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GOVERNOR

STATE OF NEW JERSEY  
DEPARTMENT OF PERSONNEL  
State & Local Operations  
PO Box 313  
Trenton, New Jersey 08625

IDA L. CASTRO  
COMMISSIONER

April 7, 2004

**NOTICE**

Dear Fire Chiefs, Police Chiefs, Public Safety Appointing Authorities, Sheriffs and Wardens:

This is to advise you of the New Jersey Department of Personnel's new policy that affects public safety promotional eligible lists. In order to ensure that promotional employment lists are always available, the DOP will automatically extend lists for one year or until the next list is available, whichever occurs first. No lists will be extended beyond four years. The public safety titles covered by the policy are:

- Police Sergeant, Lieutenant, and Captain
- Fire Lieutenant, Captain, Fire Officer 1, Fire Officer 2 and Battalion Fire Chief
- Sheriff's Officer Sergeant, Lieutenant and Captain
- County Correction Sergeant, Lieutenant and Captain
- County Police Sergeant, Lieutenant and Captain
- Correction Sergeant, Lieutenant and Captain
- Correction Sergeant JJC, Lieutenant JJC and Captain JJC

In addition, when a list is extended, an examination will automatically be announced in association with the list extension for agencies where we anticipate ongoing promotional opportunities based on historical data. The new announcement will be issued in accordance with the Planned Announcement schedule specified by the Division of Selection Services' Examination Information Alert for the title in question.

Please see the attached decision of the Merit System Board approving the new policy.

This policy applies to all lists that expire after April 7, 2004, or for any lists where requests for extension were received from Appointing Authorities after February 1, 2004, but not processed by NJDOP pending approval of this program. This program will remain in effect indefinitely unless otherwise changed by the Merit System Board.

If you have questions about this policy you may contact Jeff Bodholt of the DOP's Division of Selection Services at 609- 984-9555 (fax 609-984-2956).

Signature on File  
Marjorie A. Schwartz, Assistant Commissioner

4/7/04  
Date