

ORDINANCE #2168-26

AN ORDINANCE AMENDING CHAPTER 80 (POLICE DEPARTMENT), SECTION 80-16 (PROMOTIONS) OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX TO AMEND THE PROMOTIONS PROCESS

WHEREAS, it is the desire of the Mayor and Council of the Borough of Middlesex to amend Chapter 80 (Police Department), Section 80-16 (PROMOTIONS) of the Borough's municipal code to ; and

BE IT THEREFORE ORDAINED, by the Borough Council of the Borough of Middlesex in the County of Middlesex and State of New Jersey that Chapter 80 (Police Department) of the municipal code shall be amended as follows:

Section I

Section 80-16(D) ("Promotion Process") is hereby amended as follows (struck through portions are to be removed; bolded and underlined portions are to be added):

D. Promotional Process.

(1) Corporal and sergeant.

- (a) Notice to fill the vacancy will be posted on the Police Department's bulletin board. It shall contain the information listed in § 80-16B.
- (b) Eligible candidates who desire to participate in the promotional process shall notify the Chief of Police in writing within 15 days of the Chief's issuance of the memorandum announcing the promotional process for the vacant position. Candidates desiring to be considered for promotion shall submit a resume to the Chief of Police within the time constraints delineated in the memorandum.
- (c) Candidates shall be given an oral examination administered by the New Jersey State Association of Chiefs of Police. A score of at least a 65 must be attained. Any candidate scoring less than a 65 will be eliminated from the remainder of the process. The weighted score of the oral examination will be obtained by multiplying the exam score times 0.2. The oral examination shall cover a range of topics including but not limited to:
 - [1] Attorney General's guidelines.
 - [2] Department policy and procedures.
 - [3] Department rules and regulations.
 - [4] Borough ordinances.
 - [5] NJ Criminal and Motor Vehicle Law.
 - [6] Organizational, administrative, supervisory and leadership skills and knowledge.
- (d) In addition, candidates shall be evaluated based upon their qualifications as assessed through a review of each candidate's performance and personnel file. The Chief of Police and a designee shall review each candidate's personnel

file. A maximum of 50 points will be assessed based upon the following criteria:

- [1] Education (from an accredited college or university): maximum five points.
 - [a] Associate's degree - one point.
 - [b] Bachelor's degree - two points.
 - [c] Master's degree - three points.
 - [d] Doctoral degree - five points.
- [2] Military service: maximum two points. To qualify for military service credit an employee must have accrued four or more years of military service, and have an honorable discharge from service, or be on active/reserve status.
- [3] Seniority shall be based on the number of completed years with the Middlesex Borough Police Department as of the date of the announcement of the vacancy. One-quarter point per year of service to a maximum of 20 years. A maximum of five points will be awarded.
- [4] Performance appraisals (review of last five years): maximum of 18 points. Scores from the last five years of performance appraisals will be tabulated. ~~Performance evaluations with scoring/rating guidelines 1-6 will be added together and divided by three.~~ Performance evaluations with scoring/rating guidelines 1-4 will be added together and divided by two. **Performance evaluations with scoring/rating guidelines 1-5 will be added together and divided by two and one half (2.5).** The scores are then added together and divided by five to obtain the average score.
- [5] Commendations (review of last 10 years): maximum five points.
 - [a] Medal of Honor - one.
 - [b] Police Combat Cross - 0.75.
 - [c] Meritorious service - 0.75.
 - [d] Wound medal - 0.75.
 - [e] Perfect attendance citation bar - 0.75.
 - [f] Exceptional service - 0.50.
 - [g] Honorable service - 0.50.
 - [h] Chief's achievement award - 0.50.
 - [i] Life saving - 0.50.
 - [j] Unit citation - 0.25.
 - [k] Certificate of commendation - 0.125.
- [6] Discipline (last 10 years): maximum of five points.
 - [a] No discipline - five points.
 - [b] Oral reprimand - minus one point.
 - [c] Written reprimand - minus three points.
 - [d] Suspension - minus five points.
- [7] Training or special skills: maximum five points. Within the last five years, i.e., special training, Department training instructor, field training officer.

[8] Chief of Police and Command Officer interview: maximum five points.

(2) Lieutenant.

- (a) Notice to fill the vacancy will be posted on the police department's bulletin board. It shall contain the information listed in § 80-16B.
- (b) Eligible candidates who desire to participate in the promotional process shall notify the Chief of Police in writing within 15 days of the Chief's issuance of the memorandum announcing the promotional process for the vacant position. Candidates desiring to be considered for promotion shall submit a resume to the Chief of Police within the time constraints delineated in the memorandum.
- (c) Candidates shall be given an oral examination administered by the New Jersey State Association of Chiefs of Police. A score of at least a 65 must be attained. Any candidate scoring less than a 65 will be eliminated from the remainder of the process. The weighted score of the oral examination will be obtained by multiplying the exam score times 0.2. The oral examination shall cover a range of topics including but not limited to:
 - [1] Attorney General's guidelines.
 - [2] Department policy and procedures.
 - [3] Department rules and regulations.
 - [4] Borough ordinances.
 - [5] NJ Criminal and Motor Vehicle Law.
 - [6] Organizational, administrative, supervisory and leadership skills and knowledge.
- (d) In addition, candidates shall be evaluated based upon their qualifications as assessed through a review of each candidate's performance and personnel file. The Chief of Police and a designee shall review each candidate's personnel file. A maximum of 54 points will be assessed based upon the following criteria:
 - [1] Education (from an accredited college or university): maximum five points.
 - [a] Associate's degree - one point.
 - [b] Bachelor's degree - two points.
 - [c] Master's degree - three points.
 - [d] Doctoral degree - five points.
 - [2] Military service: maximum two points. To qualify for military service credit an employee must have accrued four or more years of military service, and have an honorable discharge from service, or be on active/reserve status.
 - [3] Service time: maximum of three points. One-quarter point is awarded for each fully completed year of service at the rank of Sergeant in the Middlesex Police Department.
 - [4] Performance appraisals (review of last five years): Maximum of 24 points. Scores from the last five years of performance appraisals will be tabulated. ~~Performance evaluations with scoring/rating guidelines 1-6 will be added together and divided by three.~~ Performance evaluations with scoring/rating guidelines 1-4 will be added together

and divided by two. **Performance evaluations with scoring/rating guidelines 1-5 will be added together and divided by two and one half (2.5).** The scores are then added together and divided by five to obtain the average score.

[5] Commendations (review of last 10 years): maximum five points.

- [a] Medal of Honor - one.
- [b] Police Combat Cross - 0.75.
- [c] Meritorious service - 0.75.
- [d] Wound medal - 0.75.
- [e] Perfect attendance citation bar - 0.75.
- [f] Exceptional service - 0.50.
- [g] Honorable service - 0.50.
- [h] Chief's achievement award - 0.50.
- [i] Life saving - 0.50.
- [j] Unit citation - 0.25.
- [k] Certificate of commendation - 0.125.

[6] Discipline (review of last 10 years): maximum of five points.

- [a] No discipline - five points.
- [b] Oral reprimand - minus one point.
- [c] Written reprimand - minus three points.
- [d] Suspension - minus five points.

[7] Training and special skills: maximum five points. Within the last five years, i.e., special training, department training instructor, field training officer.

[8] Chief of Police interview: maximum five points.

(3) Captain.

- (a) Notice to fill the vacancy will be posted on the Police Department's bulletin board. It shall contain the information listed in § 80-16B of this policy.
- (b) Eligible candidates who desire to participate in the promotional process shall notify the Chief of Police in writing within 15 days of the Chief's issuance of the memorandum announcing the promotional process for the vacant position, and shall submit a resume to the Chief of Police within the time constraints delineated in the memorandum.
- (c) Candidates shall be given an oral examination administered by the New Jersey State Association of Chiefs of Police. A score of at least a 65 must be attained. Any candidate scoring less than a 65 will be eliminated from the remainder of the process. The weighted score of the oral examination will be obtained by multiplying the exam score times 0.2. The oral examination shall cover a range of topics including but not limited to:
 - [1] Attorney General's guidelines.
 - [2] Department policy and procedures.
 - [3] Department rules and regulations.
 - [4] Borough ordinances.
 - [5] NJ Criminal and Motor Vehicle Law.
 - [6] Organizational, administrative, supervisory and leadership skills and knowledge.

(d) In addition, candidates shall be evaluated based upon their qualifications as assessed through a review of each candidate's performance and personnel file. The Chief of Police and a designee shall review each candidate's personnel file. A maximum of 49 points will be assessed based upon the following criteria:

[1] Education (from an accredited college or university): maximum five points.

[a] Associate's degree - one point.

[b] Bachelor's degree - two points.

[c] Master's degree - three points.

[d] Doctoral degree - five points.

[2] Military service: maximum two points. To qualify for military service credit, an employee must have accrued four or more years of military service, and have an honorable discharge from service, or be on active/reserve status.

[3] Service time: maximum three points. Service time shall be based on the number of completed years in rank as of the date of the announcement of the vacancy. One-quarter point is awarded for each fully completed year of service at the rank of Lieutenant in the Middlesex Police Department. One-tenth point is awarded for each fully completed year of service at the rank of Sergeant in the Middlesex Police Department.

[4] Performance appraisals (review of last five years): maximum of 24 points. Scores from the last five years of performance appraisals will be tabulated. ~~Performance evaluations with scoring/rating guidelines 1-6 will be added together and divided by three.~~ Performance evaluations with scoring/rating guidelines 1-4 will be added together and divided by two. **Performance evaluations with scoring/rating guidelines 1-5 will be added together and divided by two and one half (2.5).** The scores are then added together and divided by five to obtain the average score.

[5] Commendations (review of last 10 years): maximum five points.

[a] Medal of Honor - one.

[b] Police Combat Cross - 0.75.

[c] Meritorious service - 0.75.

[d] Wound medal - 0.75.

[e] Perfect attendance citation bar - 0.75.

[f] Exceptional service - 0.50.

[g] Honorable service - 0.50.

[h] Chief's achievement award - 0.50.

[i] Life saving - 0.50.

[j] Unit citation - 0.25.

[k] Certificate of commendation - 0.125.

[6] Discipline (review of last 10 years): maximum of five points.

[a] No discipline - five points.

[b] Oral reprimand - minus one point.

[c] Written reprimand - minus three points.

[d] Suspension - minus five points.

[7] Training and special skills: maximum five points. Within the last five years, i.e., special training, department training instructor, field training officer.

[8] Candidates will be interviewed by the Mayor and Council in the same manner as described in § 80-16D(4)(b).

(4) Chief of Police.

- (a) The promotion to the position of Chief of Police shall be the sole prerogative of the Mayor and Council. Only superior officers (Sergeant or higher in rank) are eligible for promotion to Chief of Police. Eligible candidates will be evaluated and rated on a range of criteria to include, but not limited to, a resume, interview with the Mayor and Council, review of performance and personnel file. No minimum score is required in any one section in order to continue to any other section of the promotional process.
- (b) The candidates will be interviewed by the Mayor and Council, and they will review the candidate's personnel file, work history and job performance, will evaluate recommendations of the incumbent Chief of Police (if applicable), and any written recommendations in the candidate's file from members of the Middlesex Police Department or by other members of the general public, if any, and will also observe the manner in which the candidates answer questions in order to determine his or her ability to assume the duties and responsibilities of the Chief of Police.
- (c) Final decision for the promotion or appointment shall rest with the Mayor and Council.

Section II

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section III

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section IV

This ordinance shall take effect upon adoption and publication in the manner required by New Jersey general law.

ATTEST:

BOROUGH OF MIDDLESEX

Kelsey Meixner, Municipal Clerk

John Mikolajczyk, Mayor

INTRODUCED:	April 14, 2026
DATE OF PUBLICATION OF INTRODUCTION:	April 15, 2026
ADOPTED:	May 12, 2026
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