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POLICE DEPARTMENT

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Chapter 13

POLICE DEPARTMENT

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[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 3-8-2000 by Ord. No. 2-2000.¹ Amendments noted where applicable.]

§ 13-1. Department established; composition.

There is hereby created in and for the Borough of Helmetta a Police Department which shall consist of a Chief of Police and such members and officers as shall be deemed necessary by the Mayor and Borough Council who shall, from time to time, determine the number of persons, including temporary officers and members in an emergency, to be appointed to these positions, together with their compensation.

§ 13-2. Function and duties.

The Police Department of the Borough of Helmetta shall have as its major function and duties, which shall be the obligation of

¹ Editor's Note: This ordinance also repealed former Ch. 13, Police Department, adopted 4-26-1995 by Ord. No. 5-1995.

all personnel of the Police Department of the Borough of Helmetta, the following:

- A. The preservation of peace.
- B. The protection of life and property.
- C. The detection, arrest and prosecution of offenders of the laws of the State of New Jersey and ordinances of the Borough of Helmetta.
- D. The prevention and detection of crime.
- E. Aid and service to the public.
- F. Direction and control of traffic and parking.
- G. Provide attendance and protection during emergencies.
- H. Provide appearances in court.
- I. Cooperate with all other law enforcement agencies.
- J. Provide training for the efficiency of its members and officers.

§ 13-3. Chief of Police.

- A. Position established. There is hereby established the position of Chief of Police.
- B. Method of appointment. The Chief of Police shall be appointed by the Mayor, with the advise and consent of the Borough Council, pursuant to the provisions of this chapter and New Jersey statutes.
- C. Powers. The Chief of Police shall perform his duties and functions in a manner as may be consistent with all applicable statutes, ordinances and regulations and shall be responsible for the administration, regulation and discipline of the Police Department in accordance with law. All officers and patrolmen of the Police Department shall perform their duties subject to the supervision and direction of the Chief of Police.

D. The duties of the Chief of Police shall include but not be limited to the following:

- (1) To exercise full control over the Police Department and see to the proper enforcement of any rules and regulations adopted by the appropriate authority as required under law; shall report to the Mayor and Borough Council from time to time such matters as may require the attention of the Borough Council, with the recommendation of the Chief thereon, relating to conditions of the Department and its improvements and needs; shall perform such other matters in connection therewith as may be prescribed by the Borough Council and by law; shall with the approval of the Mayor and Borough Council, provide appropriate application forms to persons seeking to become members of the police force; shall advise the Mayor and Borough Council concerning applications received for positions on the police force from time to time; shall, in his discretion, pending a final hearing before the appropriate authority designated herein on any charges which may be preferred against any officer or member of the force or any civilian employee, suspend any officer or member of the force or civilian employee and otherwise exercise control over its members in accordance with law.
- (2) To keep abreast of public safety requirements of the Borough of Helmetta and formulate policies, plans and procedures responsive to determined needs.
- (3) To develop organization, manpower and resource recommendations and, upon approval of same by the Mayor and Borough Council, effect their implementation.
- (4) To establish performance criteria for the Police Department as a whole, as well as its individual members, and conduct periodic evaluations to assure compliance with those criteria.

- (5) To establish and maintain relations with school, civic and private organizations to assure a full understanding of the public safety effort.
- (6) To conduct public relations and public information programs on behalf of the Police Department in order to maintain the required relationship between the Police Department and the citizens of the Borough of Helmetta.
- (7) To promote a close liaison with the various departments and agencies of the borough and to attend meetings of the Mayor and Borough Council when necessary to better coordinate the functioning of the Police Department with the work of all municipal agencies.
- (8) To regularly review the ordinances of the Borough of Helmetta dealing with public safety to assure their propriety with the prevailing public safety needs of the borough.
- (9) To annually prepare a budget request for the Police Department and administer the same.
- (10) To plan and implement an ongoing program of training and education, subject to the approval of the Mayor and Borough Council, for all members and officers of the Police Department so that they will be fully appraised of current developments in law enforcement.
- (11) To take an active part in any land use proposals or studies which are or might be conducted for the Borough of Helmetta so that adequate consideration is given to the present and future needs of the Police Department as well as to facilities and programs incidental to the functioning of the Police Department and implementation of a program of preventative law.

(12) To otherwise function in an executive capacity in evaluating, planning, organizing and directing the Police Department of the Borough of Helmetta.

- E. Compensation. The Chief of Police shall be paid an annual salary as established by the Mayor and Borough Council in accordance with New Jersey statutes.

§ 13-4. Appropriate authority. [Amended 7-25-2001 by Ord. No. 15-2001]

The Public Safety Committee shall serve as the appropriate authority as provided by the statute in such case made and provided. It shall be responsible for the overall performance of the Police Department and shall adopt and promulgate rules and regulations for governing the Police Department and for the discipline of its members.

§ 13-5. Appointments; promotions.

- A. All appointments to and promotions within the Police Department shall be by nomination of the Mayor, with the advise and consent of the Borough Council.
- B. An applicant for appointment to the Police Department shall successfully complete a physical, mental and psychological examination, to be conducted in accordance with the rules and regulations adopted and promulgated by the appropriate authority.
- C. No person shall be appointed to the Police Department who does not meet the physical and other requirements provided for by any statute of the State of New Jersey, or regulation promulgated thereunder, or orders, rules and regulations as may be promulgated by the appropriate authority.
- D. No person shall be appointed to the Police Department who is not qualified as provided in the New Jersey Statutes and has at least an Associate's degree from an

accredited college or university. At the time of the appointment the applicant will be at least 21 years of age and must be appointed prior to his 36th birthday. The requirement for an associate's degree may be waived for persons with two years' experience as a full-time police officer with a New Jersey municipal police department or active military service with a law enforcement assignment.

- E. Applicants may be required to take an examination prepared and held under the auspices of the New Jersey State Association of Chiefs of Police or such other appropriate police examining board as may be designated by the appropriate authority.
- F. No person shall be eligible for promotion to be a superior officer unless:
- (1) He shall have served at least three years as a patrolman in the Police Department;
 - (2) He shall have served at least one year in the rank immediately inferior to the rank for which promotion is sought; and
 - (3) He shall meet the minimum educational requirements established by the appropriate authority.
- G. All promotions within the Police Department to a superior position shall be made from the membership of the Police Department. Due consideration shall be given to the member or officer so proposed for the promotion and to the length and merit of his service. The Borough Council may require an applicant for promotion to a superior position to successfully complete a physical, mental and/or psychological examination, to be conducted in accordance with the rules and regulations promulgated by the appropriate authority.

§ 13-6. Suspension; fines; reductions in office.

No member or officer of the Police Department shall be suspended, removed, fined or reduced in rank for any cause other than for incapacity, misconduct or disobedience as provided in the New Jersey statutes and the Police Department's rules and regulations.

§ 13-7. Special patrolman.

The Mayor and Borough Council may appoint from time to time special law enforcement officers in accordance with New Jersey statutes for terms not exceeding one year. They shall possess and exercise all the powers and duties provided by said statutes during their term in office, but shall not be considered as regular members of the Police Department and shall not be entitled to tenure. The Mayor and Borough Council may authorize special law enforcement officers, when on duty, to exercise the same powers and authority as regular members of the Police Department as provided in New Jersey statutes, including the carrying of firearms and the power of arrest.

§ 13A-1 PUBLIC WORKS, DEPARTMENT OF § 13A-3

Chapter 13A

PUBLIC WORKS, DEPARTMENT OF

- § 13A-1. Department established.
- § 13A-2. Designation of Director of Public Works as department head.
- § 13A-3. Responsibilities.

[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 12-14-1994 by Ord. No. 21-1994. Amendments noted where applicable.]

GENERAL REFERENCES

Personnel — See Ch. 12, Art. I
Streets and sidewalks — See Ch. 50.

§ 13A-1. Department established.

A Department of Public Works is hereby established in the Borough of Helmetta, County of Middlesex and State of New Jersey.

§ 13A-2. Designation of Director of Public Works as department head.

The Department of Public Works shall be under the direction and supervision of a Director of Public Works.

§ 13A-3. Responsibilities.

The Director of Public Works shall be directly responsible to the Borough Administrator. The Director shall work closely with all departments and employees of the borough. The

Director's responsibilities shall include, but not be limited to the following:

- A. Supervision of the care and maintenance of streets, roads, avenues, public buildings, public places, sewers and motor vehicles of the borough.
- B. Discipline of employees within the Department.
- C. Implementation of salary schedules and payment of employees of the Department of Public Works in accordance with the Salary Ordinance of the borough.¹
- D. Supervision of all employees of the Department.
- E. Establishment of such internal procedures, rules and regulations as may be necessary in order to operate the Department of Public Works.
- F. Preparation, presentation and administration of the budget of the Department of Public Works subject to statutory procedures.
- G. Defining and preparing job descriptions for all management and employees of the Department of Public Works.
- H. Establishment of personnel evaluation forms and procedures for management and employees of the Department of Public Works.

¹ Editor's Note: The Salary Ordinance is on file in the Borough Clerk's office.