



ORDINANCE 2020-7

Amending and Supplementing Chapter 66, Law Enforcement, Regarding the Sergeant Promotional Process

WHEREAS, the Township of South Brunswick maintains Chapter 66, Law Enforcement, which governs the creation, structure and operation of the Police Department within the Township of South Brunswick; and

WHEREAS, the Chief of Police has recommended that certain changes be made to the promotional process to the rank of Sergeant; and

WHEREAS, the PBA Local #166 has agreed to the proposed changes; and

WHEREAS, the Township Council believes that it is in the best interests of the residents of the township to enact the recommended changes;

NOW THEREFORE BE IT ORDAINED by the Township Council of the Township of South Brunswick, County of Middlesex, State of New Jersey, as follow:

I. South Brunswick Code Chapter 66, Law Enforcement, shall be and is hereby amended and supplemented as follows with deletions in strikethrough and additions in underline:

Sec. 66-42. Promotion Criteria.

(b) Sergeant. In the event a vacancy for the position of sergeant is to be filled, it shall be filled on the basis of general qualifications, examinations and service record review to determine police knowledge, skills, and abilities.

(1) Notification.

a. The township will allow a minimum of 12 weeks' notice from the date of announcement of the test to the date the written exam is given. Notification shall include the identity of the testing service, the book list and/or ~~the oral board~~ study sources. Study guides, if applicable, shall be made available electronically or a hard copy distributed to eligible candidates at a minimum of 12 weeks prior to the test.

b. Notification shall be contained in a written announcement that shall be posted in the muster room and/or shall be issued to each eligible candidate personally.

c. Eligible officer(s) shall indicate in writing to the chief of police their intention to take part in the examination process within 30 days from the posting date.

(2) General qualifications.

a. Continuous permanent service as a police officer or corporal in the South Brunswick Police

Department for ~~five~~ six complete years.

b. A police officer or corporal may take the exam in their ~~fifth~~ seventh year of service but may not be promoted until the completion of their ~~fifth~~ seventh year of service.

c. Such service shall be without interruption except for an approved leave of absence.

(3) Examination. The examination process shall consist of three parts: (a) written exam, (b) ~~oral exam, and (e)~~ service record review, and (c) roundtable interview. The roundtable interview will be administered only to eligible candidates once a vacancy(ies) becomes available.

~~The township shall utilize a valid and reliable testing company to supply, administer, and score the written exam.~~

~~The oral examination will be an in-house oral board. The board will be comprised of five superior officers from the South Brunswick Police Department, one of whom will be the chief of police or his designee. Superior officers are those officers who have achieved the rank of sergeant or above. Of the remaining four vacancies, the chief of police will choose two superior officers and the PBA local 166 (or any successor majority representative) will choose two superior officers.—~~

~~An applicant taking the examination shall pass each part prior to proceeding to the next phase of the examination.~~

a. Written examination. The township shall utilize a valid and reliable testing company to supply, administer, and score the written exam:

1. The testing company will provide study guides and/or a book list of sources for study purposes.
2. The testing company is responsible for all testing materials.
3. The applicant officer must score a minimum of 70 percent to pass the written exam.
4. The police department will notify individual officers of their written scores in writing.

An applicant taking the examination must pass the written exam prior to proceeding to the next phase of the examination, which is the service record review.

b. Oral examination:

- ~~1. The applicant officer must score a minimum of 70 percent to pass the oral exam.~~
- ~~2. The chief of police will provide a list of sources for study purposes.~~
- ~~3. The chief of police or his designee will ensure the security of all testing materials.~~
- ~~4. The department oral board will score oral exams.~~
- ~~5. The chief of police or his designee will notify individual officers of their oral scores in writing.~~

e b. Service record review. Service record review shall be given a numerical score and scored on a form approved by the chief of police.

Each applicant shall receive a copy of his service record review and a copy placed in his/her personnel file.

Service record review will be done for all applicant(s) who have successfully completed the written ~~and oral~~ examinations.

1. Performance evaluations, review of last five years = 20 points.
 - a. Written reports-Six points maximum.
 - b. Oral presentation-Six points maximum.
 - c. Attitude-Four points maximum.
 - d. Initiative-Four points maximum.
2. Education/military achieved as of the date of the written examination (only for last degree achieved) = Ten points maximum.
 - a. Associate degree-Two and one-half points.
 - b. Bachelors degree or four years of military (honorable discharge)-Five points.
 - c. Masters degree-Seven and one-half points.
 - d. Doctorate-Ten points.
3. Leadership ability = 20 points maximum.
 - a. Leadership-Four-point(s) maximum.
 - b. Decision making-Four-point(s) maximum.
 - c. Problem solving-Four-point(s) maximum.
 - d. Planning and organizing-Four-point(s) maximum.
 - e. Assigning and delegating tasks responsibilities-Four-point(s) maximum.
4. Commendations = Ten points maximum.
 - a. One point for each commendation issued up to ten points.
 - b. Only commendations from those awarded in accordance with South Brunswick Police Department SOP S.1.9 shall be counted.
 - c. Commendations will be considered from those awarded over the last five years prior to date of review.
5. Assignments/instructor/committee/liaison = Ten points maximum.
 - a. One point for each position held during the last five years from the date of the review.
6. Discipline = Ten points maximum.
 - a. Two points for each year with no disciplinary record (written reprimand or above) during the last five years prior to date of review.
7. Sick time = 20 points maximum.
 - a. Four points for each year with ~~four sick days~~ 42 sick hours or less over the last five years prior to date of review.
- ~~8. Seniority = Five points maximum.~~
 - ~~a. Quarter point for every year completed, as of the sergeants written examination, as a South Brunswick Police Officer.~~

(4) Scoring.

- a. The written exam shall be pass/fail (70 percent is passing) - 45%

~~b. The oral exam shall be pass/fail (70 percent is passing).~~

e ~~b.~~ Service record review shall be scored numerically (no minimum score) - 40%

c. Seniority - 15%

(5) Ranking.

a. Officers shall be ranked upon completion of the written examination, service record review, and seniority calculation. ~~oral exam by seniority as a sworn South Brunswick Police Officer.~~

b. The seniority calculation formula will be .15 x the officers' number of completed years of service. For example, if an officer has 10.5 years of service, the calculation will be as follows: .15 x 10 years of service = 1.5 raw points. These points will be added to the final written score and service record review.

(6) Roundtable Interview.

The roundtable interview will be done by the Chief, Deputy Chief, and Captains. The Chief of Police shall make the recommendation(s) for promotion to the Township Manager after all eligible candidates are interviewed.

(67) Selection.

a. If one position is available, the chief of police shall recommend to the township manager his selection from a pool of the top five ranked officers.

b. If two positions are available, the chief of police shall recommend to the manager his two selections from a pool of the top ten ranked officers. The first promotion however, shall be made from the top five ranked officers; the second promotion shall be made from the top ten.

c. If three positions are available, the chief of police shall recommend to the manager his three selections from a pool of the top 15 ranked officers. The first promotion however, shall be made from the top five ranked officers; the second promotion shall be made from the top ten ranked officers; the third promotion from the top 15 ranked officers.

d. If four positions are available, the chief of police shall recommend to the manager his four selections from the top 20 ranked officers. The first promotion however, shall be made from the top five ranked officers; the second promotion shall be made from the top ten ranked officers; the third promotion from the top 15 ranked officers; and the fourth promotion from the top 20 ranked officers.

e. The chief of police is not bound to make a recommendation based solely on the numerical and/or seniority ranking of the officers who have successfully completed the process.

f. The township manager shall have the right to select a candidate from the list of the names submitted by the chief of police.

g. All appointments shall be probationary for one year from the date of promotion.

h. After the promotion(s) are made the list will be re-ranked according to final scores ~~seniority~~.

(78) Psychological or psychiatric examination.

a. After the selection is made, officers will be scheduled for a psychological or psychiatric examination.

b. The applicant officer shall be graded pass/fail.

c. The applicant must pass the psychological or psychiatric exam to be promoted.

(89) Appeal.

a. An applicant may appeal to the chief of police, through the chain of command, each or any of the following elements of the process by submitting a written appeal:

1. Eligibility.

2. Written exam.

~~3. Oral exam.~~

4 ~~3~~. Service record review.

4. Roundtable.

b. The chief of police or his designee shall review each or all elements with the officer and provide him/her with their results.

c. The appeal must be within 20 calendar days from the results of the specific element.

d. If not satisfied with the chief's decision, an officer may appeal to the township manager within 20 calendar days of the chief's decision on the specific element in dispute.

(910) Expiration.

a. The list shall expire three years from the date of the first sergeant's promotion.

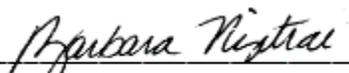
II. If any clause, sentence, paragraph, section or part of this ordinance or any other codes or ordinances incorporated herein shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof, directly involved in the controversy in which said judgment shall have been rendered.

III. This ordinance shall become effective twenty (20) days after its final passage.

The above ordinance was introduced and passed on first reading at a meeting of the Township Council of the Township of South Brunswick held on February 25, 2020, and will be considered on second and final reading and final passage at a meeting of the Township Council of the Township of South Brunswick to be held at the Municipal Building, Monmouth Junction, New Jersey, at 6:00 P.M. on March 24, 2020, at which time and place any person having an interest therein will be given an opportunity to be heard.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Camarota, Deputy Mayor
SECONDER:	Josephine "Jo" Hochman, Councilwoman
AYES:	Bierman, Camarota, Grover, Hochman, Carley

This is to certify that the foregoing is a true copy of a Ordinance Adopted at the South Brunswick Township Council meeting held on March 24, 2020.


Barbara Nyitrai, Township Clerk