

**CITY OF NORTHFIELD, NJ
ORDINANCE 17-2026**

**AN ORDINANCE AMENDING CHAPTER 61, ARTICLE IV REGARDING
THE PROMOTIONAL PROCEDURES WITHIN THE CITY OF
NORTHFIELD POLICE DEPARTMENT**

WHEREAS, the City of Northfield provides for promotional procedures within its Police Department through Chapter 61, Article IV of the City's Code; and

WHEREAS, the City of Northfield desires to amend and revise certain sections of Chapter 61, Article IV.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Northfield, County of Atlantic, and State of New Jersey that Code Section 61 of the Code of the City of Northfield is hereby amended as follows (added text underlined; deleted text ~~stricken~~):

Section 1: Amendment of Current Code

Chapter 61, Article IV, shall be revised and amended as follows:

§61-22. Shall be AMENDED as follows

§61-22. Appointment of officers.

The Mayor of the City of Northfield, in accordance with N.J.S.A. 40A:14-118, shall appoint the Chief of Police and such other officers as may be required, subject to the confirmation of said appointments by the City Council. In accordance with its obligation to have appointments based upon ~~merit and fitness~~ the criteria established with this ordinance, the Council of the City of Northfield will confirm only those officers who have successfully ~~taken and~~ completed a the promotional process ~~examination~~ as herein set forth.

§61-23. Shall be AMENDED as follows

§61-23. General procedures.

- A. Examinations will be conducted for all promotions to the rank of Sergeant, Lieutenant and Captain. ~~and above.~~ For the position of Chief of Police, a promotional process will be conducted as outlined in this Chapter.
- B. Only those officers deemed eligible by these procedures will be permitted to take part in the promotional process ~~examinations.~~ (See ~~§61-24 for~~ eligibility)

- C. All ~~The~~ promotional process examinations, including the administration of all examinations, will consist of all of the elements as outlined in §61-25 of these procedures must be consistent with this Chapter.
- D. ~~Administration of these procedures will be in conformance with the guidelines outlined herein and in accordance with specific test rules outlined in §61-26.~~
- E. Officers who suffer from a demotion in rank for just cause other than for budgetary reasons shall not be permitted to ~~take a~~ participate in the promotional process examination for a period of three years beginning when the demotion takes effect. Any officer so demoted for disciplinary reasons, upon repromotion, shall not retain any seniority rights owing to that rank.
- F. All qualified officers will be considered for all promotions for which they are eligible, without regard to race, color, religion, sex, national origin, age, marital or veteran status, politics or personal favoritism, or any other category protected by law, except as may be properly permitted by law.
- G. ~~The written and oral examinations for each rank will be conducted by the Examination Committee as provide for in §61-25 of these procedures. The Examination Committee shall be appointed by the Mayor.~~

§61-24. Shall be AMENDED as follows

§61-24. Qualifications to sit for exam be Eligibility for Promotion

~~To qualify to sit for the a promotional examination,~~ In order to be eligible for a promotion, one must comply with the following eligibility requirements:

- A. ~~To sit for the~~ For Sergeant, ~~Sergeant's examination,~~ a candidate must shall:
 - (1) ~~Have served as a patrolman of the City of Northfield Police Department.~~
 - (1) Be a present member of the City of Northfield Police Department who has
 - ~~(2) Have served as a full-time member of the City of Northfield Police Department for at least three years continuously next preceding the examination date.~~
 - ~~(3) (2). As an individual applicant, not have any more than three two (2) upheld suspensions for the three years immediately preceding the date of the promotional examination.~~
- B. ~~To be eligible to sit for examination~~ For the rank of Lieutenant or Captain or Chief of Police, a candidate must shall:
 - ~~(1) Have served as a patrolman of the City of Northfield Police Department.~~
 - (1) Be a present member of the City of Northfield Police Department who has

- ~~(2) Have served as a full-time member of the City of Northfield Police Department for at least five six years continuously next preceding the examination date; and~~
- ~~(3) (2) Have held the rank of Sergeant or above in the City of Northfield Police Department for at least two three years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the written oral examination.~~
- ~~(4) (3). As an individual applicant, not have any more than three two (2) upheld suspensions for the three years immediately preceding the date of the promotional examination.~~

C. **For the position of Chief of Police, a candidate must:**

- (1) Be a present member of the City of Northfield Police Department in the position of Police Lieutenant or Police Captain.**
- (2) As an individual applicant, not have any more than two (2) upheld suspensions for the three years immediately preceding the date which application for Chief is filed with the City.**

§61-25 Tests, point allocations and promotion criteria shall be REPEALED AND REPLACED IN ITS ENTIRETY AS FOLLOWS:

§61-25 **Examinations, Evaluations and Promotional Criteria.**

- A. All promotional Examinations for the positions of Sergeant, Lieutenant and Captain will provide an opportunity for a total of 100 points. These promotional examinations will include a chief's evaluation worth up to 40 points, a review of the employee's resume worth up to 10 points.
 - 1. The Chief's evaluation – up to 40 points
 The Chief's evaluation shall be based upon leadership, job performance, responsibility, commendations and discipline.
 - Leadership** – An evaluation of the employee's integrity, reliability, selflessness, ability to foster strong professional and community relationships, ability to be an active listener and advisor. A leader offers assistance without being asked and influences through competence, credibility and encourages collaboration to achieve the goals of the department.
 - Job Performance** – A review of the prior three (3) years of job performance evaluations
 - Responsibility** - An evaluation of the employee's responsibility will include a determination on the employee's accountability, using good discretion on the job, ethical behavior and strong work ethic. Also included would

be the officer's ability to mentor fellow officers, demonstrate strong job knowledge and strong decision-making skills.

Commendations – Commendations which appear in the Department's electronic tracking system will be included. The content and reason for the commendation will be weighted more than simply the quantity of commendations.

Discipline – A full review of the officer's personnel file including the officer's internal affairs file.

The determination of the amount of points for the Chief's evaluation and resume, will be completed before the written and oral examinations are conducted. After completed, the Chief will give a copy of the points for the evaluation and resume in a sealed envelope to the PBA Shop Stewards. After the results of the written and oral examinations come in, the Chief will open the sealed envelope in the presence of the Shop Stewards. The Chief and Shop Stewards will then add up all of the points together and compile the list.

2. Resume of Employee – up to 10 points

The employees' resume shall be reviewed for any activities that may, enhance the applicant's ability to perform their job. This can include but not be limited to any additional trainings, law enforcement related education, certifications, skills and community activities.

B. Promotional Examination for Sergeant will consist of the following:

1. Chief's Evaluation worth up to 40 points
2. Resume review worth up to 10 points
3. A written examination consisting of law enforcement material related to the rank of Sergeant shall be developed and administered by the New Jersey State Association of Chiefs of Police. Each officer taking the written examination must be given the exact same test.

- a. A maximum of 15 points shall be allocated according to the following schedule:

Score	Number of Points
96.00 or higher	15 points
92.00 to 95.99	13.5 points
88.00 to 91.99	12 points
84.00 to 87.99	10.5 points
80.00 to 83.99	9 points
76.00 to 79.99	7.5 points
72.00 to 75.99	6 points
68.00 to 71.99	4.5 points
64.00 to 67.99	3 points
60.00 to 63.99	1.5 points

Below 60.00

No points

4. An oral examination consisting of up to twenty (20) questions shall be developed and administered by the New Jersey State Association of Chiefs of Police. The questions shall be related to the law enforcement profession and the rank of Sergeant as determined by the New Jersey State Association of Chiefs of Police. Each officer taking the oral examination must be asked the same exact questions. A total of 30 points shall be allocated to the following schedule:

96.00 or higher	30	points
92.00 to 95.99	27	points
86.00 to 91.99	24	points
82.00 to 85.99	21	points
78.00 to 81.99	18	points
76.00 to 77.99	15	points
72.00 to 75.99	12	points
68.00 to 71.99	9	points
64.00 to 67.99	6	points
60.00 to 63.99	3	points
Below 60.00		No points

5. Years of Service with the City of Northfield Police Department. Years of service will be measured from the date of hire as a full-time police officer with the City of Northfield. A maximum of five (5) points shall be awarded as follows:

Completion 3 rd year to the completion of 5 th year –	1 point
Start of 6 th year to the completion of 7 th year –	2 points
Start of 8 th year to the completion of 9 th year –	3 points
Start of 10 th year to the completion of 11 th year –	4 points
Start of 12 th year and forward –	5 points

C. Promotional Examination for Lieutenant will consist of the following:

1. Chief's Evaluation worth up to 40 points
2. Resume review worth up to 10 points
3. Oral examination worth up to 35 points which will be conducted by the Captain and Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.

4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, Business Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant:
 - a. Years as a Sergeant – Completion of 3 years – 1 point
 - b. Start of 4th year to completion of 5 years – 3 points
 - c. Start of 6th year and beyond - 5 points

D. Promotional Examination for Captain will consist of the following:

1. Chief's Evaluation worth up to 40 points
2. Resume review worth up to 10 points
3. Oral examination worth up to 35 points which will be conducted by the Chief of Police and which will be focused on law enforcement questions. Up to ten (10) questions will be asked and all applicants must receive the same questions.
4. Administrative Interview worth up to 10 points. An interview with the Chief of Police, Business Administrator, City Council Police Committee and Mayor of up to 10 questions which will be focused on non-law enforcement aspects of administration within the police department and the officer's ability to be successful in a leadership role.
5. Years of Service as a Sergeant/Lieutenant – Seniority in Rank
 - a. Completion of 3 years as a Sergeant up to completion of 5 years as Sergeant– 1 point.
 - b. Start of sixth year as a Sergeant – 3 points
 - c. Current Lieutenant - 5 points

E. Promotion to Chief of Police.

In the event a vacancy in the position of Chief of police occurs or is anticipated, any officer in the position of Police Lieutenant or Police Captain may be considered for the position of Chief of Police.

First, the Chief of Police will send a written notice to all eligible candidates which will advise them of their eligibility and inform them of the opportunity to apply for the position of Chief of Police. Any interested and eligible candidate must then submit a letter of interest to the Chief and Mayor. All letters must be provided to the Chief and Mayor by a uniform deadline established by the Chief and Mayor.

Upon expiration of the deadline for application, the Police Chief will compile a confidential report on each candidate which shall include, at a minimum, an evaluation of the employee's leadership, responsibility, prior job performance, commendations and discipline. The confidential report will also include the

employee's resume as well as years of service in each rank. This confidential report will be provided to the Mayor, Business Administrator and Police Committee for review.

After receipt and review of the confidential report, the Mayor, Business Administrator and Police Committee will interview each candidate. All candidates must be asked the same questions and provided with the same time to respond. After the interviews, the interview committee shall confer and recommend to the Mayor the selection for Chief of Police. The Mayor shall make the final recommendation for the position of Chief of Police and will present his recommendation to City Council for a vote in accordance with Section 61-4(A).

F. In the event of a tie score for any promotion at any level, the officer with the lower badge number shall be ranked higher.

§61-26 Rules and Regulations for Conducting Tests shall be REPLACED IN ITS ENTIRETY AS FOLLOWS:

§61-26. Rules and Regulations for Conducting Examinations and Interviews

- A. For all ranks, promotional examinations and interviews will be conducted on weekdays between the hours of 10:00 a.m. and 3:00 p.m., at City Hall or another municipal building designated by the City.
- B. For the rank of Sergeant, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication to all members of the Department at least 90 days prior to the examination date.
- C. For the ranks of Lieutenant and Captain, a notice of Examination must be posted on the Police Department bulletin board and/or disseminated in an official department electronic communication at least 45 days prior to the examination date.
- D. For all ranks except Police Chief, any officer who is eligible and wants to take the examination must notify the Police Chief and Mayor in writing at least thirty (30) days prior to the date of the examination.
- E. For the rank of Police Chief, notifications will be done as provided for under §61-25(E).
- F. Any officer scheduled to take a promotional examination may be excused from duty for 24 hours prior to the time of the examination without pay or, at the officer's choice may be permitted to accrued personal, compensatory or vacation leave.
- G. Scoring and Grading of the examinations will be completed by the following individuals:
 - a. Chief's Evaluation will be completed by the Chief of Police
 - b. Resume Evaluation will be scored by Chief, Business Administrator, City Council Police Committee and the Mayor.

- c. The Written and Oral Examinations for Sergeant will be graded by the New Jersey State Association of Chiefs of Police.
- d. Oral examination for Lieutenant will be scored by the Chief of Police and Captain of Police.
- e. Oral examination for Captain of Police will be scored by the Chief of Police.
- f. Administrative examinations for Lieutenant and Captain will be scored by the Chief, Business Administrator, City Council Police Committee and the Mayor.
- g. Except as specifically noted in this Chapter, only full points will be given to candidates.
- h. Where multiple individuals are involved in scoring, the points given shall be determined by averaging the scores provided by individual members involved in the scoring. Decimals will be rounded to the nearest full number (i.e., 3.4 rounds to 3.0 and 3.5 rounds to 4.0).
- i. All scoring and examination results will be provided in a sealed envelope to the Mayor within thirty (30) calendar of completion of the examination or review.
- j. The Mayor, Chief, Business Administrator and a Police Committee representative will take all scores and compute, according to the point schedule established in these procedures, all points for every category for each candidate. The complete and total 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.
- k. For promotions to Sergeant, Lieutenant and Captain, the Chief and Mayor are responsible for 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, then a committee consisting of the Mayor, Chief, Business Administrator and Council members of the Police Committee must make the selection of the officer to be promoted. If the promotion is for Chief of Police, the selection will be made as set forth in §61-25(E).
- l. All results will remain effective for a period of three years. Therefore, if any additional promotions are made within that three-year period of time, said promotions shall be made from the next top three individuals on the promotional list.

SECTION 2. REPEALER.

All Ordinances or parts of Ordinances which are in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency or conflict only.

SECTION 3. SEVERABILITY.

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph,

subdivision, clause, or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect immediately after final adoption and publication as required by law.

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 October 20, 2026 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held on November 10, 2026 in Council Chambers, City Hall, Northfield, New Jersey.

Shannon Campbell, RMC
Municipal Clerk

Erland Chau
Mayor

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