**RO-08-17**

**AN ORDINANCE OF THE TOWNSHIP OF WASHINGTON, COUNTY OF MORRIS, STATE OF NEW JERSEY, TO AMEND AND SUPPLEMENT CHAPTER 27, POLICE DEPARTMENT, TO REVISE THE PROMOTION POLICY FOR POLICE OFFICERS AND TO ESTABLISH THE POSITION OF CHAPLAIN**

**BE IT ORDAINED** by the Township Committee of the Township of Washington, County of Morris, and State of New Jersey, as follows:

**SECTION 1.** Chapter 27, Police Department, Article I, Establishment, Section 27-15, Promotions, is hereby amended and supplemented to read as follows:

“A. Promotion policy. Promotion denotes vertical movement in the organization hierarchy from one rank classification to another, accompanied by increases in salary as may be provided for by salary ordinance or applicable collective negotiations agreement. Validity of the promotional process can only be accomplished only through clear, concise procedures. A promotional process has been developed to identify employees who possess the ability to assume greater responsibilities combined with the necessary skills and knowledge to perform competently at a higher organizational level. This policy is established for the positions of Corporal, Sergeant, Lieutenant, Captain and Chief of Police.

B. Eligibility.

(1) A patrolman/woman of the Department shall be eligible to participate in the promotional process to the rank of Corporal, provided that he/she has completed five (5) years of service, including probation with the Washington Township Police Department, with a minimum of two (2) consecutive evaluations from the candidate’s first-line supervisor that meet or exceed performance standards for the two consecutive years immediately preceding the date of announcement of the promotional opportunity, and the candidate must have no suspensions, fines, or demotions on his record in the two (2) years preceding the date of announcement of the promotional opportunity. The patrolman/woman shall have demonstrated consistent performance meeting the minimum performance requirements on all previous duty assignments. All candidates for promotion to the rank of Corporal must possess at least an associate’s degree to be eligible for said promotion.

(2) A patrolman/woman or Corporal of the Department shall be eligible to participate in the promotional process to the rank of Sergeant, provided that he/she has completed five (5) years of service, including probation, with the Washington Township Police Department, with a minimum of two consecutive evaluations from the candidate’s first-line supervisor that meet or exceed performance standards for the two (2) consecutive years immediately preceding the date of announcement of the promotional opportunity, and the candidate must have no suspensions without pay, fines, or demotions on his or her record in the two (2) years preceding the date of announcement of the promotional opportunity. The patrolman/woman or Corporal shall have demonstrated consistent performance meeting the minimum performance requirements on all previous duty assignments. All candidates for promotion to the rank of Sergeant must possess at least an associate’s degree to be eligible for said promotion.

(3) Sergeants shall be eligible for promotion to the rank of Lieutenant. Lieutenants shall be eligible for promotion to the rank of Captain. All candidates must have no suspensions without pay, fines, or demotions on his or her record in the two years preceding the date of announcement of the promotional opportunity. The candidate shall have demonstrated consistent performance meeting the minimum performance requirements on all previous duty assignments. In the event that a suitable candidate for Captain does not exist based upon the eligibility requirements, Sergeants shall become eligible. All candidates must possess at least a bachelor’s degree to be eligible for said promotion.

(4) Lieutenants and Captains shall be eligible for promotion to Chief of Police. All candidates must have no suspensions without pay, fines, or demotions on his or her record in the two years preceding the date of announcement of the promotional opportunity. The candidate shall have demonstrated consistent performance meeting the minimum requirements on all previous assignments. In the event that a suitable candidate for Chief does not exist based upon the eligibility requirements, Sergeants shall become eligible. All candidates must possess at least a bachelor’s degree to be eligible for said promotion.

(5) All prerequisites for eligibility for promotions, including educational degree requirements and years of service, must be met as of the date the notice of a promotional examination is posted. There shall be no exceptions to this requirement. A candidate who commits a disciplinary violation during the pendency of the promotional examination process shall be disqualified from promotion if the disciplinary violation results in a suspension without pay, fine or demotion.

(6) All promotions to the level of Chief of Police, Captain, Lieutenant, Sergeant and Corporal shall be made from the membership of the Washington Township Police Department, provided that the candidate meets the eligibility requirements of this article and successfully completes the process, as contained herein.

C. Testing Process

(1) There shall be no written examination requirements for promotions, except for Corporal and Sergeant, which shall have an initial written test as the first phase of the process (50 questions for Corporal and 100 questions for Sergeant). The remainder of the selection processes shall be conducted through a series of departmental interviews by ranking members of the Department and the Township Committee.

(2) At least sixty (60) days prior to the date of testing, a notice shall be posted at the Police Department that shall set forth:

1. The position that is available through promotion;
2. The date, time, and location where the process/interviews shall be conducted; and
3. The list of study-oriented materials.

All officers wishing to participate in the process shall submit their desire to do so in writing.

(3) For Corporal and Sergeant Promotions, the process shall consist of three (3) departmental oral examination panels, in addition to the initial written test. The first panel shall consist of a Sergeant’s panel, the second panel shall consist of an administrative panel, and the third panel shall consist of the Chief of Police, Mayor, Police Commissioner, and at the option of the Mayor, a fourth person selected by the Mayor, such fourth person being an individual experienced and knowledgeable in law enforcement from outside of Township government. (Police Promotional Committee).

(4) For the position of Lieutenant, the process shall consist of two (2) departmental oral examination panels. The first panel shall consist of an administrative panel and the second panel shall consist of the Chief of Police, Mayor, Police Commissioner, and the option of the Mayor, a fourth person selected by the Mayor, such fourth person being an individual experienced and knowledgeable in law enforcement from outside of Township government. (Police Promotional Committee).

(5) For the positions of Captain and Chief of Police, the process shall consist of an oral examination panel (Police Promotional Committee) consisting of the Chief of Police, Mayor, Police Commissioner, and at the option of the Mayor, a fourth person selected by the Mayor, such fourth person being an individual experienced and knowledgeable in law enforcement from outside of Township government. (Police Promotional Committee). For the positions of Captain and Chief of Police, the Township may require an independent review of the candidate’s credentials for eligibility by an outside party, qualified by law enforcement experience and expertise to conduct such a review.

(6) Written Corporal and Sergeant Examination

(a) The written test shall be comprised of questions pertaining to the same topics that shall be covered during the interviews and as listed below (C(7)).

(b) All candidates taking the written test shall receive the same questions.

(c) The maximum attainable score is 100% and a score of 80% or better is considered passing. Seniority is not applicable to the written test.

(d) All candidates who pass the written test shall be eligible to participate in the remaining interview process. Candidates who pass the written test shall be notified by the Chief of Police that the candidates who passed are continuing with the promotional process and shall be notified of a date, time, and place for the scheduled interview process. Candidates scoring below 80% shall be eliminated from the remainder of the promotional process, and shall be notified as such by the Chief of Police.

(e) Candidates participating in the remaining interview process shall be given at least ten (10) days’ notice prior to the date of the interviews. The candidates shall be notified of the date, time, and place of their interviews.

(7) The questions asked in the interviews and written examination shall be based upon leadership skills, supervisory knowledge, departmental policies, rules and regulations, standard operating procedures, Attorney General guidelines, problem solving, law enforcement theory appropriate to the rank in question, and general knowledge pertaining to the overall function of the department. All interviews shall be recorded.

(8) The oral examinations shall consist of a series of four detailed examination questions to which the candidate must provide oral answers, and an interview. The four examination questions may be based on hypothetical situations. All candidates shall receive the same questions. The questions shall be appropriate for the level of authority and level of policy implementation expected of officers holding the rank for which the candidates are being interviewed. The candidates’ oral answers to the questions asked shall be evaluated by the interviewers with emphasis placed upon the candidates’ practical application of acceptable police operating procedures. Each member of the interview panel shall score each oral answer and shall also score the candidate’s performance during the interview. Each question is worth 20% and the interview itself is worth 20%, with 100% being the maximum attainable score. The candidate’s overall score for the specific oral examination panel shall be the average of the combined scores from each member of the applicable oral examination panel.

(a) Question 1=20%

(b) Question 2=20%

(c) Question 3=20%

(d) Question 4=20%

(e) Interview = 20%

Total = 100%

(9) The interview portion shall be based on the candidate’s past performance and evaluations, and shall represent 20% of the candidates overall score as stated in C(8). Each candidate shall also have the opportunity to make a personal statement during all of the interview panels.

(10) Other factors considered in scoring the interview and oral examination questions shall be:

1. Candidates performance and leadership skills
2. The candidate’s initiative
3. The candidate’s breadth of knowledge
4. The candidate’s educational background
5. The candidate’s training
6. The candidate’s career development
7. The candidate’s supervisory knowledge
8. The candidate’s supervisory experience
9. The candidate’s attitude including:

[1] Use of sick time

[2] Efforts in supporting departmental goals and objectives

[3] Handling and care of police equipment

[4] Communications and interaction with fellow employees and the public

1. Discipline
2. Commendations
3. Appearance and Demeanor
4. Special Assignments

\*Note: Any letters of approbation received from outside the Department between the date the promotional process is announced and interview date shall not be considered for the posted examination.

(11) Seniority shall be assessed as the final stage of the promotional process for all candidates for all ranks and shall be worth one quarter (¼) of a percentage point (based on 100%) for every year of service with the Washington Township Police Department. Seniority shall be determined by the number of years of service completed as of the date of notice of the promotional exam process.

(12) Upon completion of all oral examinations and interviews, the rankings shall be forwarded to the Chief of Police, who shall review the rankings, add in seniority (C(11)), and establish a final recommendation for promotion. A list of candidates shall be generated depending on final ranking. The overall examination score shall be calculated as the average of all the panels plus seniority, based on a maximum score of 100%.

(13) Candidates who successfully complete the promotional process but do not receive a promotion at the conclusion of the process shall be placed on a promotional list for the same rank for which the candidates were tested.

Promotional lists shall remain active for two (2) years from the date of final results being published. A candidate on the list may be recommended for promotion to the appropriate rank without further examination within the two (2) year time period. The establishment of a list shall be made upon recommendation of the Chief of Police or the Police Promotional Committee (for Captain and Chief Promotions), to the Mayor and Township Committee, and upon the adoption of a resolution establishing the list by the Township Committee. Notwithstanding the foregoing, the Corporal list shall expire one (1) year from the date of the conclusion of the Corporal selection process, or upon the commencement of a Sergeant’s promotional process, at which the time the list shall be vacated and the new Sergeant’s list shall take effect.

(14) The candidate receiving the highest overall score for the rank being tested for shall be recommended by the Chief of Police to the Mayor and the Township Committee for promotion.

(15) The candidate receiving the highest overall final score for the rank of Chief of Police shall be recommended by the Police Promotional Committee to the Mayor and Township Committee.

(16) The Police Chief or his/her designee shall be responsible for conducting all examination phases of the promotional process.

(17) No member of the Police Department shall be promoted unless and until the Township Committee adopts a resolution approving the recommendation of the Chief of Police or the Police Promotional Committee, as may be applicable to the promotion being considered. The Township Committee reserves the right and discretion to accept or reject the recommended candidate, provided that the Township Committee may exercise this authority only in a manner consistent with law. If the recommended candidate is rejected, the candidate having the next-highest overall score for the rank in question shall be recommended.

(18) Upon completion of the promotional process, each candidate may submit a request in writing for their results (must be submitted within ten (10) days from the date of the conclusion of the promotional process), which includes his or her:

* 1. Written Examination Results
  2. Final Interview Scores
  3. Final Overall Score
  4. Seniority
  5. Overall Ranking”

**SECTION 2.** Chapter 27, Police Department, Article I, Establishment, Section 27-1, Department established; composition, is hereby amended to read as follows:

“A. The Police Department of the Township of Washington is hereby established and shall consist of a Chief of Police, not more than two Captains, not more than four Lieutenants, not more than three Sergeants First Class, not more than 10 Sergeants, not more than eight Corporals, not more than 25 patrolmen and not more than four special officers.

B. The Township Committee may appoint a chaplain to the Police Department. Any person appointed as chaplain shall be an ordained clergyman or clergywoman in good standing in the religious body from which he/she is selected. Said chaplain shall become a member of the Police Department without rank. The chaplain’s salary, if any, shall be fixed by the Township Committee and payable in the same manner as in the case of other members of the Police Department.”

**SECTION 3.** All ordinances of the Township of Washington that are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 3.** This Ordinance may be renumbered for codification purposes.

**SECTION 4.** If any section, subsection, section, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 5.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

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| **ATTEST:** |  | **TOWNSHIP OF WASHINGTON**  **COUNTY OF MORRIS**  **STATE OF NEW JERSEY** |
|  |  | By: |
| **Nina DiGregorio, Township Clerk** |  | **Kenneth W. Roehrich, Mayor** |