrate the appropriate dress code, components of a well-developed résumé and cover letter, and appropriate interview skills to better prepare them as law enforcement candidates.
- Advance their knowledge of the importance of psychological, social, academic and fiscal preparation for a career in law enforcement.
- Develop strategies and create networks to help secure a position in law enforcement.

### **Requirements and Expectations**

- Each participant is required to complete and submit an application for admission into the program.
- Participants are required to attend any/all sessions that are designated as mandatory.
- In the event that a participant needs to miss a session for emergency reasons, he/she must give prior written notification. For any session that is missed, the participant must make arrangements to attend a make-up session.

- Participants are expected to dress appropriately (business attire) for all sessions unless otherwise stated.
- Group participation is mandatory; participant input is critical to the success of this program. Learning is the process of two-way communication; therefore participation will be both voluntarily as well as solicited from all participants.

### **Course Topics**

- Dressing for Success
- Financial Literacy
- Health and Wellness
- Domestic Violence
- On-Line Reputations
- Professional Correspondences (Resumes, Cover Letters, E-mails & Thank You Letters)
- Mock Crime Scenes
- Defensive Tactics
- Mock Search Warrants
- Firearms Training Simulation
- Police Shooting Survival Lecture
- Physical Fitness Assessment
- Meet the Professionals - various LE agency professionals conduct information sessions.
- Mock Interviews – conducted by a wide range of law enforcement agency professionals
- Preparation for Written and Psychological Exam
- Preparation for Oral Interview

### **Schedule**

- February 23, 2015
- March 2, 2015
- March 9, 2015
- March 16, 2015
- March 23, 2015
- March 30, 2015
- April 6, 2015
- April 13, 2015
- April 20, 2015
- April 27, 2015 Final Interviews and Graduation Ceremony

***\*\*Site Visits and other Optional Practical exercise dates will be scheduled at times not listed below. Advanced notice will be given regarding those activities\*\****

**Partnering Institutions and Agencies**

- Berkeley College
- Bloomfield College
- Caldwell University
- Centenary College
- College of St. Elizabeth
- County College of Morris
- Drew University
- Fairleigh Dickinson University
- Felician College
- Italian American Police Society of New Jersey
- Kean University
- Morris County Board of Chosen Freeholders
- National Asian Peace Officers Association
- National Coalition of Latino Officers
- National Organization of Black Women in Law Enforcement-Newark Chapter
- New Jersey Police Community Affairs Association
- NOBLE Northern NJ Chapter
- Ramapo College
- Rutgers University
- Seton Hall University
- Sussex County Community College
- William Paterson University
- Passaic County Community College

• **Requirements for College Course and/or Experiential Learning Credit**

Supervision for academic credit will be provided by the NJPCAOA when advance notice is given, and all paperwork and requirements are communicated. Options for supervision include:

- Individual meetings with the student to prepare them and to periodically review learning outcomes.
- Supervision of any required journals or reflection essays assigned either by the college or NJPCAOA.
- A periodic and final evaluation of the student's progress by NJPCAOA.



**Morris County Board of Chosen Freeholders  
Morris County Department of Law & Public Safety  
NJ Police Community Affairs Officers Association**

**Law Enforcement  
Career Development Course**

THE FOLLOWING INFORMATION IS REQUESTED OF ALL PROSPECTIVE PARTICIPANTS IN THE LAW ENFORCEMENT CAREER DEVELOPMENT WORKSHOPS. ANY FALSE OR INCOMPLETE INFORMATION COULD EXCLUDE THE APPLICANT FROM PARTICIPATING IN THIS PROGRAM.

**STUDENT INFORMATION**                      **(MUST BE PRINTED CLEARLY OR TYPEWRITTEN)**

NAME

ADDRESS

CITY

STATE

CELLULAR #

ALTERNATE #

DATE OF BIRTH

AGE

E-MAIL ADDRESS

**COLLEGE/UNIVERSITY**

NAME

MAJOR

MINOR *(IF APPLICABLE)*

ANTICIPATED GRAD DATE

G.P.A

**ADDITIONAL INFORMATION**

*Have you participated in a Law Enforcement Career Development Series before?                      Yes  
No*

*If YES, WHEN: \_\_\_\_\_*

*Did you receive a certificate of completion? If NO, WHY  
NOT \_\_\_\_\_*



**Morris County Board of Chosen Freeholders  
Morris County Department of Law & Public Safety  
NJ Police Community Affairs Officers Association**

**Law Enforcement  
Career Development Course**

Do you now, or have you ever worked in the field of law enforcement?      Yes      No  
If so, who did you work for and what was your job title? \_\_\_\_\_

What is your career interest? \_\_\_\_\_

**OPTIONAL INFORMATION**

Gender:      Male      Female

Ethnic Code:

Black, Non-Hispanic

White, Non-Hispanic

Asian or Pacific Islander (India, China, etc.)

Latino/Hispanic

American Indian/Native American or Alaskan Native

Other \_\_\_\_\_

How did you learn about the Workshops:

Career/Job Fair

Campus Postings

Past Attendee

Career Center

Website

Other

By signing this application I understand that I must attend all of the required sessions, and am I agreeing to do the same.

Name (Printed)

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

**All applications are due by February 13, 2015**  
**Completed applications can be submitted via e-mail to [wschievella@co.morris.nj.us](mailto:wschievella@co.morris.nj.us);**  
**U.S. Mail to Morris County Office of Emergency Management, PO Box 900, Morristown, NJ 07963; or**  
**Facsimile (973) 829-8604.**