

ORDINANCE # 2023-23

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH AMENDING
CHAPTER 36 OF THE CODE OF THE TOWNSHIP OF WOOLWICH
ENTITLED POLICE TO INCLUDE ARTICLE V PROMOTIONAL POLICY**

WHEREAS, the Chief of Police for the Township of Woolwich has requested revisions to the standard operating procedure addressing promotions within the Police Department; and

WHEREAS, the Township Committee of the Township of Woolwich in the County of Gloucester, State of New Jersey (the “Township”) desires to establish an ordinance to adopt the proposed Promotional Policy; and

WHEREAS, the Township Solicitor has reviewed the proposed promotional policy, provided recommendations and finds this ordinance establishes a procedure to identify the most qualified members of the police department for promotion into leadership roles; and

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Mayor and Committee of the Township of Woolwich County of Gloucester, State of New Jersey as follows:

Amendment :

Article V. Promotional Policy

§36-22 Purpose.

To provide all eligible candidates for promotion with fair notice and equal access to the promotional process. Additionally, to strive to identify the most qualified members of the police department for promotion to leadership positions within the department and to set forth the components of the promotional process that will be utilized by the chief of police in carrying out the process and reporting the results to the Township Committee.

§36-23 Policy.

Promotion denotes vertical movement in the organizational hierarchy from one rank classification or position to another, accompanied by increases in supervisory duties and responsibilities as well as salary. The township desires to identify and promote the most qualified candidates for open positions of higher rank who possess not only thorough job knowledge, but integrity and leadership ability. All promotions shall be made based on merit, experience, seniority, education, demonstrated ability and competitive examinations. All promotional processes will be conducted in accordance with the process established by the Township Committee, in Woolwich Township Ordinance #.

§36-24 Procedure.

§36-24 A. Appointments by Township Committee

1. The Township Committee, for the Township of Woolwich, is responsible for the promotion of members of the police department. The Township Committee shall determine the number of people to be appointed to various positions within the Department. The Township Committee shall make such appointments at such times as the Township Committee shall deem appropriate and shall determine terms of office and compensation.
2. Prior to making such appointments, applicants will be required to meet such qualifications as the Township Committee and Chief of Police deem appropriate. Candidates must meet the eligibility requirements at the time that the promotional vacancy is announced.
3. Upon receiving approval from the Township Committee, the Chief of Police will administer a promotional process, as set forth in this policy. The Chief of Police shall report the results of the process to the Township Committee.
4. When there is a vacancy in the Chief of Police position, the Township Committee is responsible for the administration of the promotional process for the Chief of Police position.

§36-24 B. Eligibility.

1. General Minimum Requirements

- b.** In accordance with N.J.S.A. 40A:14-129, promotion of any officer shall be made from the membership of the Woolwich Township Police Department.
- c.** No person shall be eligible for promotion unless that person meets the minimum eligibility requirements under Title 40A of the New Jersey statutes. Additionally, no personnel shall be eligible unless he or she is physically and mentally fit for duty. Any psychological, medical, or physical condition that would hinder the candidate's ability to perform the essential functions of the position (with or without a reasonable accommodation), cause the candidate to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection.
- d.** Possess a valid New Jersey driver's license.
- e.** A minimum of a high school diploma or its equivalent, although a degree is preferred.
- f.** The applicant must be of the next occupied preceding rank or as specified in this policy. However, with just cause and mitigating circumstances that would cause it to be in the best interest of the Township, the Chief, with the approval of the Township Committee, may choose to test a wider pool of candidates.

2. Positional Minimum Requirements

a. Chief of Police

(1) Experience

- (a) Must have a minimum of two (2) years of combined experience, serving in police administration, at the ranks of lieutenant and above.

(2) Knowledge and General Abilities

- (a) The ability to operate a department within the government of the Township of Woolwich and to handle the internal and external problems related to such duty; a thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; the ability to manage the internal organization of the Department; the ability to provide citizens and others with proper police information, service and protection; knowledge of the types of police communications that are useful and feasible for the department; knowledge of methods of detecting, apprehending, placing charges against, safeguarding and prosecuting lawbreakers, and providing police protection at places and times when needed.

b. Deputy Chief of Police

(1) Experience

- (a) Must have a minimum of two (2) years of combined experience, serving in police administration, at the ranks of lieutenant and captain.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; the ability to manage the internal organization of the Department; the ability to provide citizens and others with proper police information, service and protection; knowledge of the types of police communications that are useful and feasible for the department; knowledge of methods of detecting, apprehending, placing charges against, safeguarding and prosecuting lawbreakers, and providing police protection at paces and times when needed.

c. Captain

(1) Experience

- (a) Must have a minimum of one (1) year of experience, serving at the rank of lieutenant.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; the ability to manage the internal organization of the Department; the ability to provide citizens and others with proper police information, service and protection; knowledge of the types of police communications that are useful and feasible for the department; knowledge of methods of detecting, apprehending, placing charges against, safeguarding and prosecuting lawbreakers, and providing police protection at paces and times when needed.

d. Lieutenant

(1) Experience

- (a) Must have satisfactorily served a minimum of two (2) years in the rank of sergeant.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations, and organization; ability to supervise and instruct subordinates; ability to prepare concise, complete, and accurate reports; ability to interrogate suspects and take voluntary statements; ability to work effectively and diplomatically with the public; and willingness to take initiative and assume responsibility with a minimum supervision.

e. Patrol Sergeant

(1) Experience

- (a) Must currently be in the rank of patrol corporal or detective.
(b) Must have served a minimum of 5 years as a full-time police officer, within the department.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; good communication skills; the ability to perform supervisory duties in relation to other personnel within the police department; the capability to operate the police department in the absence of command staff personnel and perform the necessary operation duties associated with said task; the capacity to give suitable assignments and instructions to personnel on duty, to provide them with the necessary advice and assistance when difficult and unusual situations arise, to check their work to see that proper procedures are followed, and to see that reasonable standards of workmanship, conduct and output are maintained so that the desired level of police protection is maintained.

f. Detective Sergeant

(1) Experience

- (a) The applicant must currently be in the rank of Patrol Sergeant, patrol corporal or detective, possess at least two (2) years of experience in the Detective Division and not less than five (5) years total service as a full-time police officer, within the department.

(2) Knowledge and General Abilities.

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; good communication skills; the ability to detect, apprehend and prepare proper charges against lawbreakers; the ability to perform supervisory duties in relation to other personnel within the Police Department; the ability to assume the responsibilities of supervisors or sergeants in the absence of such supervisor; the capability to operate the Police Department in the absence of the command staff personnel and perform the necessary operational duties associated with said task; the capacity to give suitable assignments and instructions to personnel on duty, to provide them with the necessary advice and assistance when difficult and unusual situations arise, to check their work to see that proper procedures are followed, and to see that reasonable standards of workmanship, conduct and output are maintained so that the desired level of police protection is maintained.

g. Patrol Corporal

(1) Experience

- (a) The applicant must possess a minimum of four (4) years total service as a full-time police officer, including time served at another agency.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; good communication skills; the ability to detect, apprehend and prepare proper charges against lawbreakers; the ability to perform supervisory duties in relation to other personnel within the Police Department; the ability to assume the responsibilities of supervisors or sergeants in the absence of such supervisor; the capability to operate the Police Department in the absence of the command staff personnel and perform the necessary operational duties associated with said task; the capacity to give suitable assignments and instructions to personnel on duty, to provide them with the necessary advice and assistance when difficult and unusual situations arise, to check their work to see that proper procedures are followed, and to see that reasonable standards of workmanship, conduct and output are maintained so that the desired level of police protection is maintained.

h. Detective

(1) Experience

- (a) The applicant must have (4) four years of full-time sworn police experience and at least (1) one year of experience in the Detective Division, within this department.

(2) Knowledge and General Abilities

- (a) A thorough working knowledge of criminal and civil law, local ordinances and police procedures, regulations and organization; ability and display of a high level of success in detection and arrest of perpetrators of crimes; ability to manage crime scenes; ability to properly collect and seize evidence and maintain the chain of custody; ability to conduct complex investigations effectively; ability to prepare concise, complete and accurate reports; ability to interrogate suspects, take voluntary statements, ability to work effectively and diplomatically with the public; must have the ability to be on-call and respond to investigations; and willingness to take initiative and assume responsibility with a minimum of supervision.

§36-24 C. Promotional Processes.

At the close of the time period for accepting applications, a list shall be made of applicants who meet all eligibility requirements for the position (both the minimum

eligibility requirements set forth in the preceding Section and any additional eligibility requirements set forth in the announcement). The applicants on that list shall then proceed through the promotional process.

1. Chief of Police

The Mayor and Township Committee will have sole authority and complete oversight over the promotional process for a Chief of Police.

The process may include written examinations, oral examinations, personnel file reviews, interviews, and other components, and it may be scored or weighted in whatever manner the Mayor and Township Committee deem appropriate; provided, however, that all selection components and scoring methods, if any, are communicated at the outset via the announcement of vacancy.

2. Ranks of Lieutenant, Captain, and Deputy Chief

This process may include the following components:

i. Oral Examination (Max 25 Points)

The Oral Examination will be a structured interview that will assess a candidate's knowledge, skills, and abilities in various areas that are critical to the role of a Lieutenant. The examination will be conducted by a panel selected by the Chief of Police.

ii. Oral Interview with Mayor and Committee (Max 25 Points)

The Oral Interview will be a structured interview, with the Mayor and Committee, asking questions on various topics. The panel will be looking for candidates who can articulate a clear vision for the department, demonstrate their ability to lead and manage personnel, and build strong partnerships within the community.

iii. Review of Work History (Max 20 Points)

This review shall include the applicant's education, job related training, seniority, and discipline. Scores shall be assigned as follows:

(a) Education (Max 8 Points.):

Eight (8) points for a Master's degree; six (6) points for a Bachelor's degree; four (4) points for an Associate's degree; three (3) points for 31 or more credits; two (2) points for 20 to 30 credits, inclusive; or one (1) point for up to 19 credits. For the purpose of this section, only the highest earned degree shall earn points.

(b) Administrative Duties (Max 5 Points)

One (1) point for each administrative duty performed in the past three (3) years within the Woolwich Township Police Department. Administrative

duties are defined as those which specifically and narrowly benefit the police department that the officer would not normally perform during their normal work duties.

Examples include, but are not limited to, Firearms Instructor, TAC officer, UCR Officer, Youth Academy Instructor, LEAD Instructor, Active Shooter Instructor, Community Event Coordinator, Field Training Officer, Defensive Tactics/Expandable Baton/OC Instructor, Pursuit/Use of Force/Domestic Violence Instructor, Child Safety Seat Technician, Crash Investigator, Grant Writer, Emergency Management Coordinator, Court Liaison, Radar Instructor, Alcotest Coordinator, Drug Recognition Expert, and Crossing Guard Coordinator.

For the purpose of this section, being a member of a specialized unit outside of the Woolwich Township Police Department, such as SWAT or ERT, shall count for one (1) point each. The above list is not exhaustive, and any other potential duties shall be evaluated on a case-by-case basis by the Chief of Police or designee for consideration of additional points.

(c) Seniority (7 points max.)

0.5 points per full year of service with the department

(d) Discipline (-10 Points Max.):

Deduction of one (1) point for each discipline of a reprimand, including Guardian Tracking entries, to loss of a day; and deduction of five (5) points for each discipline of more than one day. For the purpose of this section, discipline shall only go back for a period of five (5) years from the date of the promotional announcement.

iv. Chief of Police Assessment (Max 30 Points)

The Chief of Police may review each applicant's attitude, commitment, leadership qualities, communication skills, the strength of the applicant's letter of intent, and any other intangible or subjective qualities that relate to the position. The Chief shall assign scores of 0-30 to each candidate based on a wholistic consideration of the candidate's fitness for the promotional position based on such factors.

The Chief of Police shall provide a narrative, which shall be based on the aforementioned factors, to explain the review of the performance of the applicants. It is not necessary for the chief to further divide the overall score, but rather to provide an overall explanation for the basis of the score.

3. Ranks of Sergeant and Below

This process may include the following components:

a. Oral Examination (Max 25 Points)

The areas covered on any oral examination shall be determined by the Chief of Police. A list of these areas shall be provided to all candidates. A candidate must receive a score of at least 70% to remain in consideration for the position. Point Value Calculation is based on the percent score above 70%: 25 multiplied by [(Percentage Score minus 70%) divided by 30%] equals the Point Value. (e.g. a raw score of 85% will yield 12.5 points).

b. Written Examination (Max 25 Points)

The areas covered on any written examinations shall be determined by the Chief of Police. A list of these areas shall be provided to all candidates. A candidate must receive a score of at least 70% to remain in consideration for the position. Point Value Calculation is based on the percent score above 70%: 25 multiplied by [(Percentage Score minus 70%) divided by 30%] equals the Point Value. (e.g. a raw score of 85% will yield 12.5 points).

c. Review of Work History (Max 20 Points)

This review shall include the applicant's education, job related training, seniority, and discipline. Scores shall be assigned as follows:

(1) Education (Max 8 Points.):

Eight (8) points for a Master's degree; six (6) points for a Bachelor's degree; four (4) points for an Associate's degree; three (3) points for 31 or more credits; two (2) points for 20 to 30 credits, inclusive; or one (1) point for up to 19 credits. For the purpose of this section, only the highest earned degree shall earn points.

(2) Administrative Duties (Max 5 Points)

One 1 points for each administrative duty performed in the past three (3) years within the Woolwich Township Police Department. Administrative duties are defined as those which specifically and narrowly benefit the police department that the officer would not normally perform during their normal work duties.

Examples include, but are not limited to, Firearms Instructor, TAC officer, UCR Officer, Youth Academy Instructor, LEAD Instructor, Active Shooter Instructor, Community Event Coordinator, Field Training Officer, Defensive Tactics/Expandable Baton/OC Instructor, Pursuit/Use of Force/Domestic Violence Instructor, Child Safety Seat Technician, Crash Investigator, Grant Writer, Emergency Management Coordinator, Court Liaison, Radar Instructor, Alcotest Coordinator, Drug Recognition Expert, Crossing Guard Coordinator.

For the purpose of this section, being a member of a specialized unit outside of the Woolwich Township Police Department, such as SWAT or ERT, shall count for one (1) point each. The above list is not exhaustive, and any other potential duties shall be evaluated on a case-by-case basis by the Chief of Police or designee for consideration of additional points.

(3) Seniority (7 points max.)

0.5 points per full year of service with the department

(4) Discipline (-10 Points Max.):

Deduction of one (1) point for each discipline of a reprimand, including Guardian Tracking entries, to loss of a day; and deduction of five (5) points for each discipline of more than one day. For the purpose of this section, discipline shall only go back for a period of five (5) years from the date of the promotional announcement.

d. Chief of Police Assessment (Max 30 Points)

The Chief of Police may review each applicant's attitude, commitment, leadership qualities, communication skills, the strength of the applicant's letter of intent, and any other intangible or subjective qualities that relate to the position. The Chief shall assign scores of 0-30 to each candidate based on a wholistic consideration of the candidate's fitness for the promotional position based on such factors.

The Chief of Police shall provide a narrative, which shall be based on the aforementioned factors, to explain the review of the performance of the applicants. It is not necessary for the chief to further divide the overall score, but rather to provide an overall explanation for the basis of the score.

§36-25. Probationary Period.

There shall be a one (1) year working probationary period for all employees who are promoted. The promoted employee shall be observed based on criteria related to the job description for the position to which they were promoted. Such criteria shall include, but shall not be limited to, a promoted employee's ability to supervise those employees under his/her direction, the employee's administrative capabilities, and/or the employee's commitment to the promoted position. As early as possible during the probationary period, any promoted employees who are performing unsatisfactorily shall be alerted by the Chief of Police or his/her designee, in writing, about the need for improvement, shall be advised as to what specific areas of their performance require improvement, and shall be advised that if their underperformance is of such a degree that it may potentially result in their return to their former rank or status. If satisfactory improvement is not demonstrated, the employee may be returned to his/her former rank which shall be in writing and which notice shall state the reasons therefore.

§36-26. Seniority

Any time more than one candidate is being promoted for the same rank using the same promotional process and sworn in on the same date, the officer who obtained the highest overall score in the process shall be considered the senior officer.

§36-27. Confidentiality

All promotional materials shall be confidential personnel records and shall be stored in secure areas.

§36-28. Non-Discrimination

All promotions shall be made without regard to race, gender, national origin, sexual orientation, disability, or any other unlawful basis. Employees who have cause to believe that unlawful discrimination factored into a promotional decision are required to immediately report it.

BE IT FURTHER ORDAINED, should any ordinance or part thereof be found in conflict with this ordinance or the provisions thereof, then those sections contained herein shall be deemed controlling and that should any section, subsection, clause or portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgement shall not affect impair or invalidate the remainder of this Ordinance.

BE IT FURTHER ORDAINED, that all other sections of Chapter 36 shall remain in full force and effect.

BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon final passage and publication as required by law. Introduced at a regular meeting of Township Committee on July 17, 2023 and passed upon a second reading of Township Committee held on August 7, 2023.

ATTEST:

TOWNSHIP OF WOOLWICH

Jane DiBella, Municipal Clerk

Craig Frederick, Mayor

CERTIFICATION

The foregoing ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a regular meeting held on the 17th day of July, 2023. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at a meeting of the Township Committee at which time any interested

person(s) may be heard. Said meeting to be conducted on the 7th day of August, 2023 at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 6:30 p.m.

Jane DiBella, Township Clerk

NOTICE OF ADOPTION

Notice is hereby given that the foregoing ordinance was approved for final adoption by the Woolwich Township Committee at a meeting held on the 7th day of August, 2023.

Jane DiBella, Township Clerk