

**TOWNSHIP OF CEDAR GROVE
ESSEX COUNTY NEW JERSEY**

AGENDA ITEM: #7(a)

FEBRUARY 3, 2025

PENDING ORDINANCE NO. 25-944

**AN ORDINANCE AMENDING CHAPTER 55 OF THE CODE OF THE TOWNSHIP
OF CEDAR GROVE ENTITLED POLICE DEPARTMENT ADDING §55-4
("PROMOTIONAL PROCEDURES")**

WHEREAS, the Township Council of the Township of Cedar Grove wishes to amend Chapter 55 of the Code of the Township of Cedar Grove entitled POLICE DEPARTMENT to formally codify promotional procedures.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Cedar Grove, in the County of Essex, State of New Jersey, that Chapter 55 is hereby expanded as follows

HIRING AND PROMOTIONAL PROCEDURES

- 1) Qualifications for Candidates as Police Officer
 - a. Each person applying for a full-time position in the Police Department shall have the following qualifications to be considered eligible for an appointment:
 - i. Shall be a citizen of the United States
 - ii. Shall be at least 21 years of age, but not more than 35 years of age at the time of appointment to a full-time position in the Department as evidenced by a certificate of birth.
 - iii. Shall be fingerprinted and photographed.
 - iv. Possess formal education or training as evidenced by a high school diploma or an equivalency certificate.
 - v. Possess a minimum of sixty (60) college credits or thirty (30) college credits from an accredited college or university recognized by the New Jersey Department of Education and have prior military experience or law enforcement experience.
 - vi. Must not have been convicted of any crime of the first, second, third, or fourth degree as designated by the Criminal Code of New Jersey or a crime of felony offense in any other jurisdiction involving, but not limited to, a conviction based on moral turpitude or, at the time of application, is undergoing or awaiting adjudication of any kind in regard to such a crime or felony offense.
 - vii. No candidate shall receive a permanent appointment as a police officer unless such a person has successfully completed the basic police training course at a Police Training Commission Certified New Jersey Police Training Academy.

viii. A person shall not be employed by the Township of Cedar Grove as a law enforcement officer, as defined in section 2 of P.L.1961, c.56 (C.52:178-67), in this State unless the person holds a valid, active license as a law enforcement officer issued in accordance with P.L.2022, c.65 (C.52:17B-71a et al.). A person shall not act as a law enforcement officer, as defined in section 2 of P.L.1961, c.56 (C. 52: 178-67), in this State beyond the scope of the authorization provided pursuant to any designations to the license approved by the Police Training Commission.

2) Application and Examination Process for Transfer Hires

- a. Except for the maximum age requirement set forth above, all hires transferring from one agency with initial hiring requirements equal to or greater than those set forth herein shall be considered for full-time employment consistent with the provisions set forth as it relates to hiring new candidates.
- b. Assuming a transferee is hired and appointed a full-time police officer, their salary shall be commensurate with the collective bargaining agreement in place at the time of the hiring and shall begin at Step One in the collective bargaining agreement's pay structure.
- c. No consideration shall be given to prior salary, experience, or other additional qualifications to justify a greater initial starting salary or advanced step positioning within the pay structure of the collective bargaining agreement,

3) Promotions

a. Standards and Procedures

- i. Candidates being considered for the promotional rank of Sergeant
 1. Candidates shall have completed five (5) years of service as a full-time police officer with the Township of Cedar Grove Police Department as of the date of the examination.
- ii. Candidates being considered for the promotional rank of Lieutenant
 1. Candidates shall have held the rank of Sergeant for a minimum of three (3) years as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.
- iii. Candidates being considered for the promotional rank of Captain
 1. Candidates shall have held the rank of Lieutenant for a minimum of two (2) years prior as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.
- iv. Candidates being considered for the promotional rank of Chief
 1. Candidates shall have held the rank of Captain for a minimum of two (2) years prior as of the date of the examination. This requirement may be waived at the discretion of the Township Manager based on the number of eligible candidates and available positions.

b. Recommendations of Candidates to the Township Manager

- i. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Sergeant and Lieutenant:
 1. Nonexamination Criteria: up to a maximum of thirty (30) points.
 2. NJSACOP Written Examination: up to a maximum of thirty-five (35) points.
 3. NJSACOP Oral Examination: up to a maximum of thirty-five (35) points.
 4. Total Possible Points: one hundred (100).
- ii. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Captain:
 1. Nonexamination Criteria: up to a maximum of fifty (50) points.
 2. NJSACOP Oral Examination: up to a maximum of fifty (50) points.
 3. Total Possible Points: one hundred (100).
- iii. The following formula shall be used to tabulate the scores of all eligible candidates for the rank of Chief:
 1. Oral Examination: up to a maximum of fifty (50) points.
 2. Nonexamination criteria: up to a maximum of fifty (50) points.
 3. Total Possible Points: one hundred (100).
- iv. After scores are tabulated, the Township Manager and Chief of Police, or, in the absence of a Chief of Police, at the discretion of the Township Manager, his designee, shall review all scores and compile a list of candidates in order of point standing, together with any mutually derived comments as to the suitability of each candidate for promotion.
- v. For each rank, the Township Manager shall then compile a list of three (3) finalists. The list shall be in order of those candidates receiving the highest scores and shall include the actual score received.
- vi. The highest scoring candidate per rank will be recommended to the Township Council for promotion, however, such promotion may not take effect until a resolution conferring the promotion is passed by a majority vote of the Township Council.

4) Testing Procedure

a. Letter of Intent

- i. Upon the posting of the procedural requirements set forth herein, each candidate eligible to participate in the promotional process will be advised, in writing, of their eligibility. The candidate must furnish to the Township Manager and Chief of Police a letter of intent to participate in the promotional process. The letter of intent shall detail the candidate's interest in the position they seek, why they believe they are fit for the role, and what their candidacy brings to the Department

and Township as a whole. Failure to submit a letter of intent precludes participation in the promotional process.

- ii. If an eligible candidate declines to participate in the promotional process, the candidate must indicate their intention to not participate by signing and returning the eligibility letter to the Township Manager indicating the candidate wishes not to participate.

b. Nonexamination Criteria:

- i. The following areas will be considered, and a set number of points or half points will be awarded by the Township Manager and the Chief of Police, or, in the absence of a Chief of Police, at the Township Manager's discretion, his designee, in each of the individual areas. In fixing the exact number of points to be awarded in any area, the Township Manager and the Chief of Police will base their decision on relevant documents on file at the Police Department.

1. Seniority: Eligible candidates will be entitled to one-half (1/2) point for each year of continuous service with the Cedar Grove Police Department as a police officer. Points will be awarded for each completed year of service, starting in the fifth (5th) year and continuing to accrue until completion of the twenty-fifth (25th) year, up to a maximum of ten (10) points.

- a. To establish a candidate's anniversary date, the formal resolution appointing the candidate a full-time police officer of the Township of Cedar Grove will be used. Should a resolution not exist, the candidate's green sheet executed upon hiring as a full-time police officer will be used.

2. Military Service: Candidates will receive one-half (1/2) point for each year, or part thereof, of active-duty military service in any branch of the United States Armed Forces, up to a maximum of four years, for a maximum award of up to two (2) points. A candidate must have served a minimum of one-hundred-eighty (180) days on active duty to qualify for any points.

- a. To establish a candidate's length of military service, a DD Form 214 or equivalent will be used.

3. Education: Officers will receive one-half (1/2) point for each of thirty (30) college credits earned at any time from a degree conferring institution at an accredited college, up to a maximum of one-hundred-twenty (120) credits, for a maximum award of up to two (2) points.

- a. To establish the total number of credits earned by a candidate, a certified course transcript from the accredited college will be used.

4. Personnel Jacket Review/Merit: The Township Manager and the Chief of Police, or, in the absence of the Chief of Police, at the Township Manager's discretion, his designee, shall award each candidate any number of points, or part thereof, up to a maximum

of sixteen (16) points for Sergeant and Lieutenant candidates; and up to a maximum of thirty-six (36) points for Captain candidates.

- a. This award shall be based on reviewing the candidate's past performance in their current rank, any overall value added to the Department, and their dedication and professionalism as a police officer serving the Township of Cedar Grove.
- b. The review shall include, but in no way will be limited to, work habits; taking initiative; job skills; enforcement activities; availability; attendance; performance evaluations; disciplinary actions or inquiries; letters of commendation, citations and awards; educational history; training; certifications; demonstrated leadership abilities; management skills; productivity; reliability; adherence to policy; and any other criteria the Township deems relevant to the assessment.
- c. A comprehensive review of the candidate's personnel jacket and employee file, from their date of hiring to present, will be reviewed as part of this assessment.
- d. An oral interview will be conducted by the Township Manager and the Chief of Police or, in the absence of the Chief of Police, at the Township Manager's discretion, his designee. This interview will consist of uniform questions associated with rank that relate to agency specific issues and Township of Cedar Grove matters that an individual holding each respective rank would be expected to comprehend and appropriately act on. The scoring for this interview shall be reflected in the non-examination criteria described above and all point maximums shall remain the same as described therein.

c. Written Examination

- i. Each candidate participating in the promotional process for the rank of Sergeant or Lieutenant shall be required to take a written examination, which shall be administered by the New Jersey State Association of Chiefs of Police ("NJSACOP") or, in lieu of the foregoing, by the International Association of Chiefs of Police ("IACP") Assessment Center.
- ii. The choice of which organization will administer the examination, and the type related thereto, will be made jointly by the Township Manager and Chief of Police in their sole discretion prior to testing. Notice of the approximate or actual examination date shall be posted a minimum of ten (10) weeks prior to the examination.
- iii. Any police personnel on leave or vacation at the time of posting of the notice shall be notified of the date by personal telephone and personal email.

- iv. The testing organization shall assign each candidate an identification number, which shall be the only identification used when the examination is graded. Grades on the written examination shall be used to determine eligibility to proceed to the oral examination as follows:
 1. Those candidates receiving a grade of seventy percent (70%) or above shall be eligible to participate in the oral examinations.
 - v. A complete master list of the results of the written examination shall be placed under seal and retained in the Office of the Township Manager and shall not be revealed except after the ranking is complete.
 - vi. No test scores shall be made available until the entire testing procedure is completed and documented by the Township Manager and Chief Financial Officer.
 - vii. Scores of Passing Examinations for Purposes of Final Evaluation
 1. Each candidate shall be graded with their score computed on the basis of one hundred (100) being a perfect score.
 2. The maximum points a candidate shall receive on the written exam shall be as follows:
 - a. Sergeant: thirty-five (35) points
 - b. Lieutenant: thirty-five (35) points
 3. Point allocation is determined by multiplying the test score or grade attained by the weighted factor, then dividing by one hundred (100). Example: Grade 70 x 35 = 2,450/100 = 24.50 points
 4. Scoring shall be accurate to two (2) decimal places.
- d. Oral Examination
- i. An oral examination shall be conducted by a panel of three Police Chiefs who are members of the New Jersey State Chiefs of Police Examination Committee and selected by the Chairman of the Examination Committee of the New Jersey State Chiefs of Police for the positions of Sergeant, Lieutenant, and Captain.
 - ii. The score of each examiner shall be weighed equally.
 - iii. The oral examination for each promotional level shall be concerned with the various facets of the police profession and shall focus on rank specific questions and scenarios. Each candidate for promotion shall be asked the same questions and will be graded on their responses.
 - iv. The questions asked shall be different for each rank (Sergeant, Lieutenant, and Captain) and shall reflect current and dynamic trends in law enforcement, court decisions, case law, Constitutional protections, policies, administration, organization, community specific issues, and any new developments pertaining to law enforcement.
 - v. All answers shall be scored numerically, and these scores shall be totaled and divided by three for a single, final grade.
 - vi. The questions to be asked of each candidate will be prepared by the New Jersey State Chiefs of Police Examination Committee.
 - vii. Scoring

1. Each candidate shall be graded with their score computed on the basis of one hundred (100) being a perfect score.
2. The maximum grade a candidate shall receive on an oral examination shall be as follows:
 - a. Sergeant: thirty-five (35) points
 - b. Lieutenant: thirty-five (35) points
 - c. Captain: fifty (50) points
3. Point allocation is determined by multiplying the test score or grade attained by the weighted factor, then dividing by one hundred (100). Example: Grade 70 x 35 = 2,450/100 = 24.50 points
4. Scoring shall be accurate to two (2) decimal places.

5) Subsequent Promotions

- a. Results from the promotional exam shall be valid for a minimum of two (2) years from the day a resolution(s) is passed conferring a promotion to one or more of the candidates for their respective ranks. The two (2) year validity begins from the first promotion issued and is not specific to each rank.
- b. In the event a vacancy occurs within the two (2) years that the examination scores are valid, the Township Manager shall compile a new list of finalists from among the highest scoring candidates, using the last evaluation process and scores associated thereto.
- c. The Township Manager may, at his sole discretion, extend the eligibility list for an undefined period.

6) Promotions of Chief of Police

- a. Candidates applying for the Chief of Police position shall be interviewed and have their personnel file and jacket reviewed by the Township Manager and any other individuals the Township Manager may request assist in the process, if any.
 - i. Oral Interview
 1. Candidates will be asked a uniform set of questions supplied by the Township Manager.
 2. The Township Manager will provide a rubric for answering questions with a scoring scale that will be equally weighted by each interviewer and average amongst the candidates.
 3. The interviewer(s) shall produce a sealed list of scores which shall remain unopened until the accompanying personnel review has been furnished.
 4. The scoring from the Oral Interview shall constitute 50% of the candidate's consideration.
 - ii. Personnel File/Jacket Review (Nonexamination Criteria)
 1. Candidates shall have their personnel file and jacket reviewed by the Township Manager who will provide comments and feedback in a sealed envelope to the listing his opinion(s) and consideration(s) and furnish a list of candidates according to the review of the personnel file and jacket.

- 2. The listing from the personnel file/jacket review shall constitute 50% of the candidate's consideration.
- b. Appointment of the Chief of Police
 - i. Upon computing the combined scores, the Township Manager shall recommend the appointment of the Chief of Police to the Township Council who must approve of the appointment by a majority vote on an accompanying resolution.

7) Vacant Appointments

- a. Should there be a retirement, resignation, or other removal of an individual holding a supervisory rank, with the exception of a vacancy in the Office of the Chief of Police, the Chief shall recommend an acting appointment to the Township Manager subject to the Township Manager's approval, for a duration not exceeding six (6) months.
- b. An officer who fulfills an acting role shall be compensated as if their appointment to that role was permanent and shall be renumerated with compensation in accordance with Collective Bargaining Agreement in effect at the time of the acting appointment.
- c. Selection for an acting appointment shall be made off of the most recent examination list provided said list is not older than two (2) years old from the date of initial promotion. Should the list be older than two (2) years old, the Chief may use that list in recommending an acting appointment but is not required to do so.
- d. In the event there is a vacancy of greater than two (2) weeks in the office of the Chief of Police, the appointment of an Officer in Charge or an Acting Chief shall be at the sole discretion of the Township Manager and no further ratification shall be required.
- e. Appointment to an Acting Capacity or as Officer-in-Charge shall not, under any circumstances, confer an enforceable right or claim by or against the Township should either position not become permanent or be subsequently dissolved by the Township Council.

INTRODUCED BY: Councilwoman Peterson

SECONDED BY: Councilman Zazzali

ROLL CALL VOTE				
COUNCILMEMBER	YES	NO	ABSTAIN	ABSENT
Maceri				X
Peterson	X			
Zazzali	X			
Mega	X			
Skabich	X			



**CERTIFIED TO BE A
TRUE COPY OF THE ORIGINAL**

Dale A. Jorde

**TOWNSHIP CLERK
CEDAR GROVE, NJ**