



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  
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**NJSACOP**

*Revised 2005*



# 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 Officers.

## 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

TOTAL REQUIRED UNITS  
1,050

## Program Requirements

<b>CCLEE &amp; C-ELEE</b>		
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**

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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
<b>CCLEE &amp; C-ELEE</b>	<b>Application: \$100</b> <b>Re-Certification: \$25</b>	<b>Application \$150</b> <b>Re-Certification: \$50</b>
<b>*CCLEE-A</b>	<b>Application: \$100</b> <b>Re-Certification: \$25</b>	<b>Application: \$150</b> <b>Re-Certification: \$50</b>

\*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

*Minimum Required: 240 Units*  
*Maximum Permitted Units: 400 Units*

### 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

# Educational Experience

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

<b>Educational Experience</b>		
<b>*Higher Education</b>	<b>Possible Units</b>	<b>Maximum Units</b>
Degrees: (Highest Degree Attained)	300	300
	AA/AS	100
	BA/BS	200
	MA/MS	250
	Ph.D./JD	300
	Degree Plus Credits	25
	<b>OR</b>	
Credits w/o Degree:	100	100
	16-64 Credits	50
	65-96 Credits	75
	97-130 Credits	100
<p><i>*After 2006 a BA or BS Degree will be the minimum requirement.</i>  <i>**BA or BS Degree required for CCLEE-A.</i></p>		

# Community and Professional Service

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

<b>Community and Professional Service</b>		
	<b>Units per year</b>	<b>Maximum Units</b>
Professional Law Enforcement Organizations (NJSACOP, IACP, NOBLE, FBI, NAA, LEEDA)	15 per year	150
Executive Leadership	20 per year	
Professional Instructional Service (e.g. Police Academy Instructor, College Instructor, etc.) Within 5 years of application for certification.	10 per course	100
Professional Commendations (Outside department, e.g. NJSACOP Chiefs' 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 Association, etc. Member)	10 per year	150
Executive Leadership	20 per year	

# CCLEE & C-ELEE Units for Training & Professional Educational Programs

•••••  
• *Please check our website* •  
• *for up-dates on* •  
• *Pre-Approved* •  
• *Continuing Education,* •  
• *Professional Development* •  
• *and Training Courses* •  
• [www.njsacop.org](http://www.njsacop.org) •  
•••••

## Accredited Programs, Courses and Seminars

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.

### **Pre-Approved Continuing Education, Professional Development and Training Courses and Programs CCLEE and C-ELEE**

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

FBI National Academy	75
West Point Command & Leadership	75
Northwestern U. Staff & Command	75
Emergency Management Coordinator (w/cert.)	25
Certified Public Manager (Levels I-VI)	75
Methods of Instruction	25
Police Supervision Techniques	25
NJSACOP Police Executive Institute	50
LEEDS	50
Burlington / Mercer Counties Police Executive Training Seminar	25
NJ State Police Executive Leadership Course for Lieutenants	25
DCJ Chiefs Orientation Program	25
Contemporary Supervision Techniques	25
Northwestern U. Executive Management Program	50
Penn State Police Executive Development Program	50
NJSP Police Supervision Program	25
NJSACOP Conference attendance	05
each NJSACOP Conference Training Seminar	05
IACP Conference attendance	05
each 08 contact hours of conference training	05
NJSACOP Police Chiefs In-Service Training Seminar	15

# CLEE Units for Training & Professional Educational Programs

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 • *Please check our website* •  
 • *for up-dates on* •  
 • *Pre-Approved* •  
 • *Continuing Education,* •  
 • *Professional Development* •  
 • *and Training Courses* •  
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 •••••

# Accredited Programs, Courses and Seminars

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 CLEE Units.

<b>Pre-Approved Continuing Education, Professional Development and Training Courses and Programs CCLEE and C-ELEE (Continued)</b>	
NJSACOP Policing Your Town	10
NJSACOP Safe Schools Program	05
Missing and Exploited Children Chief Executive Officer Program	10
Morris Co. Police Training Academy: High Impact Supervision	15
Morris Co. Police Training Academy: Mid-Level Police Management	15
Morris Co. Police Training Academy: Organizational Leadership	10
Morris Co. Police Training Academy: Supervision Principles	05
N.J. Regional Community Policing Institute Chiefs Leadership Program	10
Concepts in Supervision	10
Bergen Co. Police & Fire Academy Seminar: Executive Leadership	05
Bergen Co. Police & Fire Academy Seminar: Legal Aspects of Discipline & Grievances	05
Bergen Co. Police & Fire Academy Seminar: Ethical Decision Making	05
Bergen Co. Police & Fire Academy Seminar: Transformational Leadership	05
Morris County Law Enforcement Command School	50
NJSACOP Staff Ride for Law Enforcement	15
Kean University & Fairleigh Dickinson University law enforcement and/or public safety post-graduate certificates [except if used for formal education degree or stand-alone units]	50
NJSACOP / CALEA Assessor Training	05 per 8 contact hours
NJSACOP, FBI National Academy Associates, FBI, IACP, DCJ, LEEDA, MAGLOCLEN Administrative, Leadership & Management Courses	05 per 8 contact hours

# CCLEE Advanced Units for Training & Professional Educational Programs

•••••  
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 • *Continuing Education,* •  
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 • *and Training Courses* •  
 • [www.njsacop.org](http://www.njsacop.org) •  
 •••••

## Accredited Programs, Courses and Seminars

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.

### **Pre-Approved Continuing Education, Professional Development and Training Courses and Programs CCLEE-Advanced**

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

FBI National Academy	75
West Point Command & Leadership	75
Northwestern U. Staff & Command	75
Certified Public Manager (Levels I-VI)	75
NJSACOP Police Executive Institute	50
LEEDS	50
Burlington / Mercer Counties Police Executive Training Seminar	25
DCJ Chiefs Orientation Program	25
Northwestern U. Executive Management Program	50
Penn State Police Executive Development Program	50
NJSACOP Conference attendance each NJSACOP Conference Training Seminar	05
IACP Conference attendance each 08 contact hours of conference training	05
NJSACOP Police Chiefs In-Service Training Seminar	15
NJSACOP Policing Your Town	10
Missing and Exploited Children Chief Executive Officer Program	10
Morris Co. Police Training Academy: High Impact Supervision	15
Morris Co. Police Training Academy: Organizational Leadership	10
Bergen Co. Police & Fire Academy Seminar: Executive Leadership	05
Bergen Co. Police & Fire Academy Seminar: Legal Aspects of Discipline & Grievances	05

CCLEE  
Advanced  
Units  
for Training &  
Professional  
Educational  
Programs

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Accredited  
Programs,  
Courses  
and Seminars

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.

**Pre-Approved Continuing Education,  
Professional Development and Training  
Courses and Programs  
CCLEE-Advanced  
(Continued)**

Bergen Co. Police & Fire Academy Seminar: Ethical Decision Making	05
Bergen Co. Police & Fire Academy Seminar: Transformational Leadership	05
Morris County Law Enforcement Command School	50
Kean University & Fairleigh Dickinson University law enforcement and/or public safety post-graduate certificates [except if used for formal education degree or stand-alone units]	50
NJSACOP/ CALEA Assessor Training	05 per 8 contact hours
NJSACOP, FBI National Academy Associates, FBI, IACP, DCJ, LEEDA, MAGLOCLEN Administrative, Leadership & Management Courses	05 per 8 contact hours





**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 and related materials submitted to the NJSACOP Certification Committee, all appeals and related materials submitted 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  
830 Bear Tavern Road, Suite 303  
West Trenton, NJ 08628**

**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

## Higher Education

### 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:**

**Name of Training/Program**

**Sponsor:**

**Location:**

**Dates Attended:      From:                      To:**

**Hours:**

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Name of Training/Program

Sponsor:

Location:

Dates Attended:      From:                      To:

Hours:

Name of Training/Program

Sponsor:

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Dates Attended:      From:                      To:

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Name of Training/Program

Sponsor:

Location:

Dates Attended:      From:                      To:

Hours:

Name of Training/Program

Sponsor:

Location:

Dates Attended:      From:                      To:

Hours:

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**Name of Training/Program**

**Sponsor:**

**Location:**

**Dates Attended:      From:                      To:**

**Hours:**

**Name of Training/Program**

**Sponsor:**

**Location:**

**Dates Attended:      From:                      To:**

**Hours:**

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**Hours:**

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Dates Attended:      From:                      To:

Hours:

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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:**

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**Hours:**

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**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:**

**Organization / Activity:**

**Location:**

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**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

830 Bear Tavern Road  
Suite 303  
West Trenton, NJ 08628