

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 11-2016**

**AMENDING CHAPTER 61 OF THE CITY OF NORTHFIELD
MUNICIPAL CODE, REGARDING THE POLICE DEPARTMENT'S
PROMOTIONAL PROCEDURES**

BE IT RESOLVED, that the following Sections of Chapter 61 of the City Code are hereby amended as follows (additions are underlined; deletions are ~~stricken~~):

§ 61-11 Promotions.

~~All members of the Police Department shall be eligible for promotion to the next superior rank upon completion of three years of active service in the Department. Promotions to Lieutenant and Captain, respectively, shall each require one additional year of active service in the Department. Any eligible member of the Department may submit to the Chief of Police a written request to be considered for any vacancy or opening in the next superior rank. Testing procedures shall be established by the Chief of Police, subject to the approval of the Mayor and Council through the respective chairman. Appointment to a superior rank shall be by resolution of the Mayor and Council after reviewing test results, job performance evaluations and evaluations by a Police Committee, seniority and the evaluation of the Chief of Police. The Police Committee shall be composed of members of the Police Department, the Mayor and members of City Council as established by Department policy duly adopted by the Mayor and Council.~~

§ 61-23 General Procedures.

B. Only those officers deemed eligible by these procedures will be permitted to take part in the promotional examinations. (See ~~§ 61-11~~ § 61-24 for eligibility.)

C. All promotional examinations will consist of all the elements as outlined in ~~§ 61-24~~ § 61-25 of these procedures.

~~H. In the event that the position to be filled is that of Chief of Police, then the Mayor, along with the City Administrator and a Police Committee representative, will act jointly to conduct all tests and interviews, with the final appointment and promotion to be made by the Mayor with confirmation by City Council~~

§ 61-24. Qualifications to sit for exam.

B. To be eligible to sit for examination for rank of Lieutenant, Captain or Chief of Police, ~~and above~~ a candidate shall:

(4) Have held the rank of Sergeant or above in the City of Northfield Police Department for at least ~~three~~ two years, including

acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the written examination.

§ 61-25. Tests, point allocations and promotion criteria.

C. Job performance.

(1) Evaluations shall be in the following two areas of officer performance (as noted in Police Policy and Procedures) and shall be conducted in accordance with §61-26(F):

(3) A total of 20 points to be allocated for job performance may range from zero to 20 points. The ~~evaluators~~ evaluations, as explained in this section, are not bound to the following breakdown, but, rather, this is presented merely as a guide:

Evaluation	Number of Points
Excellent	20
Good	15
Fair	10
Needs improvement	5
Poor	

F. Personal Interview.

(3) In the event the examination is for the Chief of Police, each eligible candidate will be interviewed by the Mayor, City Administrator and Council President.

§ 61-26. Rules and Regulations for Conducting Tests.

C. Any officer who is eligible and wants to take the test must notify the Chief and Mayor in writing at least seven days prior to the date of the test. If the examination is for the Chief of Police, any officer who is eligible and wants to take the test must notify the Mayor in writing at least seven days prior to the date of the test.

F. Job performance evaluations will be completed by the Chief. Evaluations will be compiled on the supervisor rating form designed for evaluating police officers in determining point allocation. The Chief will base his evaluations of officers by generally acceptable police standards and comparison among other officers taking the promotional examination. Standardly accepted evaluation techniques, i.e., ranking, paired comparisons, etc., shall be used in evaluating officers. If the examination is for the Chief of Police, the evaluation shall be done by the Mayor using similar forms and standards as described herein.

J. The Examination Committee will forward the test results and the grades received for the written and oral tests by sealed envelope to the Chief and Mayor within five working days of the completion of the examinations. If the examination is for the Chief of Police, the test results shall be sent to the Mayor.

K. The Mayor, along with the Chief, the City Administrator and a Police Committee representative, will take the test results which were forwarded by the Examination Committee and compute, according to the point schedule established in these procedures, all points earned in the written and oral portions. They will add those points due each officer according to the schedule for job performance, seniority and college achievement and personal interview. The complete total of accumulated points will be the officer's score for promotional purposes. Officers must receive a minimum score of 50 total accumulated points to be considered for promotion. If the examination is for the Chief of Police, then the Mayor, City Administrator and Police Committee Representative will execute the process set forth above.

L. The Chief and Mayor shall have the responsibility of selecting the officer to be promoted from among the three top-scoring candidates. In the event that the Chief and Mayor cannot agree on the selection as indicated above, then a committee consisting of the Mayor, Chief, City Administrator and the Council members of the Police Committee shall make the selection of the officer to be promoted. If the examination is for the Chief of Police, then the Mayor and the Council President shall have the responsibility of selecting the officer to be promoted from among the top-scoring candidates. If the Mayor and Council President cannot agree, then a committee consisting of the Mayor, Council President, City Administrator and Council members of the Police Committee shall make the selection of the officer to be promoted.

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

This Ordinance shall take effect upon passage and publication in accordance with applicable law.

Mary Canesi, RMC, Municipal Clerk

Erland Chau, Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on August 30, 2016 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held September 13, 2016 in Council Chambers, City Hall, Northfield, New Jersey.

Mary Canesi, RMC, Municipal Clerk

FIRST READING:	August 30, 2016
PUBLICATION:	September 3, 2016
SECOND READING:	September 13, 2016
PUBLICATION:	September 17, 2016