



# BOROUGH OF RIVERDALE NEW JERSEY



## ORDINANCE NO. 07-2018

### ORDINANCE AMENDING CHAPTER 47, "POLICE DEPARTMENT", OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF RIVERDALE

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**BE IT ORDAINED** by the Mayor and Council of the Borough of Riverdale, in the County of Morris and State of New Jersey, as follows:

**Section 1.** Chapter 47, Section 47-5 entitled "Promotions," of the Revised General Ordinances of the Borough of Riverdale shall be amended to read in its entirety as follows:

#### § 47-5. Promotions.

- A. Promotion policy. Promotion denotes vertical movement in the organization hierarchy from one rank classification to another. Validity of the promotional process can only be accomplished through clear and 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 organization level. This policy is established for the positions of above patrolman.
- B. Selection of Candidate. Promotions shall be made from within the ranks of the Riverdale Police Department.
  1. For the rank of Sergeant:
    - a. All candidates for promotion to the rank of sergeant shall submit to a written examination. The New Jersey State Association of Chiefs of Police shall administer the written testing process. The maximum attainable score shall be one hundred (100%) percent. A candidate must achieve a passing score of seventy (70%) percent in order to be considered for promotion.
    - b. All candidates passing the written examination will move on to a promotional evaluation conducted by the Chief of Police and all officers above the rank of sergeant. The promotional evaluation will consider, among other factors, years of service, a resume, the individual's past performance in current rank, attendance record, disciplinary record, leadership and management capabilities, team work, judgment, respect for property, attitude and interpersonal relations, productivity, over-all value to the Department and dedication and professionalism as a police officer. The maximum attainable score on the evaluation will be one hundred (100%) percent. A score of seventy (70%) percent shall be considered passing. The promotional evaluation will be 50% of the final score.
    - c. All candidates passing the promotional evaluation shall sit for an oral interview with the Chief of Police and the Public Safety Committee of the Borough Council. The maximum attainable score on the interview will be one hundred (100%) percent. A score of seventy (70%) percent shall be considered passing. The oral interview will be 50% of the final score.
    - d. The promotional evaluation shall account for 50% of the final score, the oral interview shall account for 50% of the final score. Seniority points will be added to the final score;  $\frac{1}{4}$  point shall be added for each year of service with Riverdale post academy. A promotional list shall be generated. The candidate with the highest score may, but is not required to be if exigent circumstances are present, be recommended for appointment to the Mayor and Council.
    - e. The promotional list will be active for three years and a candidate on the list may be considered for promotion without further examination for the three-year period.



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## 2. For the rank of Lieutenant:

- a. All candidates for promotion to the rank of lieutenant shall submit to an oral examination. The New Jersey State Association of Chiefs of Police shall administer the oral examination process. The maximum attainable score shall be one hundred (100%) percent. A candidate must achieve a passing score of seventy (70%) percent in order to be considered for promotion.
- b. All candidates passing the oral examination will move on to a promotional evaluation conducted by the Chief of Police and all officers at or above the rank of lieutenant. The maximum attainable score on the evaluation will be one hundred (100%) percent. A score of seventy (70%) percent shall be considered passing.
- c. All candidates passing the promotional evaluation shall sit for an oral interview with the Chief of Police and the Public Safety Committee of the Borough Council. A maximum score on the oral interview will be one hundred (100%) percent. A score of seventy (70%) shall be considered passing.
- d. The oral exam shall account for 50% of the final score, the promotional evaluation shall account for 25% of the final score, and the oral interview shall account for 25% of the final score. Seniority points will be added to the final score;  $\frac{1}{4}$  point shall be added for each year of service in Riverdale post academy.
- e. A promotional list shall be generated. The candidate with the highest score should, but is not required to be if exigent circumstances are present, be recommended for appointment to the Mayor and Council. The promotional list will be active for three years and a candidate on the list may be considered for promotion without further examination for the three-year period.

## 3. For the rank of Chief of Police:

- a. All candidates for the promotion of Chief of Police shall submit to an oral examination. The New Jersey State Association of Chiefs of Police shall administer the oral exam process. The maximum attainable score on the written examination shall be one hundred percent. A score of seventy percent or higher shall be considered passing.
- b. All candidates passing the oral examination shall sit for an oral interview with the Public Safety Committee and the Chief of Police. The maximum attainable score for the oral interview will be one hundred percent. A score of seventy percent or higher shall be considered passing. The oral examination will account for 50% of the final score. The oral interview will account for 50% of the final score. Seniority points will be added to this final score.  $\frac{1}{4}$  point will be added for each year of service in Riverdale post academy.
- c. Upon tabulation of final scores, a promotional list from highest to lowest will be generated. The candidate with the highest score may, but is not required based on exigent circumstances, be recommended to the Mayor and Council for promotion.
- d. The promotional list will be active for three 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 three-year time period.

## C. Eligibility.

1. A Patrol Officer shall be eligible to participate in the promotional process to the rank of Sergeant, provided the officer has completed five years of full-time law enforcement service, including probation. Three of the five years must have been completed with the Borough of Riverdale.
2. Sergeants shall be eligible to participate in the promotional process to the rank of lieutenant provided there has been a minimum of two years of service as a Sergeant.



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3. If the position of Captain is created by the Governing Body, Lieutenants and Sergeants shall be eligible to participate in the promotional process to the rank of Captain provided there has been a minimum of two years of service as a Lieutenant or Sergeant.
4. Captains, Lieutenants, and Sergeants shall be eligible to participate in the promotional process to the rank of Chief of Police provided they have fifteen (15) years of federal, state, or local law enforcement experience (military police experience does not count towards this requirement), and ten (10) of those years must have been served in Riverdale with five (5) of the years holding the rank of sergeant or above.

**Section 2.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 3.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 4.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Adopted this \_\_\_ day of  
\_\_\_\_\_, 2018.

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Abubakar Jalloh, Borough Clerk

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Paul M. Carelli, Mayor

## NOTICE OF PENDING ORDINANCE

The ordinance published herewith was introduced and passed upon first reading at a meeting of the governing body of the Borough of Riverdale, a municipal corporation of the State of New Jersey, held on November 28, 2018. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held at Borough Hall, in the Borough on December 26, 2018 at 7:30 o'clock p.m., and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Clerk's office to the members of the general public who shall request the same.

Abubakar Jalloh, Borough Clerk