

RESOLUTION NO. 94-2018
STANDARD OPERATING PROCEDURE
CHIEF OF POLICE PROMOTION POLICY

Councilmember Leckstein introduced and offered for adoption the following resolution; seconded by Councilmember Keeler:

BE IT RESOLVED by the Mayor and Council of the Borough of Sea Bright, County of Monmouth that the following Promotion Policy be adopted for the Sea Bright Police Department, Standard Operations Procedures.

This promotional opportunity shall be posted, in a prominent place within the Police Department.

I. PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to formally state the Sea Bright Police Department's Promotion Policy and Process.

II. POLICY:

Promotion is the evaluation and selection of an officer for advancement from one rank classification to within the hierarchy of the Sea Bright Police Department (SBPD).

In carrying out this responsibility, the SBPD will adhere to the procedures/processes presented below. These procedures/processes have been developed to help identify those officers who possess and display the ability for assuming greater responsibilities, combined with the necessary skills and knowledge to perform competently at a higher organizational level.

This policy is established for the position of Chief of Police.

Note: The final decision on the promotion of all personnel will be made by the Mayor and Council based on general qualifications, the promotion criteria presented in this SOP, the recommendation of the Chief of Police and the results/conclusions drawn from the Mayor and Council's interviews with the candidates.

Note: Since promotions are not a regular/yearly event within a small department, prior to initiating a promotion process, the Chief of Police, Administrator, and the Police/Public Safety Committee will review this SOP to ensure that all provisions are in compliance with current rulings, policies, and practices especially with regard to non-discrimination and job relatedness questions.

III. PROCEDURE/PROCESS

1. Posting/Announcement:

Pursuant to the authority of the Mayor and Council of the Borough of Sea Bright to establish the position of the Police Chief for the Sea Bright Police Department, once the Mayor and Council of the Borough of Sea Bright have certified, by resolution that the position of Chief of Police is or will be vacant and is to be filled, a notice shall be posted in a prominent place on the bulletin board in Police Headquarters and the Mayor and Council shall implement the procedures contained herein below for the selection of a successor Chief of Police.

2. Eligibility Criteria:

- A.** Candidates seeking promotion to the rank of Police Chief must meet the following eligibility requirements:
- 1) Nine (9) years of full time service with the Sea Bright Police by the effective date of the promotion.
 - 2) Attained the rank of Sergeant or above for at least two (2) years.
 - 3) Attained at least a Bachelor's Degree from an accredited college or university.

Note: All full time officers hired prior to January 1, 2009 are exempt from the education requirement clause.

- B.** All promotions covered under this policy shall be made from the membership of the Sea Bright Police Department.
- C.** To be considered for a given promotion, officers must notify the Chief of Police, in writing, of their intention to participate in the formal promotional process. This letter of intent must be submitted to the Police Chief prior to the posted deadline (usually at least thirty (30) days before the date of the written and/or oral examination.)

Note: Candidates who otherwise would be eligible to participate in the given promotion process, will lose their eligibility if they fail to submit the letter of intent prior to the posted deadline.

3. Promotion Criteria:

Note: Each candidate being considered for promotion will go through the same testing/evaluation procedure.

In addition to the qualifications set forth in other sections of this policy, the following factors are to be considered in the evaluation and recommendation of candidates for promotion:

- a. Oral Examination or written examination;
- b. Job Performance
- c. Length of Service
- d. Medical and Psychological Examinations
- e. Chief of Police Recommendation
- f. Interview/Evaluation by Mayor and Council

Candidates shall be ranked based on tallying their scores on the oral or written examination (100 possible total point), job performance (138 possible total points) and length of service evaluations (20 possible total points). The maximum point total available is 258 points.

A. Oral or Written Examination.

- The examination board will consist of members from the New Jersey Association of the Chiefs of Police or the International Association of Chiefs of Police. A written examination administered by the New Jersey Association of Chiefs of Police or the International Association of Chiefs of Police may be used in lieu of the oral examination.
- The questions for the oral or written examination shall be kept confidential by the examination committee. No member of the Sea Bright Police Department shall be permitted access to the questions, including the Chief of Police.

- Contents of Examination. The questions or written examination will be prepared by the board conducting the examinations. The questions will be relevant to the position being sought and shall cover relevant court cases, job knowledge, supervisory knowledge, and situational problems. All candidates for the same position/rank will be asked the same questions or give the same written examination. All candidates will receive written notification of what topics will be covered on the examination in a reasonable amount of time prior to the examination. All candidates will receive the information on the same date in their department mailbox and will be notified via phone that the information has been distributed.
- Scoring. The members of the examination board will score the candidates using their scoring system. **Any candidate that fails the oral or written examination or has a score equivalent to 69% or less will be disqualified from the promotional process.** A perfect score will be 100% or the equivalent.
- Announcement of examination. Notice of the approximate or actual examination date will be posted a minimum of four weeks prior to the examination. Any eligible police personnel on leave or vacation at the time of the posting shall be notified by phone or/and mail.

B. Job Performance.

- Using the Department's employee evaluation process, and the Department's personnel files, the Chief of Police will evaluate and grade the job performance of each candidate for promotion.
- The maximum score a candidate can attain for Job Performance is one hundred thirty-eight (138) points.
- Specific performance factors to be considered in the evaluation include, but are not limited to: Communication Skills (verbal/written), Commendations and Awards, Disciplinary Infractions, Absenteeism, Adherence to Established Policy (Sea Bright Personnel Manual, Department Standard Operating Procedures, PBA Local #48 Contract), Professional Schooling, Attitude, Initiative Appearance.

Note: The higher an officer's rank, the more responsibility the officer will have for the overall performance of the entire Department. Hence, a candidate's contribution to the creation and/or implementation of improved policies/procedures within the Department will be of particular interest and value in making a promotion recommendation.

C. Length of Service.

- One half (1/2) point shall be awarded to a candidate for each full year of service with the Sea Bright Police Department as a full time sworn law enforcement officer. No credit shall be given for years of service in any prior task or job.
- The maximum points/score a candidate can attain for Length of Service is twenty (20) points.

D. Medical and Psychological Examinations.

- All candidates for promotion to the rank of Police Chief must pass a complete medical examination performed by the Borough Physician. Any candidate who does not pass shall be disqualified from further consideration.
- All candidates for promotion to the rank of Police Chief must successfully complete a psychological examination conducted by a psychiatrist or psychologist or by a professional psychological service organization appointed by the Mayor and Council of the Borough of Sea Bright. Psychological testing will be conducted for objective suitability traits and attributions. Testing shall relate to motivation, intelligence, team compatibility, endurance, social judgment, stress tolerance, self-control and emotional stability. Candidates shall be evaluated for supervisory potential, ability to analyze the management role, as well as leadership and attitudes towards directing and disciplining former peers.

The test shall be scored on a pass/fail basis as to suitability and the examiner shall provide the Borough Administrator with an evaluation report concerning the candidates.

The Borough Administrator will forward same to the Police/Public Safety Committee for review and recommendation to the Mayor and Council.

E. Recommendation of Chief of Police:

- The Chief of Police will submit a letter of recommendation to the Borough Administrator who will then forward to the Police/Public Safety Committee and then to the Mayor and Council.
- The letter of recommendation from the Chief of Police will be based on the results of promotion criteria and on the Chief's own evaluation.

Note: The chief's recommendation will make particular reference to:

- 1) Examples of a candidate's display of leadership within the Department and/or Community.
- 2) The candidate's potential for providing effective leadership of the entire Department.

F. Evaluation by Mayor and Council:

- The Mayor and Council will interview all candidates for promotion.

Note: When deciding on a promotion to the rank of Chief of Police, the Mayor and Council will make a specific inquiry into, and an evaluation of:

- 1) Examples of the candidate's display of leadership within the Department and/or Community.
 - 2) The candidate's potential for providing effective leadership of the entire Department.
- The final decision on the promotion of personnel will be made by the Mayor and Council based on qualifications, the promotion process/criteria in this standard operating procedure, the recommendation from the Chief of Police and the results/conclusion drawn from their interviews with the candidates.

G. Additional Information on Scoring:

- The Chief of Police will create a ranked list of all the candidates for the Position of Police Chief by tabulating each candidate's score from the oral and/or written examination; the performance evaluation; and the length of service calculation. The Chief's ranked list will be forwarded to the Borough Administrator and the Police/Public Safety Committee for review prior to being forwarded to the Mayor and Council.
- In the event that the Mayor and Council conclude that two candidates are equal in all respects, Statute 40A:14-122.6 shall be used to determine the relative ranking of the two candidates. Should both candidates also be residents, the candidate with the highest seniority will be placed first on the recommended list forwarded to the Appropriate Authority.

Note: Seniority will be determined by either the current official Department rank of each candidate (Sergeant, Lieutenant, Captain, Deputy Chief), or, if both candidates hold the same Department rank by relative length of service with the Department.

- Scores on any promotional examinations will be valid for one (1) year from the date on which they are received by the Department.
- In the event that a vacancy occurs within one (1) year that the scores are valid, the Chief of Police will create a new ranked list of all candidates using the scoring data already on file, plus the scoring data of any candidate who did not participate in the previous promotion process. A copy of which shall be supplied by the Chief of Police to the Borough Administrator.
- All promotional materials and scores will be maintained in a secured file in the office of the Chief of Police or the Appropriate Authority.
- After review by the Borough Administrator and Police/Public Safety Committee, the results of the testing/evaluation process will be forwarded to the Mayor and Council.
- All officers who participate in the promotion process will be allowed to review their test scores and evaluations within fourteen (14) days following the posting of the official results.
- In carrying out this responsibility for the selection of Police Chief, the Mayor and Council shall consider and evaluate among other things each eligible candidate in the following areas:
 1. Results of the oral examination, job performance and length of service scoring;
 2. Medical and Psychological Examination results;
 3. Education and certifications;
 4. Awards and commendations;
 5. Annual/semi-annual performance evaluation results;
 6. Recommendations from Police Chief;
 7. Communication skills;
 8. Community involvement activities;
 9. Administrative abilities;
 10. Leadership abilities; and
 11. Mayor and council interview/evaluation results.

4. Decision by Mayor and Council.

After consideration of the aforementioned factors, the Mayor and Council will select the candidate to the rank of Police Chief from among all eligible candidates.

5. Probationary Period.

An officer promoted to the rank of Police Chief shall serve a probationary period of one (1) year from the date of the appointment.

Roll Call: Birdsall, Keeler, Kelly, Leckstein, Rooney, Schwartz
Yes Yes Absent Yes Yes Yes

May 1, 2018

CERTIFICATION

I, Christine Pfeiffer, do hereby certify that the foregoing is a Resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council meeting held on May 1, 2018.


Christine Pfeiffer, Borough Clerk