



CIVIL SERVICE COMMISSION  
**LAW ENFORCEMENT  
MENTORING PROGRAM**

**HELP  
SUPPORT  
ADVICE  
GUIDANCE**

**#CSCWorksForYou**



## CHAIR/CEO'S MESSAGE

CSC is pleased to share with you our inaugural Law Enforcement Mentoring Program.

This timely initiative was established to facilitate and foster diversity in law enforcement for our communities and to provide support and resources to assist candidates for these important careers. The program will provide participants with important information on a variety of topics, resources, and support processes to prepare prospective candidates for law enforcement job opportunities.

A focus of the program will include information to support the application process for different law enforcement positions, particularly those associated with municipal law enforcement. Participants will be able to engage and interact with experienced law enforcement officers, representatives from law enforcement multicultural and affinity organizations, and state agency/department hiring personnel.

CSC is excited to spearhead this important initiative to connect some of our most dedicated and experienced law enforcement professionals with those who aspire to join their ranks. It is our hope that this program will enhance the attraction of the best and brightest to the entry level ranks of New Jersey law enforcement.

Sincerely,

*Deirdre L. Webster Cobb*

Deirdre L. Webster Cobb  
Chair/Chief Executive Officer

# OVERVIEW

P.L. 2021, c.235, effective September 28, 2021, requires the Civil Service Commission to establish and maintain a mentoring program for certain applicants for civil service entry-level law enforcement positions, see [https://pub.njleg.state.nj.us/Bills/2020/PL21/235\\_.PDF](https://pub.njleg.state.nj.us/Bills/2020/PL21/235_.PDF).

The Commission is charged with developing criteria to determine eligibility for the program as a mentor and as a mentee. A mentor may be a current or former law enforcement officer in good standing who has obtained his or her law enforcement position through the civil service process, or any other person deemed appropriate by the Civil Service Commission. A mentee may be a candidate pursuing an entry-level position in law enforcement and/or who may have applied for the entry level law enforcement exam (LEE).

A mentee will be removed from the program upon the mentee's acceptance of an offer of employment. A mentor or mentee may also be removed from the mentoring program for good cause as determined by the commission. A former mentee who successfully completes the program may be eligible to participate in the program as a mentor.

Pursuant to the law, no monies will be provided to a mentor to participate in the program, and no fees will be charged to a mentee to participate in the program.

At least once a year, the commission is required to review the program for its efficacy and make any necessary changes to continue to meet the needs of the program.



# PURPOSE

The purpose of the Mentoring Program is to assist law enforcement applicants through the civil service application process, and to help address any obstacles unique to their circumstances. The program may be conducted through mentoring activities, including workshops, group discussions, and dissemination of information about civil service practices which will assist in overcoming barriers to employment.

CSC has developed this mentoring program to support candidates identified by S-2766, Chapter 235 in considering entry-level law enforcement careers through civil service (see Appendix A). CSC has designed the program and will support and administer the program, including, identifying, and supporting mentors and mentees, providing curriculum and training, and ongoing assessment of the effectiveness of the program.

This program is aimed at supporting prospective candidates pursuant to the adopted legislation in obtaining access to entry-level law enforcement job opportunities. It does not provide a guarantee of employment but offers an opportunity for mentees to increase their skill sets and better prepare them for growth opportunities. Participants in the program do not have to have any law enforcement experience or background.



# OBJECTIVES

The objectives of the mentoring program include, but are not limited to the following:

1. Supporting New Jersey local and statewide law enforcement agencies in recruitment and retention efforts.
2. Assisting applicants and candidates with the application process, and other preparations for an entry-level law enforcement career.
3. Providing resources and support for applicants and candidates in preparation for the entry-level law enforcement examination (LEE).
4. Assisting candidates in the exploration of various types of law enforcement career opportunities that may be best suited for their interests, skills, prior experience, etc., where applicable.
5. Providing access to experienced law enforcement personnel as mentors, who will provide information to applicants and candidates about different aspects of a career in law enforcement, i.e., working environment, expectations, benefits, training required, etc.
6. Actively engages law enforcement affinity groups, community organizations, policing agencies, and other stakeholders.

# MENTORING PROGRAM FORMAT AND STRUCTURE

Mentoring is a recognized path to facilitating professional development and growth, offering numerous benefits (see Appendix B). The law enforcement mentoring program is open to applicants and candidates who are seeking entry-level law enforcement positions. Candidates for the Mentoring Program may have varied professional backgrounds, work experience, educational attainment levels, etc. and may not be currently employed by an organization that is associated with a law enforcement-related field.

Mentoring is an at-will collaborative relationship where a more experienced person supports another's growth, learning, and career development outside the normal line management relationship.

The CSC Law Enforcement Mentoring Program is designed to support a pathway, educational and experiential process to law enforcement career opportunities.

The Mentoring Program from the initial application process, activities, debriefing, and assessment will be administered over a ten-month period on an annual basis. The content of the Mentoring Program will be delivered over six-months (March to August). The program activities will include virtual, in-person meetings, group activities, and events, etc. It is anticipated that there will be at least one (1) meeting or group activity per month with assignments or projects assigned between, and prior to meeting dates. In addition, a free law enforcement preparatory course will be available for any interested mentees to utilize.



# SAMPLE MENTORING PROGRAM SCHEDULE OF EVENTS

**December/January** – Application processing period

**January/February** – Mentoring Program informational sessions, and Mentor and Mentee matches confirmed

**March** – Mentoring agreements and action plans developed

**April** - Mentor and Mentee introductions; orientations; activities; etc.

**April/May** – CSC check-in with Mentees and Mentors and continuation of CSC activities

**June** – Mid-point check-in session; surveys and assessments

**July** – Training and professional development programs

**August/September** – Graduation; certificates; surveys; debriefing and assessment of program



# CORE COMPETENCIES AND SKILLS DEVELOPMENT:

In addition to exposing mentees to various aspects and pathways for law enforcement careers, the program will facilitate participants' general skills development. The program will be structured to support the participants' overall professional and personal development. Various resources will be used to support the mentoring experience. Activities, skills-related workshops, and trainings will cultivate problem solving development, teamwork, and specific law enforcement content-based information.

Focus areas include, but are not limited to:

- Writing
- Communications (Verbal, Written, Interpersonal)
- Leadership Skills
- Conflict Resolution
- Assessing Emotional Intelligence
- Data Analysis





# **SUGGESTED ACTIVITIES, I.E., DISCUSSION TOPICS, WORKSHOPS, AND TRAINING:**

- Career and Goal Planning (Recruitment Information, Resume Writing, etc.)
- Understanding Law Enforcement Fitness Expectations
- Understanding the Law Enforcement Application Process
- Understanding the Law Enforcement Preparation Process
- Law Enforcement Job Shadowing or Related Activity
- Law Enforcement Work-Related Roleplay Exercises
- Review of Current Events, News, and Law Enforcement Issues and Trends
- Examination of the Role and Responsibilities of Public Service
- Review of Relevant Law Enforcement Reading Materials, i.e., Articles, Essays, Books, etc.
- Sharing Stories (Mentees and Mentors)
- “Why” Choose A Career in Law Enforcement
- Capitalizing on Your Strengths
- Understanding Your Personal/Professional Challenges
- Understanding and Examining Implicit Bias
- The ABCs of Community Policing
- Understanding Cultural Diversity and Cultural Awareness
- Attending Professionally Sponsored Law Enforcement Conferences, Seminars or relevant Workshops
- Legal Aspects of Enforcing the Law
- Identification of Standard Law Enforcement Policies, Procedures, and Applications
- (i.e., report writing and communications, CPR, traffic control, crime prevention, police ethics, accidents, etc.)

## SELECTION CRITERIA FOR MENTORS AND MENTEES:

- ☑ Submission of completed mentor or mentee application and updated resume
- ☑ Completion of the Mentoring Agreement

## MENTOR RESPONSIBILITIES

- ☑ Regular engagement with mentee; monitoring progress and providing direction, helping, and giving advice as needed
- ☑ Scheduling recurring meetings and activities with mentees
- ☑ Regular attendance at scheduled meetings
- ☑ Maintaining confidentiality with the mentee as appropriate
- ☑ Completing and submitting program assessment reports as needed

## MENTEE RESPONSIBILITIES

- ☑ Regular engagement with and responsiveness to mentor
- ☑ Regular attendance at scheduled meetings
- ☑ Commitment to developing new skills and knowledge
- ☑ Seek guidance and advice from the mentor, as needed
- ☑ Complete and submit program reports to the mentor as needed
- ☑ Accept responsibility for personal career development

# APPLICATION INSTRUCTIONS:

The application process for the csc law enforcement mentoring program (mentoring program) for mentees and mentors, will be as follows:

**APPLICATIONS ARE DUE BY JANUARY 15, 2023**

**APPLICANTS WILL BE NOTIFIED BY JANUARY 22, 2023**

**Applications are available at**

<https://www.nj.gov/csc/about/divisions/diversity/>

After mentee/mentor applications are submitted and approval has been communicated, additional details and forms for participation in the mentoring program will be provided.

**Please direct any questions to the following email address:**

[DiversityOffice@csc.nj.gov](mailto:DiversityOffice@csc.nj.gov)



# **APPENDIX A**

## **GENERAL INFORMATION**

### **CSC ENTRY-LEVEL LAW ENFORCEMENT EXAMINATION (LEE) AND LEE TITLES**

For entry-level law enforcement titles, the CSC offers the Law Enforcement Examination (LEE) as a prerequisite for being considered for these career opportunities.

#### **Law Enforcement Examination (LEE)**

The Law Enforcement Examination (LEE) has been developed to assess candidate readiness for entry into law enforcement titles considered to have common knowledge, skills, abilities, and other characteristics. Applicants must file a separate application to each jurisdiction and title for which they wish to be considered.

#### **LEE Titles includes the following:**

- Campus Police Officer Recruit\*
- Correctional Police Officer (Department of Corrections) \*
- Correctional Police Officer, Juvenile Justice Commission\*
- County Correctional Police Officer
- County Police Officer
- Municipal Police Officer
- Park Police Officer
- Parole Officer Recruit
- Parole Officer Recruit Juvenile Justice Commission
- Police Officer Palisades Interstate Park\*
- Police Officer Recruit Human Services\*
- Sheriff's Officer
- State Park Police Officer Trainee\*

\*State Department/Agency Title

# APPENDIX B

## GENERAL INFORMATION ON MENTORING

### What is Mentoring?

The Association for Talent Development (ATD) defines mentoring as “a reciprocal and collaborative at-will relationship and most often occurs between a senior and junior employee for the purpose of the mentee’s growth, learning, and career development.” [1]

### What is a Mentee?

A mentee is an employee who is paired with another employee (mentor) to support their professional growth and development. A mentee may be a new hire or employee interested in pursuing career advancement opportunities in their organization and/or vocational area(s)/field of expertise.

### What is a Mentor?

A mentor is “someone who not only has expertise but hopefully can also listen effectively, challenge you to be all you can be, and provide you with a supportive and trusting environment where you can share the issues with both personally and professionally.” [2] The mentor is a valuable resource who can demonstrate leadership skills by assisting other employees in their personal career development strategies.

Mentoring may also assist new or beginning personnel with getting acclimated to the organization and work environment as well as providing support for responding to various challenges that may arise in the workplace. A mentor can support the mentee on matters related to “organizational goals, culture, career goals, advice on professional development, and work-life balances. Effective mentors often act as role models and sounding boards for their mentee and provide guidance to help them reach their goals.” [3]

[1] ATD: <https://www.td.org/talent-development-glossary-terms/what-is-mentoring>

[2] A Mentor Can Help You Succeed in Your First Job, <https://www.monster.com/career-advice/article/mentor-help-succeed-first-job>

[3] ATD: <https://www.td.org/talent-development-glossary-terms/what-is-mentoring>