

ORDINANCE

TOWNSHIP OF FRANKLIN ORDINANCE AMENDING POLICE RULES AND REGULATIONS TO CREATE A REVISED PROMOTION POLICY FOR THE POSITION OF CORPORAL, SERGEANT, LIEUTENANT AND CAPTAIN WITHIN THE TOWNSHIP OF FRANKLIN

O -26- 2007

WHEREAS, the Township of Franklin, County of Gloucester and State of New Jersey has certain rules and regulations governing its Police Department; and

WHEREAS, The Township Committee of the Township of Franklin after due consideration and deliberation desires to amend its police rules and regulations so as to create a revised written promotion policy for members of the police department;

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Franklin, County of Gloucester, New Jersey that the Franklin Township Police Rules and Regulations presently providing for the promotion policy respecting the positions of Sergeant and Lieutenant be hereby amended and revised and expanded to include promotion policy for the positions of Corporal, Sergeant, Lieutenant and Captain as follows:

Article I. Statutory requirements. The provisions of N.J.S.A. 40A shall apply to all appointments and promotions;

Article II. Eligibility requirements. No member of the Police Department shall be promoted to a position of Corporal, Sergeant, Lieutenant and Captain unless:

(1) For the rank of Captain, they have at least **three (3)** years of consecutive service in the position of Lieutenant within the Township of Franklin Police Department

(2) For the rank of Lieutenant, they have at least three (3) years of consecutive service in the position of Sergeant within the Township of Franklin Police Department.

(3) For the rank of Sergeant, they hold the rank of corporal within the Township of Franklin Police Department.

(4) For the rank of Corporal, they have at least three (3) years of consecutive service in the position of Patrol Officer within the Township of Franklin Police Department.

Article III. Testing Process for Promotion

Promotion shall be on the basis of merit, demonstrated ability and competitive examination and shall otherwise comply with the provision of N.J.S.A. 40A:14-129. The promotional procedure will consist of four (4) sections. Each section will be valued as indicated.

(1) Section 1: Written Examination – 28.75%

A written examination relating to law enforcement shall be conducted by a qualified testing association selected by the Chief of Police and approved by the appropriate authority.

A candidate for the position of Corporal, Sergeant and Lieutenant must receive a minimum written score of 70% on the written examination. The actual numerical number of the written score shall remain confidential until final determination of the promotion.

(2) Section 2: Oral Examination – 28.75%

The Chief of Police shall select an independent oral review board through the New Jersey State Association of Chiefs of Police which shall interview and evaluate the successful candidates from Section 1.

(3) Section 3: Performance Evaluation – 35%

The candidate shall be evaluated by the Chief of Police, based on, but not limited to the candidates career development, job performance, work history, and leadership skills.

Each criterion will be assigned a fixed number of points, adding up to the total for this section of 35%, and will be calculated using the following scales:

Career Development = 5 points

This score is based on the candidate's education and is assigned the following values:

- Masters Degree = 5
- Bachelors Degree = 4
- Associates Degree = 3
- Completion of police-related classes = 1 - 2

Work History = 10 points

This portion is comprised of commendations and negative discipline, each worth 5 points.

Commendations 5 points

- Above Average commendations = 5
- Average commendations = 4
- Below Average commendations = 2.5
- Only 1 commendations = 1
- No commendations = 0

Negative 5 points

- No Negative Discipline = 5
- **Each negative discipline decreases the number of points given by 1.*
- 1 Instance of Negative Discipline = 4
- 2 Instances of Negative Discipline = 3
- 3 Instances of Negative Discipline = 2
- 4 Instances of Negative Discipline = 1
- 5 Instances of Negative Discipline = 0

Leadership Skills and Job Performance = 20 points

The candidates will be evaluated on leadership traits and job performance. Examples of factors that will be considered include but are not limited to:

- Directing others
- Initiative
- Innovation
- Interpersonal skills
- Teamwork
- Decision making
- Oral Communication skills
- Written Communication skills
- Projection as role model
- Self-sacrifice
- Honesty

Acceptance of responsibility
Knowledge of Policy and Procedures
Judgment and decisions
Quality of work
Performance under stress
Community involvement

(4) Section 1: Seniority Scale – 7.5%

A candidate will receive one-half (.5) points for every year of service to the Franklin Township Police Department for every year over five, to a maximum of 7.5 points. A candidate for the position of Captain will receive one (1) point for every year of service to the Franklin Township Police Department for every year over 20.

Article IV. Other Criteria

The following additional criteria shall be considered in the evaluation of the candidate:

1. A Candidate for the position of Captain must possess a **bachelor's** degree from an accredited college or its equivalent.
2. A Candidate for the position of Lieutenant must possess an Associate's Degree from an accredited college or its equivalent. Examples of equivalents are:
3. A Candidate for the position of Corporal and Sergeant must possess a high school diploma or its equivalent.

Any of the following training would be considered the equivalent of an Associate's Degree:

- (1) Certified public management levels I through VI, inclusive.
- (2) West Point leadership and command training.
- (3) Active military service as a non-commissioned officer or officer at or above the rank of E-5, or an E-4 in a leadership position.

Article V. Vacancy

1. Upon a vacancy of an open Corporal, Sergeant or Lieutenant's position, the Township shall, within sixty (60) days, determine whether that vacancy will be left vacant or filled by a temporary or permanent promotion.
2. The Township shall post a notice for promotional testing within thirty (30) days of the Township's determination.
3. All applicants shall make a written application for promotion within three (3) weeks of the notice for promotional testing.
4. The promotional testing shall occur within three (3) months of that posting which includes written and verbal testing.
5. The entire promotional process shall be completed within one (1) year from the date of the vacancy.
6. A list of eligible candidates shall be established based upon all final scores of all candidates. The list shall remain in effect for three (3) years. All permanent promotions shall be made from this list of eligible.

7. The Appropriate Authority and the Chief of Police shall create a list of the three candidates, the "Rule of Three", with the highest total scores on the applicable eligibility list.

8. All promotions shall be recommended by the Chief of Police then approved by the Mayor with advice and consent of the Township from that list of three candidates. Nothing in this ordinance, however, shall be deemed to require the Township to promote on a permanent promotional basis. However, if the Township does promote on a permanent promotional basis, it is bound by the Rule of Three from the list of eligible.

BE IT FURTHER ORDAINED, that if any section, sentence, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such holdings shall not effect or impair any other section, sentence, clause, provision or portion of this Ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon its final passage, adoption and publication provided by law.

ATTEST:

TOWNSHIP OF FRANKLIN

CAROL COULBOURN, CLERK

PETER SCAPELLATO, MAYOR

CERTIFICATION

I, CAROL COULBOURN, Clerk of the Township of Franklin, County of Gloucester, do hereby certify that the foregoing Ordinance was introduced at a meeting of the Township of Franklin held on November 13, 2007, and thereafter duly advertised in the legal newspaper of the Township at least ten (10) days prior to it being considered for final passage and adoption at a subsequent meeting to be held on December 11, 2007, at which time any person interested therein will be given an opportunity to be heard.

CAROL COULBOURN, CLERK