

ORDINANCE NO. 6, 2016

AN ORDINANCE AMENDING CHAPTER 56 POLICE DEPARTMENT, ARTICLE IV, PROMOTIONAL PROCEDURES, OF THE CODE OF THE CITY OF LINWOOD AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH.

BE IT ORDAINED, by the Common Council of the City of Linwood, County of Atlantic and State of New Jersey as follows:

SECTION 1: Chapter 56 Police Department, Article IV, Promotional Procedures, Section 56-15, General procedures, G only is hereby amended to read as follows:

G. The written and oral examinations (Sergeant) or oral examinations (Lieutenant, Captain and Chief) for each rank will be conducted by the Examination Committee as provided for in § **56-18** of these procedures.

SECTION 2: Chapter 56 Police Department, Article IV, Promotional Procedures, Section 56-16, Qualifications, B and B(4) only are hereby amended to read as follows:

B. To be eligible to sit for examination for rank of Lieutenant the candidate shall:

B (4) Have held the rank of Sergeant in the Linwood City Police Department for at least three years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the examination.

SECTION 3: Chapter 56 Police Department, Article IV, Promotional Procedures, Section 56-16, Qualifications, C and D are to be added:

C. To be eligible to sit for the examination for rank of Captain the candidate shall:

- (1) Have served as a patrolman in the Linwood City Police Department.
- (2) Be a present member of the Linwood City Police Department.
- (3) Have served as a full-time member of the Linwood City Police Department for at least five years continuously next preceding the examination date.
- (4) Have held the rank of Lieutenant in the Linwood City Police Department for at least three years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the examination.
- (5) As an individual applicant, not have any more than three suspensions for the three years immediately preceding the date of the promotional examination.

D. To be eligible to sit for the examination for rank of Chief the candidate shall:

- (1) Have served as a patrolman in the Linwood City Police Department.
- (2) Be a present member of the Linwood City Police Department.

(3) Have served as a full-time member of the Linwood City Police Department for at least five years continuously next preceding the examination date.

(4) Have held the rank of Lieutenant or Captain in the Linwood City Police Department for at least three years, including acting and permanent time, which must be continuous and uninterrupted, next preceding the date of the examination.

(5) As an individual applicant, not have any more than three suspensions for the three years immediately preceding the date of the promotional examination.

SECTION 4: Chapter 56 Police Department, Article IV, Promotional Procedures, Section 56-17, Tests, point allocations and promotion criteria is hereby amended to read as follows:

Once determined to be eligible for promotion, the following criteria will be utilized by the City to determine which officer will be promoted. A maximum score of 100 points will be possible. All tests and point allocation shall be prepared and administered in accordance with the guidelines as set forth herein. The City reserves the right to choose one of the top three scoring candidates.

I. Rank of Sergeant

A. Written test.

(1) The written test shall consist of law enforcement material related to the rank being tested for as determined by the Examination Committee. Each officer taking the written examination must be given the exact same test.

(2) A maximum of 20 points shall be allocated according to the following schedule:

Score	Number of Points
95 to 100	20
90 to 94	17
85 to 89	14
80 to 84	11
75 to 79	8
70 to 74	5
Below	0

B. Oral test.

- (1) The oral test shall consist of 10 questions prepared by the Examination Committee just prior to the time of the test. Questions must be related to the law enforcement profession and for the rank being tested for as determined by the Examination Committee. Each officer taking the oral examination must be asked exactly the same questions.
- (2) A maximum of 20 points shall be allocated according to the following schedule:

Score	Number of Points
95 to 100	20
90 to 94	17
85 to 89	14
80 to 84	11
75 to 79	8
70 to 74	5
Below	0

C. Job performance.

- (1) Evaluations shall be in the following two areas of officer performance (as noted in § 56-18F):
 - (a) The officer's demonstrated leadership and responsibility.
 - (b) The officer's demonstrated job knowledge.
- (2) These are the two areas to be considered in evaluating the officer's performance.
- (3) A total of 20 points to be allocated for job performance may range from zero to 20 points. The evaluators, as explained in this section, are not bound to the following breakdown, but, rather, this is presented merely as a guide:

Evaluation	Number of Points
Excellent	20
Good	15
Fair	10
Needs improvement	5
Poor	0

D. Seniority.

- (1) Credit will be given for each year of completed full-time police service as a police officer with the Linwood Police Department.

(2) A maximum of 20 points will be allocated, with one point given for each year of service.

E. College achievement. For obtaining the advantages of a higher education from an accelerated college or university, a maximum of 10 points shall be allocated, according to the following schedule:

Number of Credited Hours/Degree	Number of Points
32	2
64/Associate's	4
96	6
128/Bachelor's	8
160/Master's	10

F. Personal interview.

(1) Each eligible candidate will be interviewed by the Mayor and Chief of Police. Considerations under this criteria shall include at least the following:

- (a) Performance by the candidate in the oral interview.
- (b) Leadership abilities of the applicant.
- (c) Decision making abilities of the applicant.

(2) A maximum of 10 points will be allocated for the personal interview based upon the aforementioned criteria.

II. Rank of Lieutenant, Captain and Chief

A. Oral test.

(1) The oral test shall consist of 10 questions prepared by the Examination Committee just prior to the time of the test. Questions must be related to the law enforcement profession and for the rank being tested for as determined by the Examination Committee. Each officer taking the oral examination must be asked exactly the same questions.

(2) A maximum of 30 points shall be allocated according to the following schedule:

Score	Number of Points
95 to 100	30
90 to 94	25
85 to 89	20

Score	Number of Points
80 to 84	15
75 to 79	10
70 to 74	5
Below	0

B. Job performance.

(1) Evaluations shall be in the following two areas of officer performance (as noted in § 56-18F):

- (a) The officer's demonstrated leadership and responsibility.
- (b) The officer's demonstrated job knowledge.

(2) These are the two areas to be considered in evaluating the officer's performance.

(3) A total of 30 points to be allocated for job performance may range from zero to 30 points. The evaluators, as explained in this section, are not bound to the following breakdown, but, rather, this is presented merely as a guide:

Evaluation	Number of Points
Excellent	30
Good	25
Fair	20
Needs improvement	10
Poor	0

C. Seniority.

(1) Credit will be given for each year of completed full-time police service as a police officer with the Linwood Police Department.

(2) A maximum of 20 points will be allocated, with one point given for each year of service.

D. College achievement. For obtaining the advantages of a higher education from an accelerated college or university, a maximum of 10 points shall be allocated, according to the following schedule:

Number of Credited

Hours/Degree	Number of Points
32	2
64/Associate's	4
96	6
128/Bachelor's	8
160/Master's	10

E. Personal interview.

(1) Each eligible candidate will be interviewed by the Mayor and Chief of Police. Considerations under this criteria shall include at least the following:

- (a) Performance by the candidate in the oral interview.
- (b) Leadership abilities of the applicant.
- (c) Decision making abilities of the applicant.

(2) A maximum of 10 points will be allocated for the personal interview based upon the aforementioned criteria.

SECTION 5: Chapter 56 Police Department, Article IV, Promotional Procedures, Section 56-18, Rules and regulations for conduction tests, G, H, I, J, K, and M only are hereby amended to read as follows:

G. The written and/or oral test will be given by the South Jersey Police Chiefs' Association Examination Committee. If for some reason the South Jersey Police Chiefs' Association cannot conduct the test, an impartial Examination Committee may be agreed upon by the Mainland PBA Local No. 77 and the City of Linwood to conduct the testing. It is the full responsibility of the Examination Committee to determine the content and confidentiality of the examination with the guidelines as provided for by these procedures.

H. At least two Chiefs or examiners will be required to administer the written and/or oral tests. No one conducting the testing may reside or be employed in Atlantic County or have any personal knowledge of any of the candidates taking the examinations.

I. Scoring and grading of the written and/or oral test results will be completed by the Examination Committee.

- J. The Examination Committee will forward the test results and the grades received for the written and/or oral test(s) by sealed envelope to the Chief and Mayor within five working days of the completion of the examinations.
- K. The Mayor, along with the Chief and Council representative, will take the test results which were forwarded by the Examination Committee and compute according to the point schedule established in these procedures all points earned in the written and/or oral portion(s). They will add those points due each officer according to the schedule for job performance, seniority and college achievement and personal interview. The complete total of 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.
- M. All test results will remain effective for a period of two years. Therefore, if any additional promotions are made within that two-year period of time, said promotions shall be made from the next top three individuals on the promotional list.

SECTION 6: All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 7: Should any sentence, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 8: This ordinance shall take effect upon its final passage, publication and adoption in the manner prescribed by law.

<i>FIRST READING:</i>	<i>October 13, 2016</i>
<i>PUBLICATION:</i>	<i>October 19, 2016</i>
<i>PASSAGE:</i>	<i>October 26, 2016</i>

The within Ordinance was introduced at a meeting of the Common Council of the City of Linwood, County of Atlantic and State of New Jersey held on, October 13, 2016 and will be further considered for final passage after a public hearing thereon at a meeting of said Common Council on October 26, 2016.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

RICHARD L. DEPAMPHILIS, III, MAYOR