

Chapter 60

POLICE DEPARTMENT

- § 60-1. Establishment.
- § 60-2. Location of headquarters.
- § 60-3. Chief of Police.
- § 60-4. Detective Bureau.
- § 60-5. Patrol Division.
- § 60-6. Appointments; promotions.
- § 60-7. Qualifications for appointment as member.
- § 60-8. Complaints before Judge.
- § 60-9. Leaves of absence.
- § 60-10. Disciplinary action.
- § 60-11. Causes for expulsion.
- § 60-12. Rules and regulations.

[HISTORY Adopted by the Mayor and Council of the Borough of Wood-Ridge 12-26-1975 by Ord. No. 700 as Section 2-4 of Chapter IV of the 1975 Revised General Ordinances of the Borough of Wood-Ridge. Amendments noted where applicable.]

§ 60-1. Establishment. [Amended 1-2-1977 by Ord. No. 720; 9-19-1979 by Ord. No. 761; 7-21-1986 by Ord. No. 86-9; 4-27-1992 by Ord. No. 92-7; 8-21-2007 by Ord. No. 2007-11; 8-16-2011 by Ord. No. 2011-11]

There shall be a Police Department which shall consist of no more than 24 sworn officers and not less than 18, the exact number to be at the determination of the Mayor and Council.

The Department shall be composed of one Chief, no more than one Captain, no more than five Lieutenants, no more than 10 Sergeants provided that the total number of Lieutenants and Sergeants do not exceed 10 and such number of Patrol Officers as shall be determined by the Mayor and Council so that the total number of sworn officers in the Department shall not exceed 24 nor be less than 18. The specific number of officers in each rank shall be at the discretion of the Mayor and Council and all appointments and promotions shall be made by the Mayor with the advice and consent of the Council in accordance with civil service laws and regulations.

§ 60-2. Location of headquarters.

The headquarters of the Police Department are hereby established in the Municipal Building on Humboldt Street, Borough of WoodRidge, which shall be open for the transaction of business at all hours of the day or night, including Sundays.

§ 60-3. Chief of Police. [Amended 8-21-2007 by Ord. No. 2007-11; 8-16-2011 by Ord. No. 2011-11]

- A. The Chief of Police shall be the commanding officer of the Department, subject to such rules, regulations and orders as may be prescribed by the Mayor and Council. The Captain of Police shall be the Executive Officer of the Department. The Captain shall, in the absence of the Chief, temporarily or otherwise perform all the duties of the Chief.
- B. The Chief of Police shall cause the public peace to be preserved and see that all the laws and ordinances relating thereto are properly enforced, faithfully and promptly obey and cause all the men under him to obey all the rules, regulations and orders from time to time prescribed by the Mayor and Council and, in subordination to the Mayor, in case of tumult, riot, insurrection or threatenings thereof, take command of the police force in

person and direct their movements and operations in discharge of their respective duties.

§ 60-4. Detective Bureau. [Amended 8-21-2007 by Ord. No. 2007-11; 8-16-2011 by Ord. No. 2011-11]

- A. The Chief of Police shall be vested with the supervision and control of the Detective Bureau, subject at all times to the orders of the Mayor and Council. He may detail any officer or member of the Police Department to the Detective Bureau as shall from time to time be necessary, provided that no more than two officers, one of whom shall hold the rank of Lieutenant, shall be assigned full time to the Bureau.
- B. It shall be the duty of any member of the Police Department assigned to the Detective Bureau to investigate any and all crimes committed within the Borough and to conduct such further investigations as may from time to time be assigned to him, covering any and all matters within the jurisdiction of the Police Department.

§ 60-5. Patrol Division. [Amended 8-21-2007 by Ord. No. 2007-11; 8-16-2011 by Ord. No. 2011-11]

The Chief of Police shall be vested with the supervision and control of the Patrol Division, subject at all times to the orders of the Mayor and Council. All officers not otherwise assigned full time to the Detective Bureau shall be assigned to the Patrol Division. All Lieutenants and Sergeants assigned to the Patrol Division shall act as Tour Commanders as scheduled by the Chief of Police or his/her designee.

§ 60-6. Appointments; promotions.

- A. All appointees shall be chosen from a list prepared by the Board of Civil Service Commissioners of the State of New Jersey after competitive examination and with special

reference to the fitness of the person so appointed. Before any permanent appointments shall be made, those desiring to be appointed shall be required to submit themselves to such an examination as may be demanded by the State Board of Civil Service Commissioners and local officials.

- B. No patrolman shall be eligible for promotion until after three years service in the Department. No patrolman or other ranking officer shall be promoted or elevated more than one grade in rank at any one time after examination and other requisites of the State Board of Civil Service Commissioners have been complied with.

§ 60-7. Qualifications for appointment as member.

- A. To be eligible to appointment in the Police Department, a candidate shall be not less than 18 years of age, a resident of the State of New Jersey for at least one year, a citizen of the United States, of good moral character and able to read and write the English language understandingly. He shall be at least five feet, eight inches, in height and weigh not less than 140 pounds. He shall be in good health, sound in body and mind and certified by the State Board of Civil Service Commissioners as physically capable of performing the duties required of him. **[Amended 10-20-1986 by Ord. No. 86-16]**
- B. The provisions of this section pertaining to age, height and weight limits shall not apply to members of the police force as of May 20, 1953.
- C. When any man has been appointed to the Police Department, he shall, before being sworn into office, make oath that he has truthfully answered all the questions of the State Board of Civil Service Commissioners and meets with the requirements of this section.
- D. Classification. **[Added 5-20-1996 by Ord. No. 96-9; amended 8-19-1996 by Ord. No. 96-22]**

- (1) Before any person shall be appointed as a member of the Police Department and force, such applicant for appointment shall be a resident of the Borough of Wood-Ridge as of the closing date for filing applications and continuously through the date of appointment, and all applicants for the position or positions to be filled shall be classified as follows:
 - (a) Class I: residents of the Borough of Wood-Ridge;
 - (b) Class II: other residents of Bergen County;
 - (c) Class III: other residents of the State of New Jersey; and
 - (d) Class IV: all other qualified applicants.
- (2) Within each such classification, duly qualified applicants who are veterans shall be accorded all such veterans' preferences - as are provided by law. Persons discharged from service within six months prior to making application to the Borough of Wood-Ridge who fulfill the requirements of N.J.S.A. 40A:14-123.1 and who thereby are entitled to appointment, notwithstanding their failure to meet the New Jersey residency requirement at the time of their initial application, shall be placed in Class III.
- (3) The Borough Council shall first appoint all those in Class I and then those in each succeeding class in the order above listed and shall appoint a person or persons in any such class only to a vacancy or vacancies remaining after all qualified applicants in the preceding class or classes have been appointed or have declined an offer of appointment.
- (4) Hereinafter, the Borough shall request the Civil Service Commission to certify eligibles for positions by separate and successive classes and to certify no persons from any such class until all persons in the

preceding class or classes have been appointed or have declined offers of appointment.

- (5) This section shall apply only to initial appointments and not to promotional appointments of persons already members of the Police Department.

§ 60-8. Complaints before Judge.

Each and every policeman shall make a complaint before the Municipal Judge of every person known to him to have violated any of the laws of the United States, the State of New Jersey or borough ordinances, so that the Judge may order the issuance of either a warrant or summons for the appearance of the person charged with the violation.

§ 60-9. Leaves of absence.

If any member of the police force shall become injured, ill or disabled from any cause so as to be physically and mentally unfit for duty, during the period of disability and unfitness for duty, where such injury, illness or disability is evidenced by the certificate of a physician designated by the Council to examine him, the Council may grant, by resolution, such member of the police force a leave of absence with pay not to exceed one year commencing from the date of such injury, illness or disability. If the injury or disability is incurred by a member of the Police Department in the performance of his duties, in such case the Council may grant, by resolution, such member of the Police Department a leave of absence with pay for a period of time up to one year.

§ 60-10. Disciplinary action.

All charges against members of the Police Department shall be thoroughly examined by the Mayor and Council. Upon any member of the Department being convicted by the Mayor and Council of any violation of any of the rules, regulations or

orders of the Department, the Mayor and Council may, in lieu of dismissal from the department, impose such penalty as in its judgment is warranted by the character of the offense. When any member of the Police Department is suspended from office, and afterwards reinstated, he shall not receive any pay for the period of such suspension, unless otherwise ordered by the Mayor and Council.

§ 60-11. Causes for expulsion.

Any member of the Police Department may be expelled by a majority vote of the Mayor and Council against whom any of the following charges are substantiated:

- A. Intoxication or being under the influence of any drug or other compound while on or off duty.
- B. Willful disobedience of orders.
- C. Indecent, profane or harsh language.
- D. Disrespect to a superior officer.
- E. Unnecessary violence to a prisoner.
- F. Absence without leave, sleeping on duty, absence from post of duty without excuse or not properly patrolling his beat.
- G. Debts, contracted while on the force.
- H. Immorality, indecency or lewdness.
- I. Incapacity, either mental or physical, lack of energy or gross ignorance of the laws and regulations of the Department.
- J. Visiting, except on police business, any gambling house, poolroom or house of ill fame or visiting while in uniform or on duty, except on police business, any saloon or liquor store.
- K. Violation of any criminal law.

- L. Making known any proposed action or movement of the force or contents of any order, other than to persons immediately concerned in its execution.
- M. Conduct unbecoming an officer and a gentleman.
- N. Conduct subversive of good order and the discipline of the force.
- O. Publicly commenting on the official action of a superior officer.
- P. Failure to report a known violation of law or of the ordinances of the Borough or accepting a bribe or favor as a consideration either for the performance or nonperformance of his duty.
- Q. Visiting any place of amusement while in uniform, except on police business.
- R. Failure to attend drill or the school of instructions at the time affixed or whenever ordered.
- S. Swearing falsely in application for appointment to the force or to such other papers as required of him by an affidavit as provided for in § 60-8.
- T. Soliciting anyone to intercede with the Chief, the Mayor and Council or any superior officer in relation to promotions, changing of any beats, disposition of pending charges or any findings of a trial before the Mayor and Council or for refusing to do duty or evading duty of any kind, whenever necessity requires, whether on patrol or elsewhere and whether in uniform or not.

§ 60-12. Rules and regulations.

- A. Rules and regulations for the Police Department shall be made by the Chief of Police and approved by the Mayor and Council and such rules and regulations concerning the conduct and duties of the officers and men and the kinds of

uniforms and insignia to be worn by them and concerning such other matters as may be necessary for the proper regulation of the Police Department; and when the same have been adopted by the Mayor and Council, they shall be known as the "Rules and Regulations for the Government of the Police Department of the Borough of Wood-Ridge, New Jersey," and shall be binding upon each member and employee of the Department.

- B. Each member of the Police Department shall be presented with a printed copy of the rules and regulations of the Police Department. Such rules shall show what his duty shall be on all occasions, or upon his being apprised of the violation of the provisions of any of the ordinances of the Borough, and also what particular provision of any ordinance it is his duty to see enforced. Any neglect by any member of the Police Department to carry out each and every rule and regulation or order as aforesaid shall be held to be sufficient cause for his dismissal from the Department.