

**RESOLUTION ESTABLISHING POLICE CHIEF
SELECTION PROCESS AND PROCEDURES**

WHEREAS, the Mayor and Council desire to provide to the residents, and public generally, adequate, economical and efficient professional police service and protection; and

WHEREAS, the costs necessarily incurred present an ever-increasing proportion of the cost of government; and

WHEREAS, it is the intention of the Mayor and Council to utilize such contemporary management process and procedure as may yield enhanced efficiency without reduction in the quality of police service provided; and

WHEREAS, the position of Chief of Police of the Borough of Mantoloking has been vacant since July 1, 2014 and the Mayor and Council desire to promote the most qualified member of the Police Department to the leadership of the agency; and

WHEREAS, the Mayor has empowered the Public Safety Committee, supplemented with two citizen members and the services of Frank E. Rodgers, owner and President of New Jersey's leading law enforcement consulting company, The Rodgers Group, LLC, to devise a procedure to achieve this objective which Committee has now recommended a policy and procedure set forth below, for selection of the Chief of Police; and

WHEREAS, the policy now adopted may be in conflict with the provisions of the Borough of Mantoloking Police Department Police Manual (integrated February, 2007), it is the intention of the Mayor and Council that the policy and process now adopted shall, for all relevant purposes, be deemed an amendment of the Police Manual. All contrary or inconsistent provisions of the Police Manual are null, void and without effect; and

WHEREAS, it is the desire and intention of the Mayor and Council to expeditiously and deliberately advance the selection process to completion. The attached tentative schedule sets forth dates and goals, with recognition that implementation is subject to adjustment as may be necessary in the public interest and in the interest of the candidates; and

WHEREAS, it is the desire of the Mayor and Council to ratify the appointment of Lynn O'Mealia and Michael Duggan as additional citizen Members of the Public Safety Committee for the Chief selection process; and

WHEREAS, it is intended that all of the Members of the Public Safety Committee shall be afforded the same legal defense and indemnification as would be available to a Member of Council.

IT IS NOW, THEREFORE, this 16th day of September, 2014, RESOLVED by the Mayor and Council of the Borough of Mantoloking as follows:

1. All of the factual recitals above shall be deemed substantive components of this Resolution;

2. The Mantoloking Police Department Police Manual (integrated February, 2007) is hereby amended as follows:

New Section 2.4.1.1 is adopted:

2.4.1.1. Chief of Police Selection Process: The Mayor and Council will provide all eligible candidates for promotion to Chief of Police with fair notice and equal access to the promotional process. The process is designed to identify the most qualified member of the Police Department for promotion to the leadership of the agency and to set forth the components of the promotion process that will be administered by the Committee appointed by the Mayor to select the Chief of Police.

A. OBJECTIVE: To administer a fair and thorough process that results in the appointment of the best qualified person as the Borough of Mantoloking Police Chief.

B. ELIGIBILITY: Borough of Mantoloking Police Department officers who have served in the Mantoloking Police Department for a period of eight (8) years or more and who have attained the rank of Sergeant or Lieutenant.

C. PROMOTIONAL PROCESS:

1. The Chairman of the Public Safety Committee shall be responsible for the administration of the promotion process. He/she will publish and distribute a notice announcing a vacancy for the position of Chief of Police.

2. Any eligible member of the agency interested in the position shall notify the Deputy Borough Clerk in writing within seven (7) calendar days of that announcement.

3. Professional Development, Experience and Leadership Profile (PDELP). The Profile is intended to give the candidates for promotion the opportunity to detail in writing the job-related experience, knowledge, skills and abilities that they have gained. Each candidate will have the opportunity to document their accomplishments, experience, education, professional services and community activities. The Profile will also include their

responses to several leadership questions. The Profiles will be assessed by the Members of the Public Safety Committee appointed by the Mayor and Council.

4. Videotaped Structured Interview: Candidates for promotion to Chief of Police will all be asked the same questions which will be designed to assess their knowledge and experience in matters related to leadership, management, police administration and the duties and responsibilities of the Chief of Police. The interviews will be conducted by the Members of the Public Safety Committee appointed by the Borough's Mayor and Council, or by an expert consultant, at the direction of the Committee.
5. Background investigation.
6. Candidates will be placed into rank order by the Selection Committee.

D. RECOMMENDATION:

1. Before any appointment or promotion is made, the Public Safety Committee shall present a report to the Mayor and Council naming their recommended candidate for appointment as Borough's Police Chief.
2. Before any promotions are made, the Mayor and Council will interview the recommended candidate.
3. Promotion shall be subject to mutual execution of an Employment Contract between the Borough and the candidate within 15 days from selection. Council may make any promotion to Chief subject to a one-year probationary term.

E. PROMOTION PROCESS APPEAL PROCEDURES:

1. Within seven (7) calendar days of the posting of the ranking of candidates, a candidate may file a written letter of appeal. Such letter must contain the reason(s) or justification(s) for an appeal and must be submitted to the Mayor and Council. The Mayor and Council will assess the request and make a determination of how the request will be addressed on a case-by-case basis.
2. The Mayor and Council will render a decision within seven (7) calendar days of receipt of such appeal.

3. All provisions of the current Mantoloking Police Department Police Manual which are contrary to, in conflict with or inconsistent with the letter, intent or spirit of the above amendment are hereby revoked and deleted from the Manual, which is deemed amended accordingly, and shall be construed to the same result as though specifically identified and set forth herein, all with immediate effect.

4. The attached tentative schedule is hereby endorsed. It is recognized that the tentative schedule is somewhat aspirational and that any departure shall not be deemed violative of the scope or the purpose, authority or effect of the expanded Public Safety Committee (selection) or the Mayor and Council in the completion of the selection process.

I, Beverley A. Konopada, Acting Clerk of the Borough of Mantoloking, County of Ocean, New Jersey, do hereby certify the foregoing to be a true copy of a Resolution passed by the Borough Council of the Borough of Mantoloking, at a regular meeting held at the Mantoloking Yacht Club, 1224 Bay Avenue, Mantoloking, New Jersey at 5:30 p.m. on Tuesday, September 16, 2014, at which time a quorum was present.

Beverley A. Konopada
Acting Clerk

TENTATIVE SCHEDULE

Completed prior to September 1, 2014: Public Safety Chairman announces the vacancy and solicits expressions of interest from eligible members of the agency

By September 25, 2014: Consultant assembles Professional Development, Experience, and Leadership Profiles (PDELP) for each of the candidates

By September 29, 2014: Consultant initiates background checks on eligible candidates

By October 2, 2014: Committee reviews candidate PDELPs and background checks and advises candidates about the structured interview to be moderated by the consultant. The structured interview will be designed to assess candidate leadership qualities, police skills and knowledge, and candidates' vision and plans for the Mantoloking Police Department and will include:

- Review and explanation of written proposals from the candidates about a variety of police matters
- Consideration of candidate responses to questions provided to the candidates in advance
- Consideration of candidate responses to additional questions posed to candidates by the moderator during the interview

By October 30, 2014: Committee conducts structured interviews, moderated by the consultant to provide consistency and fairness. Committee members will be expected to evaluate candidate performance during the interview with some consistent and comparable measure(s) to facilitate placing the candidates in rank order at the conclusion of the process.

By November 13, 2014: Committee deliberates concerning results of the interviews and consideration to length and merit of service as required by NJSA 40A: 14-129 and prepares a recommendation to the Mayor who may then propose an appointment to the Council.

By November 20, 2014: Council considers proposed appointment of a new Mantoloking Police Chief.

INCORPORATED BY REFERENCE IN
RESOLUTION ADOPTED
SEPTEMBER 16, 2014