

BOROUGH OF CRESSKILL

ORDINANCE NO. 24-11-1647

ORDINANCE AMENDING CHAPTER 53 SECTION 32 POLICE PROMOTIONS

WHEREAS, the Mayor, Council, Police Committee and Chief of Police have raised issues pertaining to the procedural aspects of the current police promotion Ordinance; and

WHEREAS, Chief Domville has proposed a major overhaul of the Police Promotion Ordinance; and

WHEREAS, the Police Committee has reviewed his recommendations and has taken many concepts under consideration.

NOW THEREFORE, BE IT ORDAINED, Article 53, Section 32 Police Powers, is hereby rescinded in its entirety; and

BE IT FURTHER ORDAINED, Article 53, Section 32, Police Powers, shall read as follows:

§53-32 PROMOTIONS

A. POLICE PROMOTION RECOMMENDATIONS

- (1) The Mayor and/or Chief of Police shall recommend Officer Promotions within the Police Department.
- (2) Upon receipt of promotion recommendations, the Police Committee and the Chief of Police shall undertake the vetting process stated herein, and shall present their recommendations and nominate for the promotion of an Officer who has completed the vetting process.

B. PROMOTION PROCEDURES

- (1) Prior to commencing any promotional review and/or presentment of recommendations, the Chief of Police shall personally meet with the Borough Administrator and Police Committee requesting fiscal permission to commence the Promotional Process.
- (2) If there are adequate funds, and/or it has been established that there is a bona fide need to make promotions to ensure the safety of the Borough, and upon approval of both the Borough Administrator and Police Committee the promotional process shall be as follows:
 - (i) Only Officers who are members of the Cresskill Police Department at the time of the promotional process are eligible for consideration consistent with New Jersey law; and
 - (ii) To be eligible for promotion, candidates must meet all the criteria established for such promotion on the date of the vacancy announcement; and
 - (iii) Sergeants' Eligibility Requirements: the candidate must have completed a total of five (5) years at the rank of Patrolman/Police Officer in the Cresskill Police Department; and

- (iv) Lieutenants' Eligibility Requirements: the candidate must hold the rank of Sergeant with the Cresskill Police Department for at least three (3) years;
- (v) Captains' Eligibility Requirements: the candidate must hold the rank of Lieutenant with the Cresskill Police Department for at least three (3) years;
- (vi) The Appropriate Authority (Police Committee) by Resolution may authorize the service requirements for either Sergeants', Lieutenants' and/or Captains' positions to be waived or modified if there are no eligible candidates based on the herein listed requirements.

C. EVALUATION FOR PROMOTION

The Evaluation Process for promotions is based on a points system, wherein points are earned by the candidate in various categories, with the maximum number of points allotted to a Candidate being 100. All Candidates interviewed with the earned "points" will be presented to the Police Committee for its review and recommendation, and subsequent recommendation to the Mayor.

(1) Candidates for promotion to Sergeant will submit to the following process:

- (i) Length of Service: Preference shall be given to a member who has served the longest period of time in the Department with a maximum number of points allotted being 30. The awarding of points shall be completed as time served as a Cresskill Police Officer, calculated as follows:

$$\text{Number of Years Served} \times 30 \text{ points} / 10 = \text{Total points awarded}$$

For Example:

Officer 1: 10 years served with the Department
 Officer 2: 7 years served with the Department
 Officer 3: 5 years served with the Department

Scoring shall be as follows:

Officer 1: 10 years x 30 points / 10 = 30 points
 Officer 2: 7 years x 30 points / 10 = 21 points
 Officer 3: 5 years x 30 points / 10 = 15 points

- (ii) Written Examination: A written examination will be prepared by an accredited agency and administered by the Chief of Police, or the accredited agency with a minimum passing score of 70%. The maximum number of points allotted are 10.

The awarding of points is as follows:

$$\text{Written Exam Score} / 10 = \text{Number of points awarded}$$

For Example:

Officer 1: 75% Score / 10 = 7.5 points
 Officer 2: 80% Score / 10 = 8 points
 Officer 3: 100% Score / 10 = 10 points

- (iii) Oral Interview: After a candidate has passed the written examination with a score of 70% or more, an Oral Interview with the Chief of Police, and then with the Police Committee, will be administered. The Chief of Police will be able to award each candidate up to 15 points and the Police Committee will be able to award each candidate up to 15 points, for a total of 30 maximum points to be awarded.

Points will be administered based on the following:

- (a) Oral Communications;
- (b) Maturity in Judgment;
- (c) Interest in Law Enforcement;
- (d) Supervisory ability;
- (e) Demonstrated knowledge and understanding of supervisory practices, departmental rules, regulations, policies, and procedures;

- (iv) Personnel File Review: A review and evaluation of the candidate's personnel file will be performed for a maximum of 20 points. The maximum number of points to be awarded by either the Chief of Police or the Committee is 10 Respectively.

At a minimum, the review will consist of the following:

- (a) Performance Evaluations (previous 3 years only);
- (b) Additional Assignments
- (c) Training
 - (1) Elective
 - (2) Mandatory
- (d) Commendations

At no point during the process will a candidate's confidential medical information or other protected information be reviewed.

- (v) Chief Recommendations: Once a candidate has gone through steps (i) through (iv), the Chief of Police will review the candidates and make recommendations, wherein the Chief of Police will have a maximum of 5 points per candidate.
- (vi) Committee Recommendations: Once a candidate has gone through steps (i) through (v), the Police Committee will review the candidates and make recommendations, wherein the Committee will have a maximum of 5 points per candidate.

- (2) Candidates for promotion to Lieutenant will submit to the following process:

- (i) Length of Service: Preference shall be given to a member who has served the longest period of time in the Department with a maximum number of points allotted being 30. The awarding of points shall be completed as time served as a Cresskill Police Officer, calculated as follows:

Number of Years Served x 30 points / 10 = Total points awarded

For Example:

- Officer 1: 10 years served with the Department
- Officer 2: 7 years served with the Department
- Officer 3: 5 years served with the Department

Scoring shall be as follows:

Officer 1:	10 years	x	30 points	/	10	=	30 points
Officer 2:	7 years	x	30 points	/	10	=	21 points
Officer 3:	5 years	x	30 points	/	10	=	15 points

- (ii) **Written Examination:** A written examination will be prepared by an accredited agency and administered by the Chief of Police, or the accredited agency with a minimum passing score of 70%. The maximum number of points allotted are 10.

The awarding of points is as follows:

Written Exam Score / 10 = Number of points awarded

For Example:

Officer 1:	75% Score	/	10	=	7.5 points
Officer 2:	80% Score	/	10	=	8 points
Officer 3:	100% Score	/	10	=	10 points

- (iii) **Oral Interview:** After a candidate has passed the written examination with a score of 70% or more, an Oral Interview with the Chief of Police, and then with the Police Committee, will be administered. The Chief of Police will be able to award each candidate up to 15 points and the Police Committee will be able to award each candidate up to 15 points, for a total of 30 maximum points to be awarded.

Points will be administered based on the following:

- (a) Oral Communications;
 - (b) Maturity in Judgment;
 - (c) Interest in Law Enforcement;
 - (d) Supervisory ability;
 - (e) Demonstrated knowledge and understanding of supervisory practices, departmental rules, regulations, policies, and procedures;
- (iv) **Personnel File Review:** A review and evaluation of the candidate's personnel file will be performed for a maximum of 20 points. The maximum number of points to be awarded by either the Chief of Police or the Committee is 10 Respectively.

At a minimum, the review will consist of the following:

- (a) Performance Evaluations (previous 3 years only);
- (b) Additional Assignments
- (c) Training
 - (1) Elective
 - (2) Mandatory
- (d) Commendations

At no point during the process will a candidate's confidential medical information or other protected information be reviewed.

- (v) **Chief Recommendations:** Once a candidate has gone through steps (i) through (iv), the Chief of Police will review the candidates and make recommendations, wherein the Chief of Police will have a maximum of 5 points per candidate.

(vi) Committee Recommendations: Once a candidate has gone through steps (i) through (v), the Police Committee will review the candidates and make recommendations, wherein the Committee will have a maximum of 5 points per candidate.

(3) Candidates for promotion to Captain will submit to the following process:

(i) Length of Service: Preference shall be given to a member who has served the longest period of time in the Department with a maximum number of points allotted being 30. The awarding of points shall be completed as time served as a Cresskill Police Officer, calculated as follows:

$$\text{Number of Years Served} \times 30 \text{ points} / 10 = \text{Total points awarded}$$

For Example:

Officer 1: 10 years served with the Department
Officer 2: 7 years served with the Department
Officer 3: 5 years served with the Department

Scoring shall be as follows:

Officer 1: 10 years x 30 points / 10 = 30 points
Officer 2: 7 years x 30 points / 10 = 21 points
Officer 3: 5 years x 30 points / 10 = 15 points

(ii) Written Examination: A written examination will be prepared by an accredited agency and administered by the Chief of Police, or the accredited agency with a minimum passing score of 70%. The maximum number of points allotted are 10.

The awarding of points is as follows:

$$\text{Written Exam Score} / 10 = \text{Number of points awarded}$$

For Example:

Officer 1: 75% Score / 10 = 7.5 points
Officer 2: 80% Score / 10 = 8 points
Officer 3: 100% Score / 10 = 10 points

(iii) Oral Interview: After a candidate has passed the written examination with a score of 70% or more, an Oral Interview with the Chief of Police, and then with the Police Committee, will be administered. The Chief of Police will be able to award each candidate up to 15 points and the Police Committee will be able to award each candidate up to 15 points, for a total of 30 maximum points to be awarded.

Points will be administered based on the following:

- (a) Oral Communications;
- (b) Maturity in Judgment;
- (c) Interest in Law Enforcement;
- (d) Supervisory ability;
- (e) Demonstrated knowledge and understanding of supervisory practices, departmental rules, regulations, policies, and procedures;

- (iv) Personnel File Review: A review and evaluation of the candidate's personnel file will be performed for a maximum of 10 points. The maximum number of points to be awarded by either the Chief of Police or the Committee is 10 Respectively.

At a minimum, the review will consist of the following:

- (a) Performance Evaluations (previous 3 years only);
- (b) Additional Assignments
- (c) Training
 - (1) Elective
 - (2) Mandatory
- (d) Commendations

At no point during the process will a candidate's confidential medical information or other protected information be reviewed.

- (v) Chief Recommendations: Once a candidate has gone through steps (i) through (iv), the Chief of Police will review the candidates and make recommendations, wherein the Chief of Police will have a maximum of 5 points per candidate.

- (vi) Committee Recommendations: Once a candidate has gone through steps (i) through (v), the Police Committee will review the candidates and make recommendations, wherein the Committee will have a maximum of 5 points per candidate.

D. PROMOTIONAL ANNOUNCEMENT

- (1) Whenever a vacancy occurs for the filling of a position, a written announcement shall be made at least thirty (30) days before the start of the process.
 - (i) The announcement shall contain the eligibility requirements*;
 - (ii) The announcement shall describe the position available*;
 - (iii) The announcement shall contain a description of the process to be used in selecting personnel for the vacancy*;
 - (iv) Each Officer intending to participate in the process must submit a letter of intent, no less than ten (10) days nor more than twenty (20) days after the announcement by the Chief of Police.

* All requests and procedural requirements are per this Ordinance.

E. APPROVAL OF MAYOR AND COUNCIL

- (1) The Chief of Police and Police Committee shall formally report their recommendation(s) to the Mayor. The Mayor, as Chief Executive Officer, may accept the promotion recommendation(s), or appoint any officer who has gone through the vetting process.
- (2) Promotions within the Police Department shall be made by the Mayor and confirmed by the majority vote of the Council.

- F. The Council at any time may retain Police Consultants who shall undertake a third (3rd) review of the eligible candidates and report their findings (recommendations) to the Police Committee, and/or prepare the written examination document.

G. RIGHT TO APPEAL

- (1) Each Officer has the right to appeal any decision to the Superior Court of New Jersey.

SEVERABILITY. If the provisions of any article, section, subsection, paragraph, subdivision, or clause of this ordinance shall be judged invalid in whole or in part or as applied to any particular circumstance or individual by a court of competent jurisdiction, such order of judgment shall not effect or invalidate the remainder of any article, section, subsection, paragraph, subdivision, or clause of this ordinance.

REPEALER. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistencies only.

EFFECTIVE DATE. This ordinance shall take effect immediately upon final passage and publication as required by law.

