

ORDINANCE NO. 1735

**BOROUGH OF GLEN ROCK
BERGEN COUNTY, NEW JERSEY
AN ORDINANCE AMENDING BOROUGH ORDINANCE
NO. 40-3B(8) POLICE DEPARTMENT, “QUALIFICATIONS OF SWORN
PERSONNEL”**

WHEREAS, the Mayor and Council of the Borough of Glen Rock (the “Borough”) have previously determined the need for the establishment and general regulation of the Glen Rock Police Department; and

WHEREAS, the Mayor and Council previously enacted Ordinance Chapter 40-3B, et seq. on September 28, 1997, and further amended same on September 11, 2013, providing for the qualification and promotion of police personnel; and

WHEREAS, the Mayor and Council the Borough of Glen Rock have determined to approve certain amendments to said Ordinance to reflect additional professional and practical considerations to enhance the qualifications of individuals who provide law enforcement services to the Borough of Glen Rock; and

NOW THEREFORE BE IT RESOLVED, the Glen Rock General Code §40-3B.(1) “Qualifications for Sworn Personnel” through §40-3B.(8) is hereby amended to include the following sections of the Borough of Glen Rock Code, and the existing §40-3B.(1) through §40-3B.(8) is hereby deleted and replaced with the following:

Chapter 40. Police Department

§ 40-3 Chief of Police; members of Department.

B. Qualifications for sworn personnel.

- (1) The general qualifications for sworn personnel with the Glen Rock Police Department shall be:
 - (a) Must be a resident of New Jersey at the time of appointment to the Glen Rock Police Department.
 - (b) Must be a citizen of the United States;

(c) Must be at least 21 years and less than 35 years of age at the time of appointment to the Glen Rock Police Department.

(d) Applicant shall possess at least 60 college credits from an accredited institution toward an Associate's or Bachelor's degree or an honorable discharge from the Armed Forces of the United States;

(e) 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 or felony offense in any other jurisdiction that involved moral turpitude or, at the time of application, is undergoing or awaiting court action of any kind in regard to such a crime or felony offense.

(f) Must possess a valid New Jersey driver's license at the time of appointment to the Glen Rock Police Department; and

(2) All applicants for the position of Police Officer shall make written application to the Chief of Police by means set forth by the Chief of Police whether it be through written application or resume, and at the same time, submit such proof as shall be requested with respect to the qualifications set forth in paragraph (a) above.

(3) In accordance with NJSA 52:17B-68, as amended, serve a probationary period pending his/her successful completion of the course in a recognized police training academy. The probationary period shall begin upon successful graduation from the police training academy if not already PTC certified and run for a period of 12 months and may be extended for a specific period of time if deemed warranted by the Chief of Police. The probationary officer must successfully complete the Glen Rock Police Department's Field Training program as prescribed by the Chief of Police.

(2) Selection of Sworn Officer First Phase: written test.

Eligible applicants will submit to a written test administered by the New Jersey State Association of Chiefs of Police and must achieve a minimum passing score of 75%. The number of eligible applicants entering the written test phase may be capped at the discretion of the Chief of Police but with a minimum of at least 100 applications being made available. Of the applicants who successfully pass the written test with a score of at least 75%, the top 25 scoring applicants will then be eligible to move on to phase two, Physical Agility Test.

(3) Selection of Sworn Officer Second Phase: physical agility test.

Eligible applicants will submit to a physical agility test administered by the Bergen County Police Academy **or other accredited police training facility** and must achieve a minimum score of 80%. Of the applicants who achieve a minimum score of 80%, a cumulative list will be calculated by combining results from the written and physical test. For every open police officer position being filled at the time, 6 applicants will move forward to the third phase – oral interviews. This will be done from highest cumulative scorer down.

(4) Selection of Sworn Officer Third Phase: oral interviews.

(a) The Chief of Police or his/her designee shall notify those candidates who qualify to advance to the next phase. Notification shall include the date, time, and location of the Command Level Interview.

(b) The Command Level Oral interview will be conducted by the Chief of Police and/or a hiring committee established by the Chief of Police. If at all possible, the hiring committee should be made up of a member of the Glen Rock Police Department administration, supervisory staff, detective bureau, and patrol division. If feasible, one of the members of the hiring committee should be a Glen Rock Police Department Field Training Coordinator or Field Training Officer.

(c) Each candidate's interview will be formatted the same way with similar questions being asked to each candidate. All of the same members of the hiring committee should be participating in each candidate's interview unless an emergent circumstance arises.

(d) Each answer to each question asked will be assigned a value of 7 (highest) to 1 (lowest). The score for each candidate will then be totaled.

(e) Once the score for each candidate is totaled, the Chief or Police and hiring committee involved in the interview process shall meet to discuss the results.

(f) The Chief of Police will make a list of eligible candidates along with his/her recommended ranking of those candidates to the Appropriate Authority who will then select the candidate(s) to be offered a conditional offer of employment. The list of eligible candidates being presented to the Appropriate Authority should, where possible depending upon the applicant pool, consist of 3 candidates for every open police officer position being filled.

(5) Exemptions.

(a) A candidate for employment may be exempted from the selection process as set forth herein above:

- 1) If the Chief of Police has an emergent situation that requires the immediate filling of a position(s) and upon the approval of the Appropriate Authority; and
- 2) Such candidate has previously been certified by the New Jersey Police Training Commission as a law enforcement officer. Any such candidate will still be subject to the eligibility requirements as set forth in paragraph (b) below; and
- 3) All eligible candidates must participate in an oral examination as outlined in paragraph 4 and all other aspects of the selection process in sections 6, 7, and 8.

(6) Background investigation.

(a) Upon completion of the Command Level Interviews, a background investigation will be conducted by the Detectives within the Borough Police Department on eligible candidates prior to moving forward to the interview with the Appropriate Authority. The background investigation shall include, but not be limited to, the following:

- 1) A review of the candidate's application to confirm/verify meeting eligibility requirements for the position applied for;
- 2) A check of the applicants driving history;
- 3) A fingerprint check for criminal record;
- 4) Candidates for sworn positions shall be checked against the New Jersey Central Drug and Domestic Violence Registries for the following:
 - a) Acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse and any prior or active Domestic Restraining Orders.
 - b) Prior history as a law enforcement officer or applicant who tested positive for the use of amphetamine/methamphetamine; barbiturates; benzodiazepine; cannabinoids; cocaine; methadone; phencyclidine; and opiate.

- 5) Police Officer candidates shall be interviewed about any history or acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition.
- 6) Any police officer candidate with a *conviction for any acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and/or is the defendant in any active Domestic Violence restraining order issued under The Prevention of Domestic N.J.S.A. 2C:25-17 et seq., or other order of protection in accordance with The Federal violence Against Women Act, 18 U.S.C.A. 2265* shall be identified and declared ineligible for employment as police officers.
- 7) Any candidate who shall fail to fully and completely disclose any and all violations of law as defined in this chapter will be immediately disqualified from being eligible for the position of police officer.
- 8) Verification of at least three personal references.
- 9) All background investigations will comply with the terms of the Fair Credit reporting act, as amended.
- 10) *A review of any and all social media accounts.*

(7) Medical exam.

Upon issuance of a condition offer of employment, a candidate, as a condition for appointment, must submit to a medical examination, to certify the general health of the candidate.

(8) Psychological exam.

A psychological fitness examination of each candidate for a sworn position will be conducted by a licensed New Jersey professional prior to appointment, but after being given a conditional offer of employment.

(9) List Expiration:

A ranking list of eligible candidates will be kept from the Appropriate Authority Interview Phase and Oral Interview Phase and will be valid for two years from the date of the written test. If a vacancy occurs in that time period, eligible candidates who made the Appropriate Authority Interview Phase will be re-interviewed first. If that list is exhausted with no eligible candidates, eligible candidates who made the Command Level Interview Phase will be re-interviewed. If that list is exhausted with no eligible candidates, a new testing process will be advertised with a written test administered.

REPEALER

All Ordinances or parts of Ordinances inconstant herewith are repealed as to such inconsistencies.

SEVERABILITY

If any such section, subsection, sentence clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed as separately distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

NOW, THEREFORE BE IT ORDAINED that the remainder of Chapter 40-3 of the Borough of Glen Rock General Ordinance shall remain in full force and effect by the Mayor and Council of the Borough of Glen Rock, County of Bergen, State of New Jersey, and be it further resolved that all of the aforesaid ordained amendments shall be effective immediately after final adoption.

Approved: _____
Bruce Packer, Mayor

Attest: _____
Jacqueline Scalia, Borough Clerk

DATED: March 8, 2016