

**ORDINANCE NO. 2016:08**

**AN ORDINANCE TO AMEND CHAPTER II OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF NEW MILFORD ENTITLED “ADMINISTRATION” THEREBY AMENDING SECTION 2-19.1 ENTITLED “COMPOSITION OF THE NEW MILFORD POLICE DEPARTMENT”**

**WHEREAS**, the Mayor and Council of the Borough of New Milford wish to codify the existing promotional policy for the ranks of Detective, Sergeant, Detective Sergeant, Lieutenant, Detective Lieutenant, and Captain; and

**WHEREAS**, the Police Chief has provided the established promotional policy which has been reviewed and approved.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of New Milford hereby amend Chapter II, Section 2-19.1e, Promotions, to add the following:

2. Promotion to the ranks of Detective, Sergeant, Detective Sergeant, Lieutenant, Detective Lieutenant, and Captain.

A. GOALS

The borough of New Milford desires to promote the most qualified candidates to the ranks of Detective, Sergeant, Detective Sergeant, Lieutenant, Detective Lieutenant, and Captain. This section establishes the eligibility requirements and the process for promotion to those ranks.

The eligibility requirements shall be based on the following requirements as set forth in this Ordinance:

1. Length of service
2. Level of education
3. Submission of Resume
4. Letter of recommendation from at least one supervisor

The promotion process shall be based on the following requirements as set forth in this Ordinance:

1. Participating in a competitive written and/or oral examination.
2. Cumulative employee evaluations
3. Seniority
4. Education
5. Military service
6. Merit and demonstrated ability
7. Specialized job assignments, responsibilities and performance
8. In-service education and specialized schools

9. Community service

In accordance with N.J.S.A. 40A:14-129, promotion of any officer shall be made from within the membership of the New Milford Police Department. In accordance with N.J.S.A. 40A:14-118, all promotions within the New Milford Police Department shall be made by the Governing Body, except as to the Chief of Police, whose promotion or appointment shall be by the Mayor with consent and approval of the Governing Body.

**B. ELIGIBILITY REQUIREMENTS**

1. **Detective**- For promotion to the rank of Detective, no person shall be eligible for such a promotion unless he or she, at the time the promotional process commences:
  - a. Shall have completed five (5) years of accumulated service as a full-time police officer, with a minimum of three (3) years of service with the New Milford Police Department.
  - b. Shall have served a minimum of one (1) year in the New Milford Police Department Detective Bureau.
  - c. Shall have successfully attained a High School Diploma or General Educational Development certificate.
  
2. **Sergeant**- For promotion to the rank of Sergeant, no person shall be eligible for such promotion unless he or she, at the time the promotion process commences:
  - a. Shall have completed ten (10) years of accumulated experience as a full-time police officer, with a minimum of eight (8) years of service with the New Milford Police Department.
  - b. Shall have successfully attained a High School Diploma or General Educational Development certificate.
  
3. **Detective Sergeant**- For promotion to the rank of Detective Sergeant, no person shall be eligible for such a promotion unless he or she, at the time the promotional process commences:
  - a. Shall have satisfied the foregoing requirements for promotion to Sergeant.
  - b. Shall have served a minimum of three (3) consecutive years of service within the New Milford Police Department Detective Bureau.
  
4. **Lieutenant**- For promotion to the rank of Lieutenant, no person shall be eligible for such promotion unless he or she, at the time the promotion process commences:
  - a. Shall have served a minimum of three (3) years as a full-time Sergeant or Detective Sergeant for the New Milford Police Department.
  - b. Shall have attained 60 college credits or an Associate degree from an accredited college or university. The foregoing education requirement for the rank of Lieutenant becomes effective January 1, 2020.

5. **Detective Lieutenant**- For promotion to the rank of Detective Lieutenant, no person shall be eligible for such a promotion unless he or she, at the time the promotional process commences:

- a. Shall have satisfied the foregoing requirements for promotion to Lieutenant.
- b. Shall have served a minimum of three (3) consecutive years of service within the New Milford Police Department Detective Bureau.

6. **Captain**- For promotion to the rank of Captain, no person shall be eligible for such promotion unless he or she, at the time the promotion process commences:

- a. Shall have served a minimum of three (3) years as a full-time Lieutenant or Detective Lieutenant for the New Milford Police Department.
- b. Shall have attained 120 college credits or a Bachelor degree from an accredited college or university. The foregoing education requirement for the rank of Captain becomes effective January 1, 2020.

### C. **PROCESS**

The promotion process is considered to have commenced when the request for resumes and a letter of intent is announced and posted in Borough Hall. Qualified police officers seeking consideration for promotion must submit their resume to the office of the Chief of Police within fourteen (14) calendar days after the promotional process commences.

Resumes shall be in the form of a standard business resume, and shall include the following items:

- Length of service
- Level of education and/or Military service
- In-service education and/or specialized schools
- Specialized job assignments, responsibilities, and performance
- Police experience and accomplishments
- Community service/experience
- Letter of recommendation from at least one direct supervisor

1. **Detective**- For promotion to the rank of Detective, each candidate shall be scored and subsequently ranked, by score, as follows:

a. Candidates will be interviewed and/or evaluated by a police committee consisting of the Chief of Police, Police Captain(s), and the Detective Bureau Commander. The police committee shall provide a score at the conclusion of each interview and/or evaluation, based on an evaluation that contains a maximum point value of 60. The police committee shall score candidates by using the following criteria:

1. Standardized set of questioning

2. Individual questioning
3. Merit, productivity, demonstrated ability and accomplishments
4. In-service education and specialized schools
5. Specialized job assignments, responsibilities, and subsequent performance
6. Attitude and demeanor
7. Commendations

b. Candidates who have participated in the foregoing interview and/or evaluation conducted by the recognized police committee, shall be assigned additional points based on the following criteria:

1. Seniority
  - a. Candidate earns 1 point for every year of police service, with a maximum attainable score of 30 points.
2. Education and/or Military Service
  - a. Candidate earns the following points for credits attained at an accredited college and/or active duty military service (honorable discharge), with a maximum attainable score of 10 points.
    1. 30+ college credits= 2 points
    2. 60+ college credits= 4 points
    3. 90+ college credits= 6 points
    4. 120+ college credits= 8 points
    5. 150+ college credits= 10 points
    6. 2+ years in military/ honorable discharge= 2 pts.
    7. 4+ years in military/ honorable discharge= 4 pts.

2. **Sergeant/Detective Sergeant** - For promotion to the rank of Sergeant or Detective Sergeant, each candidate shall be scored and subsequently ranked, by score, as follows:

a. Candidates shall take an oral and/or written examination administered by the New Jersey Police Chief's Association, or participate in another exam process conducted by a recognized examination committee or company, and authorized by the Governing Body. The candidate's exam score(s) shall be valued at 50% of his or her overall score, based on an exam that contains a maximum point value of 100. Candidates who score lower than 70 points on the exam will not qualify for the promotion sought, and therefore will not move on to the next element of the process.

b. Candidates who have participated in the foregoing exam administered by the New Jersey Police Chief's Association, or another exam authorized by the Governing Body, and score 70 points or above, will be interviewed and/or evaluated by a police committee consisting of the Chief of Police, Police Captain(s), Police Lieutenants(s), and Police Sergeant(s). The police committee

shall provide a score at the conclusion of each interview and/or evaluation, valued at 10% of his or her overall score. The police committee shall score candidates by using some or all of the following criteria:

1. Biannual employee evaluations
2. Standardized set of questioning
3. Individual questioning
4. Officer breadth of knowledge and supervisory skills
5. Merit, productivity, demonstrated ability and accomplishments
6. Efforts supporting department goals and objectives
7. In-service education and specialized schools
8. Specialized job assignments, responsibilities, and subsequent performance.
9. Attitude and demeanor
10. Commendations

c. Candidates who have participated in the foregoing exam administered by the New Jersey Police Chief's Association, or another exam authorized by the Governing Body, and score 70 points or above, shall be assigned additional points based on the following criteria:

1. Seniority
  - a. Candidate earns 1 point for every year of police service, with a maximum attainable score of 30 points.
2. Education and/or Military Service
  - a. Candidate earns the following points for credits attained at an accredited college and/or active duty military service (honorable discharge), with a maximum attainable score of 10 points.
    1. 30+ college credits= 2 points
    2. 60+ college credits= 4 points
    3. 90+ college credits= 6 points
    4. 120+ college credits= 8 points
    5. 150+ college credits= 10 points
    6. 2+ years in military/ honorable discharge= 2 pts.
    7. 4+ years in military/ honorable discharge= 4 pts.

3. **Lieutenant/Detective Lieutenant** - For promotion to the rank of Lieutenant or Detective Lieutenant, each candidate shall be scored and subsequently ranked, by score, as follows:

a. Candidates shall take an oral and/or written examination administered by the New Jersey Police Chief's Association, or participate in another exam process conducted by a recognized examination committee or company, and authorized by the Governing Body. The candidate's exam score(s) shall be valued at 50% of his or her overall score, based on an exam that contains a maximum point value of

100. Candidates who score lower than 70 points on the exam will not qualify for the promotion sought, and therefore will not move on to the next element of the process.

b. Candidates who have participated in the foregoing exam administered by the New Jersey Police Chief's Association, or another exam authorized by the Governing Body, and score 70 points or above, will be interviewed and/or evaluated by a police committee consisting of the Chief of Police, Police Captain(s), and Police Lieutenants(s). The police committee shall provide a score at the conclusion of each interview and/or evaluation, valued at 10% of his or her overall score. The police committee shall score candidates by using some or all of the following criteria:

1. Biannual employee evaluations
2. Standardized set of questioning
3. Individual questioning
4. Officer breadth of knowledge and supervisory skills
5. Merit, productivity, demonstrated ability and accomplishments
6. Efforts supporting department goals and objectives
7. In-service education and specialized schools
8. Specialized job assignments, responsibilities, and subsequent performance.
9. Attitude and demeanor
10. Commendations

c. Candidates who have participated in the foregoing exam administered by the New Jersey Police Chief's Association, or another exam authorized by the Governing Body, and score 70 points or above, shall be assigned additional points based on the following criteria:

1. Seniority
  - a. Candidate earns 1 point for every year of police service, with a maximum attainable score of 30 points.
2. Education and/or Military Service
  - a. Candidate earns the following points for credits attained at an accredited college and/or active duty military service (honorable discharge), with a maximum attainable score of 10 points.
    1. 30+ college credits= 2 points
    2. 60+ college credits= 4 points
    3. 90+ college credits= 6 points
    4. 120+ college credits= 8 points
    5. 150+ college credits= 10 points
    6. 2+ years in military/ honorable discharge= 2 pts.
    7. 4+ years in military/ honorable discharge= 4 pts.

4. **Captain-** For promotion to the rank of Captain, each candidate shall be scored and subsequently ranked, by score, as follows:

a. Candidates will participate in an interview conducted by a police committee consisting of the Chief of Police, Police Captain(s), the Mayor, and two council persons. The police committee shall provide a score at the conclusion of each interview, based on an evaluation that contains a maximum point value of 60 points. The police committee shall score candidates with consideration to the following criteria:

1. Standardized set of questioning
2. Individual questioning
3. Comprehension and presentation skills in oral communication
4. Maturity in judgement
5. General knowledge of current departmental operations
6. Management capabilities
7. Problem solving through creative concepts
8. Merit, productivity, demonstrated ability and accomplishments
9. In-service education and specialized schools
10. Specialized job assignments, responsibilities, and subsequent performance
11. Attitude and demeanor
12. Commendations
14. Review of personnel file

b. Candidates who have participated in the foregoing interview conducted by the recognized police committee, shall be assigned additional points based on the following criteria:

1. Seniority
  - a. Candidate earns 1 point for every year of police service, with a maximum attainable score of 30 points.
2. Education and/or Military Service
  - a. Candidate earns the following points for credits attained at an accredited college and/or active duty military service (honorable discharge), with a maximum attainable score of 10 points.
    1. 30+ college credits= 2 points
    2. 60+ college credits= 4 points
    3. 90+ college credits= 6 points
    4. 120+ college credits= 8 points
    5. 150+ college credits= 10 points
    6. 2+ years in military/ honorable discharge= 2 pts.
    7. 4+ years in military/ honorable discharge= 4 pts.

#### D. MISCELLANEOUS PROVISIONS AND EXCEPTIONS

1. **Notice of Results-** When there is more than one candidate competing for a particular rank, the overall scores will be posted within fourteen (14) calendar days after the promotion process has been concluded.
2. **Waiting Lists-** Candidates who participate in the promotion process, in its entirety, but do not attain the rank sought, will be placed on a waiting list. Candidates will be listed in the order of their overall scores. The waiting list will remain active for a period of three (3) years after the promotion process has been concluded. Candidates on waiting lists are not guaranteed promotions in the future.
3. **Exam Exception-** If the number of vacancies within a particular rank equals the number of eligible candidates, the governing body may elect to forego the promotion process. In such cases, rank will be assigned, using seniority in rank to establish order.
4. **Years of Service Requirement-** Years of service in a particular rank may be waived if the position sought needs to be filled immediately, and no officer employed by the borough of New Milford who would otherwise qualify for the position has the required amount of years of service