

**TOWNSHIP OF MANALAPAN
ORDINANCE NO. 2021 -01**

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANALAPAN AMENDING AND SUPPLEMENTING CHAPTER 33, "POLICE DEPARTMENT", OF THE CODE OF THE TOWNSHIP OF MANALAPAN, PERTAINING TO MINIMUM POSITION QUALIFICATIONS.

BE IT ORDAINED by the Township Committee of the Township of Manalapan, in the County of Monmouth, and State of New Jersey, as follows:

Section 1. Chapter 33, "Police Department", of the Code of the Township of Manalapan, Section 33-~~12~~, "Minimum Position Qualifications", subsection 33-12B.; "Sergeant of Police", be and the same is hereby deleted and the following substituted therefor:

"B. Sergeant of Police.

(1) Experience: Five ~~three~~ years with **the** Manalapan Township Police Department.

(2) Education: See § 33-15.

(3) Medical and psychological exams: See § 33-13.

(4) Oral interview: By the Township Administrator and Township Committee.

(5) Appointment: By the Township Committee, with a probationary period of one year."

Section 2. Chapter 33, "Police Department", of the Code of the Township of Manalapan, Section 33-~~12~~, "Minimum Position Qualifications", subsection 33-~~12~~**C**.; "Lieutenant of Police", be and the same is hereby deleted and the following substituted therefor:

"C. Lieutenant of Police.

(1) Experience: ~~one~~Two years in grade of Sergeant with Manalapan Police Department.

(2) Education: See § 33-15.

(3) Medical and psychological exams: See § 33-13.

(4) Oral interview: By the Township Administrator and Township Committee.

(5) Appointment: By the Township Committee, with a probationary period of one year."

Section 3. Chapter 33, "Police Department", of the Code of the Township of Manalapan, Section 33-12, "Minimum Position Qualifications", subsection 33-12D.; "Captain of Police", be and the same is hereby deleted and the following substituted

D. Captain of Police.

(1) Experience: Two ~~one~~ years in grade as a Lieutenant with Manalapan Police Department.

(2) Education: See § 33-15.

(3) Medical and psychological exams: See § 33-13.

(4) Written proposal: The top candidates shall be required to submit responses to any questions that may be presented by the Chief of Police with the approval of the Township Administrator.

(5) Oral interview: by the Township Administrator and Township Committee.

(6) Appointment: by the Township Committee, with a probationary period of one year.

Section 4. Chapter 33, "Police Department", of the Code of the Township of Manalapan, Section 33-13, "Promotions", be and the same is hereby amended and supplemented to read, in full, as follows:

"33-12, Promotions.

A. Scope. The promotion procedure covered by this section shall apply to all Police Department promotions.

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

- (1) Minimum education requirements as set forth in § 33-15.
- (2) Any written or oral examination as may be prescribed by the Chief of Police, with the approval of the Township Administrator.
- (3) Length of service.
- (4) Contents of personnel file to include evaluations, command staff ratings, training, responsibilities and department service awards.
- (5) Medical and psychological examinations to insure medical fitness for the position sought and assessment of the candidate's ability to supervise and relate to others in the chain of command.

C. Procedure.

(1) Recommendation of candidates.

- (a) The Chief of Police or his/her designee will compile a list of candidates for each promotion in order of standing using the results of any written and/or oral examination and

consideration of length of service and contents of the personnel file.

- (b) The Chief of Police or his/her designee will provide a recommendation as to the suitability of each of the top three candidates for promotion for each vacant position.
- (c) The Chief of Police or his/her designee will forward to the Township Administrator the Chief's recommendation of the top three candidates for each vacant position to be filled; and the results of the psychological and medical examinations.
- (d) The Township Committee shall consider the written recommendation of the Chief of Police as to the suitability of the top three candidates for promotion but need not solely rely on such in making its final decision as to which candidate(s) to promote.
- (e) The Township Committee and the Administrator shall conduct such interviews of the candidates for each promotion as they may consider appropriate."

Section 5. Chapter 33, "Police Department", of the Code of the Township of Manalapan, Section 33-14, "Subsequent Promotions.", be and the same is hereby amended to read, in full, as follows:

"33-14 Subsequent Promotions.

Results from any written or oral promotional examination shall be valid for ~~two~~

three years from the date thereof.”

Section 6. All Ordinances, or parts thereof, inconsistent with the provisions of this Ordinance be and the same are hereby repealed to the extent of such inconsistency.

Section 7. Should any section, paragraph, clause or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect or impair the remainder of this Ordinance.

Section 8. This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

NOTICE OF PUBLIC HEARING

The Ordinance published herewith was Introduced and approved at a meeting of the Township Committee of the Township of Manalapan held on [January 13, 2021](#) and will be further considered for final passage after a Public Hearing thereon before the Township Committee of the Township of Manalapan during a meeting to be held on [January 27, 2021](#) at the Municipal Complex, 120 Route 522 and Taylors Mills Road, Manalapan, New Jersey at 7:30 p.m. or as soon thereafter as the matter may be reached, or at any meeting to which that meeting may be adjourned, at which time any and all persons who may be interested therein will be given an opportunity to be heard.

The proposed Ordinance in its entirety is on file in the Municipal Clerk's Office and copies may be obtained without charge between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. A complete copy may also be obtained from the Manalapan Township web-site www.mtnj.org by clicking on the Ordinance title listed on the Agenda posted for the Township Committee meeting of [January 27, 2021](#).

SHARI ROSE, RMC
Deputy Municipal Clerk