

**TOWNSHIP OF WYCKOFF
SCOTT PLAZA
WYCKOFF, NEW JERSEY**

ORDINANCE NO. 1833

NOTICE

NOTICE IS HEREBY GIVEN, that the proposed Ordinance was introduced and passed on first reading at a meeting of the Wyckoff Township Committee, of the Township of Wyckoff, Bergen County, New Jersey, held on June 5, 2017, and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the said Wyckoff Township Committee to be held in the Municipal Court Room at Memorial Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey, on the June 20, 2017, at 8:00 P.M., or as soon thereafter as the matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

TAKE FURTHER NOTICE, that the Municipal Clerk has posted a copy of said Ordinance on the Bulletin Board in Memorial Town Hall and will make copies of the Ordinance available to members of the general public who request the same.

Joyce C. Santimauro
Municipal Clerk

The ORDINANCE referred to is as follows:

ORDINANCE #1833

**AN ORDINANCE TO AMEND, AND SUPPLEMENT CHAPTER 54 OF
THE CODE OF THE TOWNSHIP OF WYCKOFF SO AS TO ESTABLISH
A SELECTION PROCESS FOR POLICE OFFICERS**

For the June 9, 2017 issue of the Ridgewood News

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY
ORDINANCE # 1833**

**AN ORDINANCE TO AMEND, AND SUPPLEMENT CHAPTER 54 OF
THE CODE OF THE TOWNSHIP OF WYCKOFF SO AS TO ESTABLISH
A SELECTION PROCESS FOR POLICE OFFICERS**

WHEREAS, the Township of Wyckoff has heretofore adopted Chapter 54 of the Code of the Township of Wyckoff, so as to establish the Wyckoff Police Department, the organization thereof, and matters pertaining thereto; and

WHEREAS, the Township of Wyckoff wishes to amend and supplement said Chapter, and particularly to amend § 54-3 of said Chapter, so as to establish an amended selection process for police officers;

NOW THEREFORE BE IT ORDAINED by the Mayor and Township Committee of the Township of Wyckoff, that § 54-3 of Chapter 54 of the Code of the Township of Wyckoff be amended and supplemented in its entirety to provide as follows:

§ 54-3 Qualifications for Membership

PROCEDURE:

I. Eligibility

No person shall be appointed as a member of the Police Department unless he/she possesses requisite qualifications prescribed by the applicable statutes and laws of New Jersey and unless he/she:

- A. Is a citizen of the United States and the State of New Jersey.
- B. Is physically and mentally sound and emotionally stable and possesses the necessary ability to understand and obey orders and to perform the duties required of the Police Department.
- C. Is able to read, write and speak the English language well and intelligently and (1) graduated with a bachelor of arts or bachelor of science four-year, post-secondary education degree from a college or university accredited from a nationally recognized accrediting agency listed by the United States Department of Education; or (2) two years military service with honorable discharge and 60 credits earned toward a two-year degree from a college or university accredited from a nationally recognized accrediting agency listed by the United States Department of Education.
- D. Is of good moral character.
- E. Is not less than 18 years nor more than 35 years of age at the time of appointment.

- F. Meets proportionate height and weight requirements based upon the schedule of desirable weight ranges which shall be adopted by resolution of the Township Committee.
- G. The Township Committee may require a PTC certification or PTC eligible depending on recruiting goals. (Current PTC holders, Alternate Route graduates and Class II, waiver eligible graduates)
- H. Candidates who meet all of the foregoing requirements in Section I shall be eligible to participate in the selection process set forth herein below in Sections II through VI in this § 54-3.

II. Selection Sworn Officer – Written Test

- A. Eligible applicants will submit to a written test administered by the New Jersey State Association of Chiefs of Police (or prepared and administered by such other person, association or organization as may be authorized by the Township Committee) which test shall constitute 30% of the overall total score for each eligible candidate, based on a test that contains a maximum value of 100 points, with 30 points being the highest possible score for such oral examination. For example, a candidate who receives 70 points out of the total of 100 possible total points for the written test shall receive 21 points towards his/her overall total score (70 points x 30% = 21 points). In advance of such written test, the minimum threshold/score required to be eligible for hire shall be established by the Township Committee and such minimum threshold/score shall be communicated, in writing, to all eligible candidates for hire prior to their taking said test. Only those candidates who achieve such minimum score shall be eligible to continue forward in the hiring process. [e.g., 70% or 80% required on the written test as minimum score to continue].

A ranked list of eligible candidates for hiring shall be created based on the outcome of the aforesaid written test.

A predetermined number of candidates, as may be evaluated by the Township Committee, each of whom must receive at least 70 points out of the possible 100 points on the above written test, will advance to the oral interview based on the written test scores.

III. Selection Sworn Officer – Oral Interviews

- A. The Chief of Police, or his/her designee in his/her absence, shall notify those candidates who qualify for the oral interviews. Notification shall include the date, time, and location of the first oral interview, which is one of two interviews. Only those candidates who achieve the minimum threshold score referenced in Section II hereinabove are eligible to continue forward in the hiring process and eligible to participate in the oral interviews.
- B. The first oral interview will be conducted by the Chief of Police, and other

department members, as designated by the Chief of Police. The first oral examination and assessment (which examination and assessment shall have 100 points as its maximum score) shall account for twenty (20%) percent of the candidate's overall total score, with 20 total points being the highest possible score for such oral examination and assessment. By way of example, a candidate receiving a score of 80 points on his/her first oral examination shall receive 16 total points towards his/her overall total score ($80 \times 20\% = 16$ total points). The first oral examination shall utilize the same criteria for each of the candidates who are interviewed.

- C. The panel conducting the first oral interview will determine which top candidates, (with a minimum of five (5) candidates), will appear for the final interview based upon the candidates' first interview scores and number of vacancies.
- D. The final oral interview will be conducted by a panel comprised of the members of the Township Police Committee, the Township Administrator and the Chief of Police. The final oral interview shall have 100 points as its maximum score and shall account for fifty percent (50%) of the candidate's overall total score, with 50 points being the highest possible score. For example, a candidate receiving a score of 80 points shall receive 40 points towards his/her overall total score ($80 \times 50\% = 40$ points).

Upon completion of the scoring for the final oral interview by the Township Police Committee, said Police Committee shall make its recommendation to the Township Committee as to the hiring for the position(s) of police officer.

- E. The Township Committee shall make the final decision as to which candidate(s) shall be selected/hired for the available position(s) from among those candidates who participate in both of the foregoing oral interviews.

IV. Background Investigation

- A. A background investigation will be conducted on all candidates for all positions prior to appointment that will include at least the following:
 - 1. A review of the candidate's application to confirm/verify meeting eligibility requirements for the position applied for;
 - 2. A check on the applicant's driving history, if driving is a requirement of the position;
 - 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;
 - a. All candidates for police officer shall be subject to a criminal history check prior to the selection phase paying particular to acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse, including a check of the Domestic Violence Registry to determine the existence of any active restraining

orders and to determine if there is a history of domestic violence.

- b. Police officer Candidates shall be interviewed about any history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition. Applications for employment to the position of police officer shall be amended to require information on these topics.
- c. Those police officer candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse or child abuse shall be identified and declared ineligible for employment as police officers.

5. Verification of at least three personal references.

V. Medical Exam

- A. A medical exam will be conducted on all sworn candidates prior to appointment, but after being given a conditional offer of employment, to certify the general health of each candidate. Those candidates who are enrolled in the Police Academy on the date they submit their application for employment, or who were so enrolled within six (6) months of such date, shall be exempt from the foregoing exam.

VI. Psychological Exam

A psychological fitness examination of each candidate for a sworn position will be conducted by a qualified professional prior to appointment, but after being given a conditional offer of employment. Those candidates who are enrolled in the Police Academy on the date they submit their application for employment, or who were so enrolled within six (6) months of such date, shall be exempt from the foregoing exam.

VII. Selection Process for Non-Sworn Positions

- A. All vacancies for non-sworn positions will be selected at the sole discretion of the Township of Wyckoff, pursuant to current policies and procedures. At a minimum, the selection process for non-sworn positions shall include:
 - 1. Advertisement of the position, unless a current Township employee is qualified;
 - 2. Resume review;
 - 3. Oral review;
 - 4. Background check consistent with Section IV of this policy.
 - 5. Execution by the candidate of a confidentiality and non-disclosure agreement.

VIII. Probationary period

- (1) All appointees to the Police Department shall have a probationary period of two years during which they will serve at the will of the Township Committee. No person holding such a probationary appointment shall be given or accept a permanent appointment unless such person has successfully completed a police training course at an approved school. Continuation in the service is dependent upon the conduct of the appointee and fitness to perform duties. At the termination of the probationary period, if the conduct or capability of the probationer has not been satisfactory, he/she shall be notified by the Township Committee and he/she will not receive appointment and the service shall be terminated.
- (2) At, during or before the end of the probationary period, the Township Committee may discontinue the service of any such appointee if the working test indicates that the appointee is unable or unwilling to perform the duties of the position satisfactorily or is of such reputation, habits and dependability as not to merit continuation in the police service. Failure to qualify in the use of a police weapon or to obtain a Red Cross first aid certificate or equivalent, or inability to understand the functioning, application and use of any police equipment, shall be sufficient reason for discontinuance of any such appointee, though discontinuance may be made for causes other than those enumerated herein.

IX. Oath

Every member of the Police Department, before entering upon the performance of the duties, shall take and subscribe to an oath or affirmation to uphold and defend the provisions of the Constitution of the United States of America and the Constitution of the State of New Jersey, to obey the laws of the State of New Jersey and the ordinances of the Township of Wyckoff and the rules and regulations established by the Department and the orders of his/her superiors in office, and to faithfully, justly and impartially discharge the duties of the office, and shall file such oath or affirmation with the Clerk of the Township and shall sign the Police Register.

Except as modified herein, all other provisions of Chapter 54 shall remain in full force and effect as previously adopted.