



NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE

Certified Law Enforcement Executive Program Guideline



***RECOGNIZING PROFESSIONALISM
AND EXCELLENCE IN NEW JERSEY
LAW ENFORCEMENT EXECUTIVES***

New Jersey State Association of Chiefs of Police
One Greentree Centre
Suite 201
Marlton, NJ 08053
Phone: 856.988.5880 • Fax: 856.810.0223
E-mail: njsacop@njsacop.org • Web: www.njsacop.org

CCLEE, C-ELEE & CCLEE-A

Recognizing Professionalism and Excellence in New Jersey Law Enforcement Executives

Introduction to the Program

This is a voluntary certification effort established by the New Jersey State Association of Chiefs of Police (NJSACOP). The program is designed to elevate the professional standards and individual performance of law enforcement executives in the State of New Jersey.

The Program is administered by the NJSACOP Certification Committee, a semiautonomous structure within the New Jersey State Association of Chiefs of Police.

Certified Chief Law Enforcement Executive (CCLEE)

Certified-Eligible Law Enforcement Executive (C-ELEE)

Certified Chief Law Enforcement Executive - Advanced (CCLEE-A)

The primary credential awarded under the program is the Certified Chief Law Enforcement Executive (CCLEE). Currently active sworn law enforcement officers who are the chief executives of a qualified law enforcement agency operating in the State of New Jersey (local, county, state or federal) and are otherwise eligible under the program guidelines are eligible to apply for this credential. Other sworn law enforcement personnel who are not yet the head of a law enforcement agency but who are otherwise eligible under the program guidelines may apply for the Certified-Eligible Law Enforcement Executive (C-ELEE) credential.

The requirements for qualification for the CCLEE and the C-ELEE credential are the same in all respects, except that only those who currently serve as the chief executive of a qualifying law enforcement agency may receive the CCLEE designation. Any law enforcement officer holding a currently valid C-ELEE that is elevated to chief executive of a qualifying law enforcement agency will be awarded the CCLEE credential by the Certification Committee.

Chiefs of Police that have retired from active service having attained and maintained the CCLEE designation may retain their Certified status following retirement. Retired Certified Chiefs must meet the same requirements as all other Certified law enforcement executives to maintain their status and to qualify for Re-Certification. The CCLEE designation may not be attained following retirement.

The Certified Chief Law Enforcement Executive - Advanced designation is available to any Chief of Police (whether or not previously certified under this program). The major distinguishing feature of the Advanced designation is the specific educational and professional training requirement. Chiefs of Police that receive the CCLEE-A designation are eligible to apply for participation in the NJSACOP Police Management Consultant program.

CERTIFICATION PROCESS

- **Submission of NJSACOP Certification Application.** Completed applications should be forwarded to the NJSACOP State Office, along with the required fees. All applications will be reviewed by the NJSACOP Certification Committee in accordance with the Committee's Standard Operating Procedures.
- **Review by Certification Committee.** All applications will be reviewed by the Certification Committee for completeness and eligibility.
- **Notification of Candidate of Acceptance or Denial.** All applicants will be notified of the decision by the Committee. Applicants who are deemed ineligible for certification will receive a complete explanation in writing.
- **Certification.** Applicants meeting all of the requirements of the NJSACOP Certification Program will receive either the CCLEE, C-ELEE or CCLEE-A designation.

RE-CERTIFICATION PROCESS

After three (3) years, and after each subsequent three (3) year period, each certified law enforcement executive will apply for re-certification. To maintain the credential and become re-certified, the applicant must attain a total of 100 additional units in Education and Professional Development.

- **Submission of NJSACOP Re-Certification Application.** Completed applications should be forwarded to the NJSACOP State Office, along with the required fees. All applications will be reviewed by the NJSACOP Certification Committee in accordance with that Committee's Standard Operating Procedures. Only courses or programs attended subsequent to receiving certification shall be considered toward re-certification requirements.
- **Submission of Sworn Eligibility Statement.** The applicant shall submit, with the Re-Certification Application and required fees, a sworn statement that nothing has happened in the preceding period that would materially alter eligibility for certification (e.g. criminal conviction).
- **Review by Certification Committee.** All applicants for re-certification will be reviewed by the Certification Committee for completeness and eligibility.
- **Notification of Candidate of Acceptance or Denial.** All applicants will be notified of the decision by the Committee. Applicants who are deemed ineligible for re-certification will receive a complete explanation in writing.
- **Re-certification.** Applicants meeting all of the re-certification requirements of the NJSACOP Certification Program will be eligible to maintain their certified status.

CERTIFIED-ELIGIBLE TO CERTIFIED PROCESS

Law enforcement executives who have attained the Certified-Eligible Law Enforcement Executive (C-ELEE) credential are eligible to automatically receive the Certified Chief Law Enforcement Executive (CCLEE) upon the following conditions:

- **Submission of Notification of CCLEE Eligibility.** The applicant should send a notice to the Certification Committee at the NJSACOP State Office that he or she is a C-ELEE and has obtained a position as Chief Law Enforcement Executive of a qualified law enforcement agency in the state of New Jersey. There is no formal application or form required, but any such notice should be accompanied by substantiating documentation.
- **Review by Certification Committee.** All notifications will be reviewed by the Certification Committee for completeness and eligibility.
- **Certification.** Applicants meeting all of the requirements of the NJSACOP Certification Program will receive the CCLEE status.
- **No Fees.** There shall be no fees for the upgrade in certification process.

UNSUCCESSFUL CANDIDATES

Candidates that have not met the standards for eligibility will receive a notification and a detailed report from the Certification Committee. Such candidates shall have one (1) year from the date of the notification of ineligibility to re-submit their application without the need to submit a new application fee.

APPEAL PROCESS

Applicants for any certification status may submit appeals and other inquiries concerning the NJSACOP Certified Law Enforcement Executive Program in writing to the NJSACOP Executive Director. All appeals will be decided by the NJSACOP Board of Directors.

CONFIDENTIALITY

All applicants and related materials submitted to the Certification Committee, all appeals and related materials submitted to the NJSACOP State Office and/or Committee Board of Directors, and all correspondence related to applications for certification or appeal shall be held in strict confidence by the Committee, members of the Committee and Committee Board of Directors, the NJSACOP Board of Officers and staff. Applicant's information shall not be released to any other party without the express written consent of the applicant. Only the name of the successful candidates for certification and/or re-certification will be released or published by the NJSACOP and/or the Certification Committee.

**Guide to Successfully
Completing the
Certification
Application**

Program Requirements

TOTAL REQUIRED UNITS
1,050

CCLEE & C-ELEE		
Area	Minimum Required Units	Maximum Permitted Units
Professional Experience	240	400
Education and Professional Development	315	500
Community and Professional Service	120	250

ADDITIONAL
REQUIREMENTS CCLEE-A

**CERTIFIED CHIEF LAW
ENFORCEMENT EXECUTIVE - ADVANCED
ADDITIONAL REQUIREMENTS**

The requirements for this designation will be the same as the CCLEE, with the following exceptions:

1. must currently have a minimum of a BA or BS degree;
2. must be currently serving as sworn Chief Law Enforcement Executive, or retired from such a position;
3. only certain select training, continuing education and professional development programs will be accepted towards the required Certification Units;
4. all holders of the CCLEE-A must attend specific programs to be created/sponsored/identified by the NJSACOP to maintain the designation; and
5. must attend the NJSACOP Annual Training Conference at least 1 time every 3 years to maintain the designation.

Program Fees

NJSACOP MEMBER

NON-MEMBER

CCLEE & C-ELEE

Application: \$100
Re-Certification: \$25

Application: \$150
Re-Certification: \$50

***CCLEE-A**

Application: \$100
Re-Certification: \$25

Application: \$150
Re-Certification: \$50

*Regardless of whether or not a Chief has previously held a certified status, full fee must be paid for application for Advanced status.

Eligibility Specifications

Professional Experience

Minimum of 6 years of Experience Required

Units per year Maximum Units

Total number of years of full-time law enforcement experience

20

200

Years of Service as First-Line Supervisor

30

200

Years of Service at Command Level

40


200

Years of Service at Chief of Law Enforcement Agency

50

200

Minimum Required: 240 Units
Maximum Permitted: 400 Units



Educational Experience

*Minimum Required: 315 Units
Maximum Permitted: 500 Units*

Community and Professional Service

*Minimum Required: 120 Units
Maximum Permitted: 250 Units*

Educational Experience

* Higher Education	Possible Units	Maximum Units
Degrees: (Highest Degree Attained)	300	300
AA/AS		100
BA/BS		200
MA/MS		250
Ph.D/JD		300
Degree Plus Credits		25
OR		
Credits w/o Degree:	100	100
16-64 Credits		50
65-69 Credits		75
97-130 Credits		100

Community and Professional Service

	Units per year	Maximum Units
Professional Law Enforcement Organization (NJSACOP, IACP, NOBLE, FBI, NAA, LEEDA, NJPSAC)	15 per year	150
Executive Leadership	20 per year	
Professional Instructional Service (e.g. Police Academy Instructor, College Instructor, Accreditation, etc.) Within 5 years of application for certification	10 per course	100
Professional Commendations (Outside department, e.g. NJSACOP Chief's Valor Award, 200 Club, etc.)	10 per award	50
Community Organizations and Activities (e.g. Rotary, Knights of Columbus, Lions, Masons Planning Board, 200 Club, Chamber of Commerce, Heart Assoc., etc.)	10 per year	150
Executive Leadership	20 per year	

Units for Training & Professional Educational Programs

Pre-Approved Continuing Education, Professional Development And Training Courses and Programs CCLEE, C-ELEE and CLEE-A

All candidates for the Certified Chief Law Enforcement Executive (CCLEE), the Certified-Eligible Chief Law Enforcement Executive (C-ELEE), and the Certified Chief Law Enforcement Executive-Advanced Certification under the NJSACOP CLEE Program must complete a minimum number of training, education, and professional development Units to qualify for Certification.

*Please check our website
for an up-to-date listing of
Pre-Approved
Continuing Education,
Professional Development and
Training Courses
www.njsacop.org*

Applicants or training providers may submit additional seminars, courses or programs presented within the past five (5) years for consideration by the Certification Committee for pre-approval for CCLEE Units.



**New Jersey State Association of Chiefs of Police
Certified Law Enforcement Executive
APPLICATION**



NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE

Certified Law Enforcement Executive

APPLICATION

CONFIDENTIALITY NOTICE: All applicants related materials submitted to the NJSACOP Certification Committee, all appeals and related materials to the NJSACOP State Office and/or Certification Committee Board of Directors, and all correspondence related to either applications for certification or appeal shall be held in strict confidence by the Committee, members of the Committee and Committee Board of Directors, the NJSACOP Board of Officers and staff. Applicant's information shall not be released to any other party without the express written consent of the applicant. Only the names of successful candidates for certification and/or re-certification will be released or published by the NJSACOP and/or the Certification Committee.

INSTRUCTIONS: Please ensure that all sections are completed and that all supporting documents and materials are attached to this application. Return the completed application, supporting materials and appropriate fees to:

**Certification Committee
NJSACOP
One Greentree Centre, Suite 201
Marlton, NJ 08053**

Name

Title/Rank/Position

Agency/Department

Address

City/State/Zip

Telephone

Fax:

E-mail Address

Home Address

City/State/Zip

Home Telephone

Date of Birth

Professional Experience

Current Department/Agency:

Location:

From/To Total Years in Rank

Rank:

Rank:

Rank:

Rank:

Rank:

Previous Department/Agency:

Location:

From/To Total Years in Rank

Rank:

Rank:

Rank:

Rank:

Rank:

Educational Experience

High School:

(Attach copy of transcript or diploma)

Location:

Dates Attended:

From:

To:

Graduation Date: *(m/y)*

Diploma _____

GED _____

(please check one)

College/University:

(Attach copy of transcript or diploma)

Location:

Dates Attended:

From:

To:

Credit Hours:

Graduation Date: *(m/y)*

Degree(s) Awarded:

College/University:

(Attach copy of transcript or diploma)

Location:

Dates Attended:

From:

To:

Credit Hours:

Graduation Date: *(m/y)*

Degree(s) Awarded:

Continuing Education and Professional Development

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Continuing Education and Professional Development

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Name of Training/Program

Sponsor:

Location:

Dates Attended: From: To:

Hours:

Community & Professional Service

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Community & Professional Service

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Community & Professional Service

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Organization/Activity:

Location:

Dates: From:

To:

Current Status:

Program Fees

	NJSACOP MEMBER	NON-MEMBER
CCLEE & C-ELEE	Application: \$100 Re-Certification: \$25	Application: \$150 Re-Certification: \$50
*CCLEE-A	Application: \$100 Re-Certification: \$25	Application: \$150 Re-Certification: \$50

*Regardless of whether or not a Chief has previously held a certified status, full fee must be paid for application for Advanced status.

Non-refundable Application fee or entire Program Fee must be submitted with Application.

CERTIFICATION

I certify that the foregoing information provided in this application is true and accurate to the best of my knowledge. I understand that any information provided by me may be verified by the NJSACOP Certification Committee. I further understand that if I knowingly provide false, inaccurate or misleading information to the Certification Committee, any certification granted by the Certification Committee based upon such information may be unilaterally withdrawn and terminated.

I understand that the NJSACOP and the NJSACOP Certification Committee reserve the right to change, alter, or eliminate any part of the NJSACOP Certification program without notice to applicants or certified individuals.

Name:
Please Print _____

Signature: _____ Date: _____

Certified Law Enforcement Executive Program Guideline

*RECOGNIZING PROFESSIONALISM
AND EXCELLENCE IN NEW JERSEY
LAW ENFORCEMENT EXECUTIVES*



New Jersey State Association
of Chiefs of Police
One Greentree Centre
Suite 201
Marlton, NJ 08053