

BOROUGH OF PALMYRA

AN ORDINANCE OF THE BOROUGH OF PALMYRA TO AMEND
CHAPTER 43 OF THE BOROUGH OF PALMYRA CODE TO
PROVIDE FOR PROCEDURES FOR THE PROMOTION AND/OR SELECTION OF
A CHIEF OF POLICE FOR THE BOROUGH OF PALMYRA

ORDINANCE NO. 2023-16

WHEREAS, there is presently a vacancy in the Borough of Palmyra Police Department (“PPD”) for the position of Chief of Police (“Chief”); and

WHEREAS, there exist policies and procedures for the promotion and/or selection for all Borough personnel and positions including the promotion of police officers to the positions of Sergeant and Lieutenant; and

WHEREAS, there is no policy or procedure that exists for promotion to the position of Chief; and

WHEREAS, the governing body wishes to set minimum qualifications for the position and to set procedures for the promotion and/or selection of a new Chief and future Chiefs; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Palmyra, County of Burlington, State of New Jersey, as follows:

Chapter 43, Section 4(A) of the Borough of Palmyra Code shall be supplemented as follows:

Chief of Police

1. Minimum Qualifications for Appointment to position of Chief

- (a) Must be a member of the PPD; and
- (b) Must have served as a member of the PPD for at least seven (7) years; and
- (c) Must have combined service as a Sergeant or Lieutenant for at least four (4) years;

2. Procedures to select candidates for the position of Chief

- (a) The Borough Clerk, upon the instruction of the governing body, shall provide a written notice to all Sergeants and Lieutenants of the PPD as to the vacancy in the office of the Chief.

- (1) The notice should specify the following:

- (a) The individual, if interested in applying for the position, shall check the box on the letter indicating the intention to apply and shall return a copy of the letter to the Borough Clerk within five (5) days of receipt along with following:

- (1) a resume

- (a) indicating the educational background of the candidate; and
- (b) military service; and
- (c) police training including graduation dates for police academies attended; courses and seminars attended, and certificates issued; and
- (d) relevant policing experience; and

- (2) any awards or commendations received as a law enforcement officer
 - (3) any other information that the candidate wishes to present.
 - (4) written authorization for review of the candidate's personnel file and/or jacket (form to be provided).
- (2) The Public Safety Committee of the Borough Council will review with the Borough Administrator all information supplied by any candidate(s) for the position and will advise the governing body as to the number of qualified candidates who have submitted the requested information.
- (3) At its discretion, the governing body may retain an organization such as the New Jersey State Association of Chiefs of Police ("NJSCCOP") or a qualified individual to conduct an oral and/or written examination for the candidates that is, in the opinion of the governing body, suitable to test candidates for the position of Chief.
- (4) Upon receipt of the scores obtained of each candidate as set forth in subparagraph (3) above, the governing will grant an interview to each candidate, said interview to be conducted in the executive session of the governing body unless the candidate who has received a Rice Notice elects to have the interview done in the open portion of the public meeting. The interview shall include review of the candidate's personnel file/jacket. Both the Administrator and the Borough Attorney may, with

the consent of the governing body, participate in the interview process.

- (5) At its discretion, the governing body may have the Administrator and/or the Borough Solicitor separately interview the candidates.
- (6) The governing body, as the appropriate authority pursuant to N.J.S.A. 40A:14-118, shall take into account some or all of the information it receives from all of the sources set forth above. The decision to appoint the Chief, if at all, shall be in the sole discretion of the governing body and the governing body may, but need not, provide its reasons for any such decision.
- (7) Once a Chief is appointed, or considered for appointment, the governing body may enter into a contract with the Chief/candidate establishing the terms of employment including salary, health benefits, use of vehicles, and retirement benefits, and other matters in accordance with applicable law.
- (8) The appointment/promotion will be contingent upon the candidate successfully completing a psychological evaluation.

4. If any section, paragraph, subsection, clause, or provision of this Amendment shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

5. If any ordinances or parts thereof are in conflict with the provisions of this Ordinance those provisions shall be repealed to the extent of such conflict.

