

ORDINANCE NO. O-13-2026

AN ORDINANCE OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AMENDING CHAPTER 28 ENTITLED "POLICE DEPARTMENT" OF THE CODE OF THE TOWNSHIP OF ELK

WHEREAS, the Mayor and Committee, Township of Elk, have determined that amendments to Chapter 28 entitled "Police Department" are necessary; and

WHEREAS, in all other respects Chapter 28 entitled "Police Department" shall remain in full force and effect.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

Section 1.

Chapter 28 entitled "Police Department" at Article III "Appointment and Qualifications" shall be amended as follows:

Article III. Appointment, and Qualifications and Promotions.

§ 28-7. Qualifications, Eligibility and Promotions.

~~The qualifications for appointment shall be established by regulations to be promulgated by the Township Committee.~~

- A. Purpose. The purpose of this Article is to provide all eligible candidates for promotion with fair notice and equal access to the promotional process. Additionally, the goal of this Article is to strive to identify the most qualified members of the police department for promotion to leadership positions within the department and to set forth the components of the promotional process that will be utilized in carrying out the process.
- B. Promotion, defined. Promotion denotes vertical movement or advancement in the organization hierarchy from one rank to another, usually accompanied by increases in salary. The promotional process begins with identifying employees who have the potential for assuming greater responsibility and who possess the skills, knowledge, maturity, and abilities required to perform at the level being considered for promotion. It is the intent of the governing body to utilize a promotional process governed by State law as well as in compliance with objective standards. The Chief of Police is responsible for the administration of the promotional process.
- C. Promotion to the rank of Sergeant. Eligibility. No person shall be eligible for a promotion to the rank of Sergeant unless that person shall have served as a police officer within the Elk Township Police Department for at least one (1) year and is in good standing prior to the deadline for submission of a letter of intent to participate in the promotional process.
- D. Promotion to the rank of Lieutenant. Eligibility. No person shall be eligible for a promotion to the rank of Lieutenant unless that person shall have served as a Sergeant within the Elk Township Police Department for at least two (2) years and is in good standing prior to the deadline for submission of a letter of intent to participate in the promotional process.

E. Testing Process for Promotion. The Chief of Police shall obtain permission from the appropriate authority to hold a promotional examination process. After having received such approval, the Chief of Police or his designee shall provide a written announcement of the promotional process to all eligible personnel. The announcement shall include a recitation of the eligibility requirements for the position. Candidates for promotion shall be required to submit a written request to the Chief of Police or his designee prior to the closing date of the announcement to participate in the process. The announcement shall include a description of the promotional process and should indicate to candidates the format, length, and duration of any examination, together with a description of any other portions of the promotional process, and a numerical weight assigned to each element. No person shall be eligible to participate in the promotional process unless he or she has submitted a written request prior to the deadline set forth by the Chief of Police or his designee.

F. Selection of Candidates. In making the selections as outlined above, the Mayor and Committee shall select the most qualified candidates for promotion to a new or vacant position. In order to assist the Mayor and Committee in making its selections for promotion to a new or vacant position, the Chief of Police shall submit a list of all candidates for consideration, the personnel files for review, and comments for each candidate.

1. Selection criteria. This award will be based on, but not limited to, years of service, the individual's past performance in current rank, absentee record, disciplinary record, record of commendations or citations, testing and interview results, and overall value to the Police Department and dedication and professionalism as a Police Officer.

2. Letter of intent. Each officer who intends to be a candidate for promotion shall write a "Letter of Intent" to the Chief of Police, stating his/her intention to be considered for a promotion. Such a letter must be received by the Chief of Police by the date established by the Chief of Police.

3. Reservation of Rights and Confidential Information. The Governing Body reserves the right to reject all candidates and make no promotion if they feel it is in the best interest of the Township. Any candidate who refuses to have his/her personnel file reviewed will not be considered for promotion. Any and all information contained in the personnel file shall remain confidential and shall only be utilized for promotion. Furthermore, the Governing Body will only deliberate on such personnel information in closed session.

4. Waiver. Any requirements of this section may be waived by resolution of the Governing Body.

G. Testing and Promotional Procedure.

1. Written Test. The candidate shall complete a written test consistent of questions prepared by the Chief of Police and/or an independent agency or association, as directed by the appropriate authority. Questions shall be related to the law enforcement profession, departmental monthly training objectives and New Jersey case law. The Chief of Police or the independent agency or association will grade the test and the score will be based on the correct number of answers with a maximum score of 100.

2. Oral Interview/Test. The candidate shall complete an oral/interview test consisting of questions prepared by the Chief of Police and/or an independent agency or association, as directed by the appropriate authority. Questions shall be related to the law enforcement profession, departmental monthly training objectives, professional achievements, education, leadership style, past performance and professional accomplishments. The Chief of Police or the independent agency or association will grade the oral interview and the score will be based upon a rank of 1-5, wherein the scoring shall be ranked as follows: 5 – Exceptional; 4 – Above Average; 3 – Average; 2 – Satisfactory; and 1 – Unsatisfactory.

3. Evaluation Points. Each candidate will receive points based on their last two (2) departmental evaluations. The Chief of Police shall assign points based upon the last two (2) evaluations based upon a rank of 1-5, wherein the scoring shall be ranked as follows: 5 – Exceptional; 4 – Above Average; 3 – Average; 2 – Satisfactory; and 1 – Unsatisfactory.

H. Testing and Promotional Interviews.

1. All testing and interviews shall be conducted in accordance with the following rules and regulations:
 - a. The tests and interview will be conducted on weekdays in the municipal building.
 - b. A notice of the tests and interview will be posted at least 30 days prior to the date of the interview or test.
 - c. Any officer who is eligible to take the test and interview must notify the Chief of Police, in writing, at least ten (10) days prior to the date of the interview.
 - d. Any candidate scheduled to take the interview and who is scheduled to work must make arrangements to be off, i.e., switching, compensation time, etc. In the event that a candidate is scheduled to take the test and interview, the Chief of Police will ensure that patrol coverage is achieved by utilizing the remaining manpower at their discretion.
 - e. All candidates who take the test and interview will be allowed to see their own scores after the official results are announced and posted, which will be within fourteen (14) days from the conclusion of the testing.
 - f. At least two members from Committee shall be on the Promotional Committee, along with the Chief of Police.
 - g. Scoring and grading of the interviews will be completed by the Promotional Committee, with assistance of Chief of Police and independent agency or association.
 - h. The Promotional Committee will forward the test and interview results to the Governing Body along with their recommendation for promotion.

Section 2.

Severability.

Should any section, 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 3.

Repealer.

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

Section 4.

When effective.

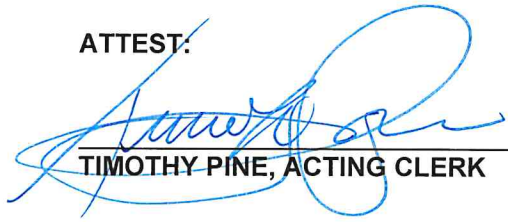
This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion	Second	AYE	NAY	ABSTAIN	ABSENT
Cammarata			✓			
Cowan			✓			
Lucas	✓		✓			
Sammons		✓	✓			
Rambo			✓			

TOWNSHIP OF ELK


JAMES RAMBO, Mayor

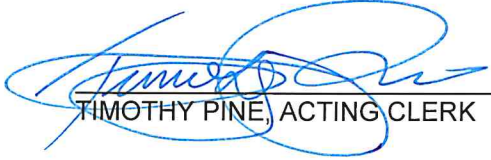
ATTEST:


TIMOTHY PINE, ACTING CLERK

FINAL ADOPTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion to Adopt	Second	AYE	NAY	ABSTAIN	ABSENT
Cammarata	✓		✓			
Cowan						✓
Lucas						✓
Sammons		✓	✓			
Rambo			✓			

NOTICE

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, held on August 6, 2026. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township Municipal Building on September 3, 2026, 2025, at 7:00 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the said Municipal Building, 680 Whig Lane, Monroeville, New Jersey, to the members of the general public who shall request the same.


TIMOTHY PINE, ACTING CLERK