

STRATFORD BOROUGH COUNCIL  
YEAR END MEETING AGENDA  
DECEMBER 27, 2023  
1:00 P.M.

**CALL TO ORDER:** THE STRATFORD YEAR END COUNCIL MEETING FOR DECEMBER 27, 2023

**PLEDGE OF ALLEGIANCE AND PRAYER:**

**STATEMENT OF ADVERTISEMENT:**

Notice of this meeting has been provided to the Courier Post and The Retrospect and is posted on the Borough Hall Bulletin Board stating the time and the place of the meeting.

**ROLL CALL:**

MAYOR JOSH KEENAN	STUART PLATT, BOROUGH SOLICITOR
COUNCIL PRESIDENT STEPHEN GANDY	CRAIG REILLY, BOROUGH ENGINEER
COUNCILMAN JAMES KELLY	RON MORELLO, POLICE/OEM COORDINATOR
COUNCILWOMAN LINDA HALL	JOHN D. KEENAN JR, ACTING BUSINESS ADMINISTRATOR
COUNCILWOMAN TINA LOMANNO	BILL BRAY, BOROUGH CLERK
COUNCILMAN PATRICK GILLIGAN	
COUNCILMAN MICHAEL TOLOMEO	

**PUBLIC PORTION FOR AGENDA ITEMS AND GOOD AND WELFARE:**

Motion to go to open public portion:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

Motion to close public portion:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

**APPROVAL OF MINUTES:**

December 7, 2023 AGENDA MEETING  
December 7, 2023 EXECUTIVES SESSION MEETING  
December 12, 2023 REGULAR MEETING  
December 12, 2023 EXECUTIVE SESSION MEETING

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**OLD BUSINESS:**

**ORD. 23:11** AN ORDINANCE AMENDING APPENDIX TO CHAPTER 2.12 ENTITLED "POLICE DEPARTMENT RULES AND REGULATIONS"

Motion to open the public hearing on ORD. 23:11: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

Motion to close the public hearing on ORD. 23:11: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

Motion to adopt ORD 23:11: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**ORD. 23:13** REVISED 2023 SALARY ORDINANCE

Motion to open the public hearing on ORD. 23:13: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

Motion to close the public hearing on ORD. 23:13: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

Motion to adopt ORD 23:13: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

STRATFORD BOROUGH COUNCIL  
 YEAR END MEETING AGENDA  
 DECEMBER 27, 2023  
 1:00 P.M.

**ORD. 23:14** SEWER IMPROVEMENT BOND ORDINANCE

Motion to open the public hearing on ORD. 23:14: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_  
 Motion to close the public hearing on ORD. 23:14: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_  
 Motion to adopt ORD 23:14: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**ORD. 23:15** AN ORDINANCE AMENDING CHAPTER 15 OF THE BOROUGH OF STRATFORD ENTITLED  
 FIRE HOUSING CODE INSPECTION OFFICE

Motion to open the public hearing on ORD. 23:15: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_  
 Motion to close the public hearing on ORD. 23:15: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_  
 Motion to adopt ORD 23:15: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**NEW BUSINESS:** NONE

**RESOLUTIONS:**

RESOLUTIONS 23-185 THROUGH 23-189 WILL BE DONE AS A CONSENT AGENDA  
 Council can at this time request to remove any of the resolutions from the consent agenda and they can be voted on separately.

- RES. 23-185 AUTHORIZE SHARED SERVICE AGREEMENT RENEWAL- MAGNOLIA VEHICLE MAINTENANCE
- RES. 23-186 AUTHORIZE 2023 BUDGET LINE ITEM TRANSFERS
- RES. 23-187 AUTHORIZE CONTRACT WITH DIMEGLIO CONSTRUCTION THROUGH CHERRY HILL CO-OP
- RES. 23-188 AUTHORIZE CONTRACT WITH TECHNA-PRO ELECTRIC, LLC THROUGH CHERRY HILL CO-OP
- RES. 23-189 APPOINT GRANT ADMINISTRATOR

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**APPROVAL OF BILLS:**

Animal checks		through		
Manual checks		through		
Payroll checks		through		and
Payroll checks		through		
Automated checks		through		
Various electronic transfers and potential interim payments to				

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ RCV: \_\_\_\_\_

**COUNCIL COMMENTS:**

**ADJOURN:**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

**ORDINANCE 2023: 11**

**AN ORDINANCE AMENDING CHAPTER 2.12, ENTITLED “POLICE DEPARTMENT,” AND APPENDIX TO CHAPTER 2.12 OF THE CODE OF THE BOROUGH OF STRATFORD WITH A NEW CHAPTER 2.12, ENTITLED “POLICE DEPARTMENT AND NEW APPENDIX TO CHAPTER 2.12 ENTITLED “POLICE DEPARTMENT RULES AND REGULATIONS”**

**WHEREAS**, the Borough of Stratford is a municipal corporation organized and operating under the laws of the State of New Jersey; and

**WHEREAS**, pursuant to N.J.S.A. 40A:14-118 the Mayor and Borough Council, by ordinance, may create and establish, as an executive and enforcement function of the Borough government, a police force, whether as a department or as a division, bureau or other agency thereof, and provide for the maintenance, regulation and control thereof; and

**WHEREAS**, pursuant to N.J.S.A. 40:48-2 the Mayor and Borough Council may make, amend, repeal and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this state or of the United States, as it may deem necessary and proper for the good government, order and protection of persons and property, and for the preservation of the public health, safety and welfare of the Borough and its inhabitants; and

**WHEREAS**, the Mayor and Borough Council deem it in the best interest of the Borough to repeal and replace Chapter 2.12, entitled “Police Department” and Appendix to Chapter 2.12, with Chapter 2.12, to be entitled “Police Department” and Appendix to Chapter 2.12 entitled “Police Department Rules and Regulations”.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Stratford that the Code of the Borough of Stratford is hereby amended, repeal, revised and/or supplemented as follows.

**CHAPTER 2.12 POLICE DEPARTMENT**

**Article 1 - Establishment**

**2.12.010 Establishment and composition.**

There shall be established a police department in the borough, which may consist of one (1) Chief of Police, (1) Deputy Chief of Police and such Captains, Lieutenants, Sergeants, Corporals, full & part-time Police Officers, Special Law Enforcement Officers, and civilian employees of the department, and recognizing other civilian and confidential managerial employees of the municipality deemed necessary to carry out the police function as required by the Borough Council. The Chief of Police, Deputy Chief of Police, Captains, Lieutenants, Sergeants, Corporals, full and part time Police Officers, Special Law Enforcement Officers, shall be nominated and appointed by the Mayor of the Borough, by, and with the consent of the Borough

Council. Certain unclassified positions, and designations are made by the appointing authority only, and may be subject to approval by the New Jersey Civil Service Commission. Unclassified appointments of this type, shall be processed via the New Jersey Civil Service Commission using the approved personnel management system.

#### **2.12.020 Salary and compensation.**

The salary of the chief of police, who shall be the highest paid officer pursuant to N.J.S.A. 40A:14-179, and all members of the police department are as fixed by the Mayor and Borough Council and contained in the salary schedule on file in the office of the Borough Clerk.

#### **2.12.030 Designation of Appropriate Authority.**

As permitted by N.J.S.A. 40A:14-118, the Mayor and Borough Council, has designated the appropriate authority as the municipal administrator. The appropriate authority shall be responsible for the overall performance of the police department and may delegate his authority in accordance with N.J.S.A. 40A:9-136 as seen fit. The responsibility for implementing the policies, orders, direction, authorities, decisions, operations and business for the police function shall be vested with the municipal department head who shall be the "chief police executive" as permitted by N.J.S.A. 40A:60-7 and by municipal code 2.04.050, "Councilmanic positions, duties and authorities"

The appropriate authority (or designee) has the power to hear and decide disciplinary matters, promulgate policy, and adopt the rules and regulations of the police department. Any discipline imposed by a hearing officer that has been designated by the appropriate authority must be approved by the appropriate authority before it is final. In the alternative, the appropriate authority may, in its discretion, delegate the authority to make the final decision to the hearing officer or governing body.

The Chief of Police, if appointed, shall be the head of the police force and shall be directly responsible to the appropriate authority or designee for the efficiency and routine day-to-day operations of the police department, pursuant to policies, rules and regulations established by the appropriate authority or designee.

#### **2.12.035 Line of authority relating to police function.**

Orders and directives for the management and regulation of the police department shall be given following an established line of authority. As applicable under, N.J.S.A. 40A:60-7, Section 2.04.050 and N.J.S.A. 40A:14-118, the police function line of authority shall be as follows:

- (a) Governing Body (Mayor & Council)
- (b) Police Director – (Councilmanic /2.12.065)
- (c) Municipal Administrator (Appropriate Authority)
- (d) Department Head (Chief Police Executive, OIC, Confidential Managerial Employee)
- (e) Civilian, clerical, other
- (f) Crossing Guards, School Safety, other

Police Titles

- (g) Chief of Police
- (h) Deputy Chief of Police
- (i) Captain
- (j) Lieutenant
- (k) Sergeant
- (l) Corporal
- (m) Patrolmen

**2.12.040 Police Department Rules and Regulations and Police Manual.**

A. The appropriate authority pursuant to N.J.S.A. 40A:14-118 is hereby authorized to update, adopt and promulgate policy, procedures, rules and regulations for the governing of the police department and for the discipline of its members with a view to making the police department and all members thereof efficient, vigilant and effective in providing services to the Borough of Stratford. Said rules and regulations will be in manual form and shall be called the "Rules and Regulations" of the Police Department for the Borough of Stratford" and shall govern the conduct of, and be binding upon the police department, including the chief of police and all police employees as listed in Section 2.12.010, & 2.12.035 (g) through (m). Rules and Regulations shall provide for penalties and forfeitures for violations thereof.

B. The rules and regulations shall be distributed in manual form as follows: A copy will be issued to and signed for by each employee of the police department for the Borough of Stratford. The copy may be an electronic version, and shall be provided via department email and posted on the patrol room computer and in a binder in the patrol room.

C. All members and employees who are issued a manual shall be responsible for its maintenance and care. Said manuals shall remain the property of the Borough of Stratford and, upon separation from police service, each person is bound to return same. Each person will be responsible for the security of his/her manual, and loss of the same will constitute neglect of duty and will result in disciplinary action. All manuals shall be kept current, and supplementary pages concerning additions, revisions or amendments shall be promptly and properly inserted. No police department operating policies will be inserted as part of this manual unless and until properly assimilated by the appropriate authority. The police department policy manual is not required to be adopted by ordinance.

D. Each police officer and each civilian employee is duty-bound to thoroughly familiarize himself/herself with the provisions of the Rules & Regulations and Police Policy Manual. Failure to comply shall be considered neglect of duty.

E. In the event neglect of duty is charged against a member for failure to observe the rules and regulations or department procedures or orders, ignorance of any provision of this manual may not be accepted as an excuse.

#### **2.12.050 Duties.**

The duties of the rank and file officers of the police department shall be those ordinarily performed by police officers, and such duties, and restrictions as may be required by the Borough Council, the appropriate authority or designee.

#### **2.12.060 Acquisition of Equipment.**

A. The Borough Council may prescribe and establish such rules and regulations respecting the department and its operation and make provisions for the acquisition of such apparatus, equipment and vehicles as it may deem necessary or useful for the police department, upon the recommendation of the chief of police or department head.

B. The purchase of all equipment for the police department in excess of one hundred dollars (\$100.00) shall be approved by the chief of police or department head and submitted on purchase orders and approved by the municipal administrator or chief financial officer and paid in accordance with law.

#### **Section 2.12.065 - Ordinance 2020:01, 2023:05**

Recognized and incorporated by reference.

### **Article 2 – Prerequisites to Permanent Employment**

#### **2.12.070 Qualifications.**

A. Each member and officer shall be a citizen of the United States, be of good moral character, sound in body and in good health and be able to read, write and speak the English language well and intelligently. In addition, every member and officer shall be a high school graduate and shall comply with all eligibility requirements as set forth in the laws of the state of New Jersey. No person shall be appointed to the police force, from an entry level Civil Service List who has not been a resident of the Borough of Stratford, and the state of New Jersey for at least six months prior to the date of appointment. In accordance with Civil Service regulations as contained or permitted in Title 11A or 4A, qualified entry level police officers or probationary officer appointment's may be made at the discretion of the governing body. Qualified residents of the Borough of Stratford shall receive hiring preference.

B. No person shall be appointed or retained as an officer or member of the police department who has been convicted of a crime constituting an indictable offense or one involving moral turpitude or who is not within the age limits as specified by law. Nothing herein contained shall be construed to prohibit the continuance in office or employment of any person who was

employed by the Borough in the capacity of a policeman at the time of the adoption of Ordinance No. 98:6 in 1998. Except when such convictions makes the member ineligible to hold a valid Police Training Commission License as required by the administrative code.

C. No person shall be given a permanent appointment as an officer or member of the police department unless he or she has passed a medical and psychological examination; and he or she has received a certificate of completion from a certified New Jersey police-training academy, in accordance with the laws of the state.

D. No person shall become or remain employed as a police officer of any type, or class unless he/she holds a valid New Jersey Police Training Commission License as required by the act. A suspended, revoked, denied, or inactive police license shall constitute just cause for removal.

#### **2.12.080 Probationary Period.**

A. Each person appointed as an officer to the department shall first serve a probationary period of 12 months from the date of receipt of written certification by a certified police training academy within the state. During the probationary period, he or she shall be known as a “probationary officer.” At the termination of the probationary period, the appointment as an officer shall become final upon the recommendation of the chief of police and or the consent of the appropriate authority. However, for good cause shown, the governing body may by resolution, waive the probationary period or any part thereof for any appointee who has had previous experience as a police officer and who otherwise meets the qualifications as set forth in this chapter and the laws of the state.

B. This Article 2 shall not prohibit the appointment of a probationary officer, who otherwise qualifies, for a period not to exceed 12 months to enable the probationary officer seeking a permanent appointment to complete a certified police-training academy within the state in accordance with the laws of the state.

C. No person shall be permitted to take a police training academy course unless he or she is a probationary officer of the borough, and such probationary officer shall be entitled to a leave of absence with pay during the period of the police training academy course.

### **Article 3 – Special Law Enforcement Officers**

#### **2.12.090 Appointment of Special Law Enforcement Officers.**

The Borough Council may from time to time appoint special law enforcement officers in accordance with N.J.S.A. 40A:14-146.8 *et seq.*, for terms not exceeding one year. Such special law enforcement officers shall possess and exercise all the powers and duties provided by these statutes during their term in office, and shall not be entitled to tenure or seniority. The chief of police, or designated chief law enforcement executive through the appropriate authority may or may not authorize special law enforcement officers when on duty to exercise the same powers and authority as regular members of the police department, including the carrying of firearms and the

power of arrest. Any such appointment of special law enforcement officers shall be revoked at any time without cause and without hearing if the original appointment was for four months or less.

### **2.12.100 Categories.**

A. There shall be three classifications of special officers. The New Jersey Police Training Commission shall prescribe by rule or regulation the training standards to be established for each classification. The classifications shall be based on the duties to be performed by the special law enforcement officer, as follows:

(1) Class I - Officers of this class are authorized to perform routine traffic detail, spectator control and similar duties. They shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the Revised Statutes. The use of a firearm by an officer of this category shall be strictly prohibited and no Class I officer shall be assigned any duties which may require the carrying or use of a firearm. There may be appointed such number of Class I special law enforcement officers as may be required.

(2) Class II - Officers of this class may be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as pre-scribed by the New Jersey Police Training Commission and authorized by the chief of police, or chief law enforcement executive, through the appropriate authority. The number of Class II special law enforcement officers shall not exceed twenty-five percent (25%) of the total number of regular police officers. A Class II special law enforcement officer may be an acting full, part time officer as designated in writing by the appointing authority. Acting police officers do not attain tenure or seniority rights. Class II special officers may be employed by the law enforcement unit to provide for school security, similar to Class III Officers.

(3) Class III – Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at a public or nonpublic school on the school premises during hours when the public or nonpublic school is normally in session or when it is occupied by public or nonpublic school students or their teachers or professors. While on duty in the jurisdiction of employment, an officer may respond to offenses or emergencies off school if they occur in the officer's presence while traveling to a school facility, but an officer shall not otherwise be dispatched or dedicated to any assignment off school property.

### **2.12.110 Qualifications for Special Law Enforcement Officers.**

A. No person may be appointed as a special law enforcement unless the person:

(1) Is a resident of this State during the term of appointment;



(2) Is able to read, write and speak the English language well and intelligently and has a high school diploma or its equivalent;

(3) Is sound in body and of good health;

(4) Is of good moral character;

(5) Has not been convicted of any offense involving dishonesty or which would make him unfit to perform the duties of his office;

(6) Has successfully undergone the same psychological testing that is required of all full-time police officers in the Borough or county;

(7) Shall have had fingerprints taken, which finger-prints shall be filed with the Division of State Police and the Federal Bureau of Investigation; and

(8) Is not serving as a special law enforcement officer or regularly appointed full-time police officer of any other municipality.

B. In addition to the qualifications in subsection A. of this Section, a person shall not be appointed as a Class III special law enforcement officer unless the person:

(1) is a retired law enforcement officer who is less than 65 years of age; for the purposes of this paragraph, a law enforcement officer shall not be considered retired if the officer's return to employment violates any federal or State law or regulation which would deem the officer's retirement as not being bona fide;

(2) had served as a duly qualified, fully-trained, full-time officer in any law enforcement position eligible for participation in the Police and Firemen's Retirement System or in any federal or bi-state law enforcement agency or as a member of the State Police and was separated from that prior service in good standing;

(3) is physically capable of performing the functions of the position, determined in accordance with Police Training Commission guidelines;

(4) possesses a New Jersey Police Training Commission Basic Police Officer Certification, New Jersey State Police Academy Certification, or other proof of basic police training approved by the Police Training Commission;

(5) has completed the training course for safe schools resource officers developed pursuant to N.J.S.A. 52:17B-71.8; and

(6) is hired in a part-time capacity.

## **Article 4 – Contracted Off-Duty Employment**

### **2.12.120 - Purpose.**

For the convenience of those persons and entities which utilize the services of off-duty law enforcement officers of the Stratford Police department and to authorize the outside employment of borough police while off-duty, the borough establishes a policy regarding the use of said officers.

A. Members of the police department may be permitted to accept police related employment for private employers or school districts only during off-duty hours and at such time as will not interfere with the efficient performance of regularly scheduled or emergency duty for the borough. Any employee seeking outside employment shall comply with internal policies of the police department subject to department approval prior to commencing employment.

B. Any person or entity wishing to employ off-duty police shall first obtain the approval of the chief of police or department head, which approval shall be granted if, in the opinion of the chief, or department head such employment would not be inconsistent with the efficient functioning and good reputation of the police department, and would not unreasonably endanger or threaten the safety of the officer or officers who are to perform the work. Staffing levels of any outside employment shall be determined by the chief of police or department head as negotiated with the outside vendor.

### **2.12.130 - Escrow accounts.**

A. Any person or entity requesting the services of an off-duty law enforcement officer in the Stratford police department shall estimate the number of hours such law enforcement services are required, which estimate shall be approved in writing by the chief of police or department head, and shall establish an escrow account with the borough chief financial officer by depositing an amount sufficient to cover the rates of compensation and administrative fees set forth in section 2.12.150 or other ordinances for the total estimated hours of service. An escrow account may be waived for good cause on a case-by-case basis.

B. Prior to posting any request for services of off-duty law enforcement officers, the chief of police, or his or her designee or department head shall verify that the balance in the escrow account of the person or entity requesting services is sufficient to cover the compensation and fees for the number of hours specified in the request for services. The chief of police or department head shall not post a request for services from any person or entity unless all fees and compensation required in the manner described above have been deposited with the borough chief financial officer. No officer shall provide any such services for more hours than are specified in the request for services unless approved by the designated supervisor or department head.

C. In the event the funds in such an escrow account should become depleted, services of off-duty law enforcement officers shall cease and requests for further or future services shall not be performed or posted until additional funds have been deposited in the account in the manner prescribed above.

D. The person or entity requesting such services shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services and shall provide at least 2 hours prior notice in the event of a cancellation or postponement of work. Notifications shall be made in person at the Stratford police department or via telephone. Notifications of cancellations with less than 2 hours, shall result in payment of 4 hours to the scheduled police officers.

**2.12.140 - Request for services.**

All requests to the borough for services of off-duty law enforcement officers in the Stratford police department for a period of one (1) week or longer shall be forwarded to the chief of police or chief law enforcement executive for scheduling at least three (3) days before such services are required. Any law enforcement officers, when so employed by the borough, shall be treated as an employee of the borough; provided, however, that wages earned for outside employment shall not be applied toward the pension benefits of law enforcement officers so employed, nor shall hours worked for outside employment be considered in any way compensable as overtime.

**2.12.150 - Rates of compensation—Payment for services.**

The rates of compensation for off-duty services performed by police officers shall be shall be as set forth in Chapter 1.12. and or other ordinances of the borough.

**2.12.160 - (Reserved).**

**Article 5 – Police department Records**

**2.12.170 - Fees established—Obligation of custodian.**

The fees which are to be prepaid by the requestor are established for the furnishing of copies of records, reports, documents, photographs and other services prepared, maintained and performed by the police department of the borough, shall be as set forth in Chapter 1.12 and or other ordinances of the borough.

**2.12.180 - Exemption from payment of fees.**

No charge or fee shall be made for the furnishing of copies of records, reports, documents, photographs and other information to any federal, state, county or municipal law enforcement department.

### **2.12.190 - Requests for copies of records.**

All requests for copies of records, reports, documents, photographs and other services prepared, maintained and performed by the police department of the borough shall be made and directed to the police record division of said department. All requests must provide sufficient and accurate data for search and furnishing of the same, such as the names of the drivers, the time, location and date of the accident or incident, the name of the defendant, the summons number, the date of the violation, etc.

### **2.12.200 - Payment of fees.**

All fees shall be pre-paid by requestor. All fees shall be payable to the borough and presented to and collected by the chief financial officer of the borough who shall issue a duplicate receipt therefor, one of which shall be given by the chief financial officer or person making the request to the custodian of records in the police record division of the police department.

## **Appendix to Chapter 2.12 Police Department Rules and Regulations**

### **Article I**

#### **Headquarters of the Police Department**

Section 1-1: A police station, which shall be the headquarters of the Police department, and which shall be known and designated as the Police Headquarters of the Borough of Stratford, New Jersey. Police Headquarters is hereby established on premises known as No. 315 Union Avenue, in the Borough of Stratford, and at such other or additional place or places as the Governing Body of the Borough may from time to time designate.

Section 1-2: The Police Headquarters shall typically be open during normal business hours, from 9:00 a.m. to 5:00 p.m., Monday through Friday, and such additional hours and days as manpower may permit.

### **Article II**

#### **Members or Personnel of the Police Department; Eligibility and Qualification; Method of Appointment; Terms of Office; Acting or Substitute Personnel; and Titles of Members or personnel of, or assigned to the Police Department or police function.**

Section 2-1: There shall be established a police department in the borough, which may consist of one (1) Chief of Police, (1) Deputy Chief of Police and such Captains, Lieutenants, Sergeants, Corporals, full & part-time Police Officers, Special Law Enforcement Officers, and civilian employees of the department, and recognizing other civilian and confidential managerial employees of the municipality deemed necessary to carry out the police function as required by the Borough Council. The Chief of Police, Deputy Chief of Police, Captains, Lieutenants, Sergeants, Corporals, full and part time Police Officers, Special Law Enforcement Officers, shall be nominated and appointed by the Mayor of the Borough, by, and with the consent of the Borough

Council. Certain unclassified positions, and designations are made by the appointing authority only, and may be subject to approval by the New Jersey Civil Service Commission. Unclassified appointments of this type, shall be processed via the New Jersey Civil Service Commission using the approved personnel management system. When no additional compensation is provided, an acting designation may be made to any rank or title by the appropriate authority with consent of the governing body. An increase of compensation and or appointment to acting police chief requires an authorizing resolution of the governing body. If for any reason, the Office of Chief of Police is vacant, the executive functions shall be administered in accordance with this Section, Section 4-7 or municipal code Section 2.04.050 as the case may be. If a chief of police is not appointed, the executive function may be delegated in writing by the appropriate authority to a qualified member of the force. Or alternatively, to a non-police employee such as a department head who shall be deemed the chief police executive. If no designation is made, the responsibility for the executive function of the police department is vested upon the highest-ranking officer of the department as contained in Section 2.12.035 (g) through (m). A municipal employee selected under Sections 2.12.035 (c) through (d) or 2.04.050 is not an employee of the law enforcement unit, in these cases, the employee shall possess the experience, management skills, and expertise required to fulfill the responsibilities required by the governing body. In accordance with Section 4.7, if appointed, designated in writing, and licensed by the New Jersey Police Training Commission, the chief police executive shall be the officer in charge of the department. In accordance with N.J.S.A. 40A:14-118, an appointed chief of police shall be head of the police force.

### **Eligibility and Qualifications, Method of Appointment and Terms of Office of Members of the Police department**

Section 2-2: Upon examination, the chief of police shall be appointed by the governing body of the Borough of Stratford. The police chief shall be appointed from an approved Civil Service list from those who have served in the ranks of captain and lieutenant in the Borough of Stratford police department for at least three (3) years immediately preceding such appointment. Upon satisfactory termination of the probationary period, such appointment shall be for an indefinite term.

Section 2-2.1: Upon examination, the deputy chief of police shall be appointed by the governing body of the Borough from an approved Civil Service list for an initial probation period, pursuant to the Civil Service Act and Regulations. The deputy chief of police shall be appointed from an approved Civil Service from those eligible's who have served in the capacity of captain and lieutenant in the Borough of Stratford police department for at least three (3) years immediately preceding such appointment. Upon satisfactory termination of the probationary period, such appointment shall be for an indefinite term.

Section 2-3: Upon examination, the police captain shall be appointed by the governing body of the Borough from an approved Civil Service list for an initial probation period, pursuant to the Civil Service Act and Regulations. The police captain shall be appointed from an approved Civil Service list from among lieutenants or sergeants who have served in the capacity of lieutenant and sergeant in the Borough of Stratford Police department for at least three years immediately

preceding such appointment. Upon satisfactory termination of the probationary period, such appointment shall be for an indefinite term.

Section 2-3.1: Upon examination, the Police lieutenant shall be appointed by the governing body of the Borough from an approved Civil Service list for an initial probation period pursuant to the Civil Service Act and Regulations. The police lieutenant shall be appointed from an approved Civil Service list from among Sergeants who have served in that capacity in the Borough of Stratford for at least 3 years immediately preceding such appointment in the capacity of sergeant. Upon satisfactory termination of the probationary period, such appointment shall be for an indefinite term.

Section 2-4: Upon examination, the police sergeant shall be appointed by the governing body of the Borough from an approved Civil Service list for an initial probation period pursuant to the Civil Service Act and Regulations. If he shall be appointed by the governing body of the Borough to said office upon satisfactory termination of the probationary period, such appointment shall be for an indefinite term.

Section 2-5 The police corporal, shall be selected by the governing body. The police corporal is a designation and not an official title recognized by the New Jersey Civil Service Commission.

Section 2-6: Each regular full-time patrolman shall be appointed by the governing body of the Borough from an approved Civil Service list or authorized Civil Service mechanism for an initial probation period, pursuant to the Civil Service Act and Regulations. If appointed by the governing body of the Borough to the office upon the satisfactory completion of the probationary period such appointment shall be for an indefinite term. No person shall be eligible to be appointed a patrolman unless: he shall be a citizen of the United States and of the State of New Jersey; he shall be not less than eighteen (18) years or more than thirty-five (35) years of age; he shall be of a good moral character and shall have never been convicted of an indictable offense or shall not have been convicted of any lesser offense in the five (5) years proceeding his appointment; he shall satisfactorily pass a written, physical and medical examination conducted by the New Jersey Civil Service Commission. He shall satisfactorily pass a psychological or psychiatric examination conducted in such manner as shall be approved by the chief of police; he shall satisfactorily complete the course given at the State Police Academy at Sea Girt, New Jersey, or a like institution as prescribed under the New Jersey Statutes; and must have a valid New Jersey Driver's License and be eligible to be licensed as a police officer by the New Jersey Police Training Commission.

Section 2-7: All appointments to the Offices of Chief of police, Deputy Chief, Captain, Lieutenant, Sergeant or Police Officer shall be made in accordance with the procedures established under the Civil Service Act and the Rules and Regulations promulgated pursuant thereto. Special law enforcement officers and part time officers of all classes, are exempted from the regulations of the Civil Service Commission.

Section 2-8: No person appointed to any office of the police department for a probationary period shall thereby possess or acquire any right or status or tenure of office, and every such probationary employment shall be subject to termination, at any time during the probationary

period, at the pleasure of the appointee or of the governing body of the Borough with cause; and upon the termination thereof or by reason of prior termination at the instance of the appointee or of the governing body of the Borough, the appointee shall forthwith return to the Borough (unless the appointee, upon the expiration of the probationary period, shall be appointed to the contemplated office for an indefinite term) all uniforms, badges and equipment received by him for use in connection with his probationary employment, and the Borough shall forthwith pay over to him the proportionate part of the current installment of salary that shall have been earned by him in the course of such probationary employment.

Section 2-9: Whenever a probationary period of employment shall have been fully served by an appointee to the satisfaction of the governing body of the Borough and the appointee shall thereupon have been duly appointed to the contemplated office for an indefinite term, the time during which such appointee shall have served under the probationary appointment shall constitute part of his length of service in the office to which he shall have been appointed.

### **Acting or Substitute Personnel of the Police Department**

Section 2-11: In the event that by reason of absence, illness or other causes of a vacancy exists in the office of chief of police, deputy chief, captain, lieutenant, sergeant, corporal or officer, such duties may be performed in the interim as provided in section 2.12.100, 2.12, Article II, and hereinafter provided where applicable: An employee, when so directed by the director of police, and or the appropriate authority, with approval of the governing body, may serve as an acting chief of police deputy chief, captain, lieutenant, sergeant, corporal, patrolman or the local designation of an acting officer in charge. Any acting status shall be made in writing by or behalf of the appropriate authority and supported by memorandum of understanding stipulating terms. An acting status with additional compensation, or for the position of acting chief of police, must be authorized by a resolution of the governing body.

Section 2-12 In the event an officer of any of the cited positions in this section is on leave immediately preceding an announced retirement, suspension, or other vacancy, the appropriate authority may, for the efficiency of the department and subject to his / her discretion, name an interim, or may designate any such authority or responsibility to another police department employee to serve in the vacant position. Alternatively, the appropriate authority may leave a position vacant in its discretion.

### **Salaries of the Members of the Police Department**

Section 2-13: The salary of any member of the police department serving in an acting capacity shall not be increased due to service in the acting capacity unless the capacity shall continue for more than ten (10) days and be authorized by a resolution of the governing body. When authorized by resolution, the present salary for said permanent rank shall commence on the eleventh (11th) day after the passage and shall continue until termination of said police officer's duties in the acting capacity as determined by the appropriate authority.

## **Article III**

### **Special Police Officers, Their Number, Qualifications, Appointment and Compensation**

Section 3-1: There shall be such number of special police officers available for assignment to active police duty in the Borough as shall be appointed by the governing body of the Borough and who shall accept their appointments and qualify. Each special police Officer shall be appointed for a term not exceeding twelve (12) months, which term of office and employment may be terminated at any time by the Borough in its sole discretion, with or without cause and without prior notice or hearing.

Section 3-2: Each special police officer shall receive compensation as provided for in the Salary Ordinance of the Borough of Stratford, except for an officer classified as a “confidential officer” who is not governed or regulated by the police department salary guide or other ordinances.

Section 3-3: No special police officer, by virtue of his appointment as such, shall attain tenure or seniority.

Section 3-4: No special police officer on- or off-duty shall be armed, unless authorized otherwise by the chief of police or executive.

Section 3-5: No special police officer shall wear the police uniform except while on-duty, nor shall any special police officer carry any police equipment in any private vehicle unless reporting to or returning.

Section 3-6: No special police officer shall use his private vehicle on official police business unless directly ordered to do so by the Chief of police or executive.

Section 3-7: No special police officer shall be ordered to carry a weapon unless the said officer shall have satisfactorily completed an approved course as provided by the New Jersey Police Training Commission.

Section 3-8: Special police officers who regularly function as uniform patrol officers, or who are assigned to investigative or clerical work, or function as a school resource officer, all fall under the direction of superior officers and are subject to department rules and regulations. If appointed under 40A:14-146.14 as a “confidential employee” the employee is not employed as part of the law enforcement unit nor shall they be compensated from the units adopted annual budget. The “confidential employee” shall report directly to, the appropriate authority and governing body who shall within their discretion prescribe the appointees functions, any duties, authorities, restrictions and responsibilities as seen fit. When a chief of police is appointed, N.J.S.A. 40A:14-118 shall prevail regarding line of authority.



## **Article IV**

### **Authorities and Duties of the Director of Police**

Section 4-1: The Director of Police shall have and exercise the following authority and shall perform the following duties:

- (a) He shall, in the exercise of the authority vested in him, issue such orders and give such instructions as he may deem necessary or proper from time to time in the operation, administration and management of the Police department and in relation to the work of the police officers assigned to active duty as permitted by law.
- (b) He shall attend all meetings of the police committee in connection with the administration and operations of the police department and the police officers assigned to active duty.
- (c) He shall, as he may deem advisable from time to time, direct any specific police duty or duties to be performed by the chief of police or any other senior officer on-duty or special police officers assigned to active duty a patrolman, school resource officer or clerical employee.
- (d) He shall issue and sign in triplicate all written orders made by him, and shall deliver one copy to the chief of police, shall cause another copy to be posted on the bulletin board at the Police Headquarters, and shall retain one (1) copy in his possession; provided, however, that copies or orders which, in his judgment, shall require secrecy, need not be posted at the Police Headquarters.
- (e) He may, as Director of Police, preside over all investigations of any police officer who has charges filed against him.
- (f) He may file all charges against any police officer where the penalty is greater than a five-day suspension pursuant to the New Jersey Civil Service Act.

## **Part Two**

### **Authority and Duties of the Chief of Police**

Section 4-2: The Chief of police shall have and exercise the following authority pursuant to the order of the Director of Police and appropriate authority perform the following duties:

- (a) He shall serve as the active executive officer of the Police department and shall command the police department and the special police officers assigned to active duty and shall in all ways be the head of the Police Force.
- (b) He shall report to the Director of Police, and or appropriate authority and he shall be directly responsible to the appropriate authority for the efficiency and routine day to day operations thereof, and that he shall be governed by the policies established by the

Borough Rules and Regulations and the appropriate authority, as defined and outlined in N.J.S.A. 40A:14-118. In any event, he will report no less than monthly. He shall promptly report to the Director of Police all matters of interest connected with the operation of the police department and he shall furnish the Director with such detail and special information as the Director may, from time to time, require concerning said operation.

- (c) He shall administer and enforce the rules and regulations of the police department and special emergency directives for the disposition and discipline of the force and its officers and personnel.
- (d) He shall have, exercise and discharge the functions, powers and duties of the police force. He shall prescribe the duties and assignments of all subordinates and other personnel.
- (e) He shall instruct and direct all other members of the police department and the special police officers assigned to active duty with respect to their duties, and shall require that all such duties shall be properly performed and that all rules and regulations herein established shall be strictly obeyed and complied with; and shall generally maintain a high degree of efficiency on the part of the police department and the special police officers assigned to active duty.
- (f) He shall subject to authorization of the appropriate authority, communicate to the other members of the police department and to the special police officers assigned to active duty all orders made and instructions given by the Director of Police, and in relation to their work and shall require the prompt performance thereof and compliance therewith.
- (g) He shall observe the work of all other members of the police department and the Special Police Officers assigned to active duty and, as occasion may require, shall criticize constructively the work of individual officers and give such instruction and direction as may be appropriate to improve the efficiency of their work.
- (h) He shall subject to authorization of the appropriate authority, have charge of all property of the Borough used by the police department and by the special police officers and shall attend to the repair and maintenance of all such property and equipment so that the same shall at all times be in proper condition for effective use; provided, however, that expenditure of money for the maintenance and repair of such property shall first be authorized by the governing body, except in case of emergency, when expenditures not exceeding one hundred dollars (\$100.00) may be made for such purposes. All emergency expenditures shall promptly be reported by the chief to the Director of Police and also to the Municipal Administrator on the next following business day.
- (i) He shall receive and have the custody of lost personal property found by members of the Police department, or by the special officers assigned to active duty, or by other persons and delivered to the police department; he shall have also the custody of personal property stolen or wrongfully taken and thereafter recovered by the police department or by the special police officers assigned to active duty; and he shall take proper measures for the purposes of returning all such personal property to the owner or owners thereof.

- (j) He shall subject to authorization of the appropriate authority verify and sign a weekly time sheet as of each Monday showing the names of the members of the police department and the special police officers assigned to active duty who shall have rendered police services to the Borough during the period covered by such payroll, and showing also the dates and times when such services were performed which time sheet he shall deliver to the Director of Police and a copy to the Borough Clerk.
- (k) He shall, by virtue of his office, be vested with all the authority and duty of a patrolman with respect to the making of arrests.
- (l) He shall keep himself fully informed at all times with respect to conditions in the Borough affecting the public safety and good order.
- (m) He shall report any violations of the internal rules and regulations established for the conduct of the captain, any sergeant, patrolman or special police officer to the Director of Police who shall make an investigation thereof.
- (n) The chief of police may, with the approval of the appropriate authority and governing body of the Borough, establish such bureaus or divisions as may be required for the proper functioning of the Department's work. He shall have the power to assign any and all members of the force to their respective duties and require them to perform the same, and he shall assign the men in his command to such duties as in his judgment shall be for the best interests of the department, and for the safety and welfare of the residents of the Borough of Stratford.
- (o) The chief of police may with the approval of the appropriate authority change the hours of the duty of the deputy chief of police, captain, lieutenant, sergeant, any patrolman or special police officer, assign such member of the department to special duty, or require them to perform extra duty whenever there may be necessity for the same.
- (p) He shall, with the approval of the appropriate authority from time to time, promulgate orders and departmental police procedures and regulations and cause same to be executed. He shall also have the power to supplement the same from time to time by issuing such orders as are necessary to make the same effective. Such orders shall be subject to the approval of the Director of Police.
- (q) The chief of police shall enforce all the laws of the State and the Ordinances of the Borough and shall cause to be investigated all crimes, violations of the state statutes and of Borough Ordinances, and when appropriate, shall institute prosecution. It shall be his duty to take cognizance of any and all neglect of duty, disobedience of orders and other offenses on the part of the members of the department and make a written charge should such neglect of duty occur to the Director of Police. To this end, he shall investigate or cause to be investigated any such offenses, and shall submit a written report, along with any evidence, to the Director of Police.
- (r) The chief of police with the approval of the appropriate authority maintain complete files of personnel records and department equipment.

- (s) The chief of police shall devote his energies and plan his activities for the health, welfare, safety and general well-being of the citizens and residents of the Borough. He shall stimulate in the members of the police department a concern for well-being of all the people and property in the community, and an appreciation and respect for the rights and liberties of all persons. He shall constantly require the members of the police department to strive for a high degree of excellence in the quality of law enforcement and service rendered by them.
- (t) He shall, whenever in his judgment it may be necessary or advisable, assign any one or more of the special police officers to the performance of active police duties.
- (u) He shall be the supervisory head of the special police officers.
- (v) The chief of police shall be the supervisory head of any bureau or division that exists or may be formed within the police department, and he may with the approval of the appropriate authority designate a member of the police department to be the officer in charge of any bureau or division when he deems it necessary or advisable for the efficient operation of the same.
- (w) He shall be responsible or designate a member of the force for the scheduling of the work of the deputy chief of police, captain, lieutenant, sergeants, corporals, patrolmen to ensure the proper number of officers will be on-duty at all times.

Section 4-2.1: The Deputy Chief of Police shall have and exercise the following authority and perform the following duties:

He shall be next in command to the chief of police, and in case of absence or disability of the chief of police, if designated, shall perform all the duties of the chief of police. He shall be superior in rank to police captain, lieutenant, sergeant, corporal and patrolmen.

- (a) It shall be his duty to take cognizance of any and all neglect of duty, disobedience of orders and other offenses on the part of members of the Department. He shall also ensure that the Police Headquarters and other property of the police department are always kept in order and condition, and that strict discipline is always maintained and that efficient services is performed by the department.
- (b) He may issue such orders to take such action as may be necessary, but in every case shall make a full report of the entire occurrence to the chief of police at the earliest practicable moment.
- (c) In every case of disobedience, violation of rules or other offenses, on the part of any member of the department, he shall report the same, as soon as possible, to the chief of police, and in the case of negligence or other dereliction by any person on duty at police Headquarters, who is not employed on the police service, shall make full report to the proper authorities.
- (d) He shall devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Borough, and for the efficient and responsible administration of the police department. He shall stimulate in the members

of the police department a concern for the well-being of all of the people and property in the community, and an appreciation and respect for the rights and liberties of all persons. He shall constantly strive for a high degree of excellence in the quality of law enforcement and service rendered by them.

- (e) He shall insure that every person connected with the department is properly instructed in his duties by the captain, lieutenant, sergeants, paying particular attention to the instructions of new members of the force. He shall see that the sergeants require all members of the police department to be attired in the proper uniform, with the proper equipment to perform their duties.
- (f) He shall assist the chief of police in the performance of his duties, and shall be responsible for seeing that all the laws of the State of New Jersey and Ordinances of the Borough are duly enforced and observed and that the public peace is maintained.
- (g) He shall be responsible for the maintenance of all records, files and reports pertaining to the operations of the police department.
- (h) He shall be responsible for the supervising the work force of lieutenants, sergeants, corporals, patrolmen, and shall ensure the proper number of men will be on-duty at all times.
- (i) He may initiate disciplinary action involving the police captain, lieutenant, sergeants, corporals and patrolmen.
- (j) He shall, during his tour of the Borough, in addition to the performance of the duties herein listed, exercise the authority and perform the duties of a Patrolman as far as practicable.
- (k) He shall perform his duties under the supervision and direction of the police chief if applicable, and shall be responsible for seeing that all laws of the State of New Jersey and Ordinances of the Borough of Stratford are duly observed and enforced, and that the public peace is maintained. Shall perform such duties as may be assigned to them from time to time by the Director of Police, appropriate authority, the chief of police, department head.

### **Part Three**

#### **Authority and Duties of the Police Captain**

Section 4-3: Each Police Captain shall have and exercise the following authority and perform the following duties:

- (a) Subject to any other designations, he shall be next in command to the deputy chief of police, or chief and in case of absence or disability of the deputy chief of police, or chief, he shall perform all the duties of the deputy chief of police or chief . He shall be superior in rank to police lieutenant, sergeants, corporals and patrolmen.

- (b) It shall be his duty to take cognizance of any and all neglect of duty, disobedience of orders and other offenses on the part of members of the department. He shall also ensure that the Police Headquarters and other property of the police department are always kept in proper order and condition, and that strict discipline is always maintained and that efficient service is performed by the department.
- (c) He may issue such orders to take such action as may be necessary, but in every case shall make a full report of the entire occurrence to the chief of police or designee at the earliest practicable moment.
- (d) In every case of disobedience, violation of rules or other offenses on the part of any member of the department, he shall report the same, as soon as possible, to the chief of police, or designee and in the case of negligence or other dereliction by any person on-duty at police headquarters, who is not employed in the police service, shall make full report to the proper authorities.
- (e) He shall devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Borough, and for the efficient and responsible administration of the police department. He shall stimulate in the members of the police department a concern for the well-being of all of the people and property in the community, and an appreciation and respect for the rights and liberties of all persons. He shall constantly strive for a high degree of excellence in the quality of law enforcement and service rendered by them.
- (f) He shall insure that every person connected with the department is properly instructed in his duties by the lieutenants and sergeants, paying particular attention to the instructions of new members of the force. He shall see that the police sergeants require all members of the police department to be attired in the proper uniform, with the proper equipment to perform their duties.
- (g) He shall assist the chief of police in the performance of his duties, and shall be responsible for seeing that all the laws of the State of New Jersey and Ordinances of the Borough are duly enforced and observed and that the public peace is maintained.
- (h) He shall be responsible for the maintenance of all records, files and reports pertaining to the operations of the police department.
- (i) He shall be responsible for supervising the work force of lieutenants, sergeants, corporals, patrolmen and shall ensure the proper number of men will be on-duty at all times.
- (j) He may initiate disciplinary action involving the lieutenant, sergeants, corporals and patrolmen.
- (k) He shall, during his tour of the Borough, in addition to the performance of the duties herein listed, exercise the authority and perform the duties of a patrolman as far as practicable.

- (l) He shall perform his duties under the supervision and direction of the police chief if applicable, and shall be responsible for seeing that all laws of the State of New Jersey and Ordinances of the Borough of Stratford are duly observed and enforced, and that the public peace is maintained. Shall perform such duties as may be assigned to them from time to time by the Director of Police, appropriate authority, the chief of police, department head, or deputy chief.

### **Part Three-One**

#### **Authority and Duties of the Police Lieutenant**

Section 4-3.1: Each Police Lieutenant shall have and exercise the following authority and perform the following duties:

- (a) Subject to any other designations, he shall be next in command to the captain of police, and in case of absence or disability of the captain of police, he shall perform all the duties of captain of police.
- (b) He shall be responsible for the supervising the work force of the sergeants, corporals, patrolmen and shall ensure the proper number of men will be on-duty at all times.
- (c) Subject to any other designations, he shall, during his regular tour of duty, be superior in rank to and have charge of all patrolmen and who shall be serving on the same shift, and shall generally supervise the work of all said members and shall give instructions and directions as he shall deem necessary for the proper and efficient operation of this police department in accordance with the provisions and regulations of this resolution.
- (d) He shall designate the streets, and area of the Borough to be patrolled by members.
- (e) He shall see that men reporting to them properly relieve the officers going off-duty, and that their men are in proper uniform with the necessary equipment to perform their duties properly.
- (f) He shall assign all patrolmen to their respective duties and shall note whether or not the men to be relieved are at their given relieving point and in proper condition.
- (g) He shall constantly patrol his assigned area and shall supervise the work of the patrolmen in patrol cars and performing any other type of duty.
- (h) During a tour of duty, he shall inspect all police vehicles used by the police department and if any vehicle is in need of repair, he shall submit a report to the chief of police and notify the officer relieving him of said need of repair.
- (i) He shall prefer a daily activity sheet in duplicate, listing the activities of the men under his supervision during their tours of duty. Upon completion of a tour of duty, the activity sheet shall be submitted to the chief of police.

- (j) He shall review for approval all written reports made by the men under his supervision during a tour of duty. If reports fail to meet with his approval, he shall instruct the men under his supervision as to the proper form and information to be supplied.
- (k) If a lieutenant is unable to report for duty because of illness or injury, he shall notify the chief or designee at least four hours in advance so that proper relief may be obtained for him.
- (l) A lieutenant on-duty shall insure that all sergeants, patrolmen, corporals are on their assigned traffic posts and that all the posts are covered.
- (m) He shall perform his duties under the supervision and direction of the police chief and shall be responsible for seeing that all laws of the State of New Jersey and Ordinances of the Borough of Stratford are duly observed and enforced, and that the public peace is maintained. The police lieutenants shall perform such duties as may be assigned to them from time to time by the Director of Police, department head, the chief of police, deputy chief or the police captain.
- (n) It shall be the duty of the police lieutenant to take cognizance of any and all neglect of duty, disobedience of orders and other offenses by members of the department and to take immediate steps to correct or eliminate same, and to report same to their appropriate superiors. They shall also ensure that the Police Headquarters and property of the police department are kept in proper order and condition, and that strict discipline is always maintained, and that efficient service is performed by the force.
- (o) He shall devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Borough, and for the efficient and responsible administration of its police department. police lieutenants shall demand of their men an appreciation and respect for the rights and liberties of all persons. They shall constantly require their men to strive for a high degree of excellence in the quality of law enforcement and services rendered by them.
- (p) He shall, during his regular tour of duty, in addition to the performance of the duties of Lieutenant specified herein, exercise the authority and perform the duties of a Patrolman as far as practicable.
- (q) He may determine the uniform of the day to be worn by all officers working the same tour of duty.
- (r) He shall be responsible for the initiation of any disciplinary action involving any rank under his command.
- (s) He shall upon completing his tour of duty notify the officer in charge of the shift coming on-duty of any investigation or surveillance in process so that said investigation or surveillance will be continued.

#### **Part Four**



## **Authority and Duties of the Police Sergeants**

Section 4-4: Each Police Sergeant shall have and exercise the following authority and perform the following duties:

- (a) Subject to any other designations he shall, during his regular tour of duty, be superior in rank to and have charge of all patrolmen who shall be serving on the same shift, and shall, generally, supervise the work of all said members and shall give such instructions and directions as he shall deem necessary for the proper and efficient operation of this police department in accordance with the provisions and regulations and authorities.
- (b) He shall designate the streets, avenues and area of the Borough to be patrolled by members of the police department as shall have been assigned to patrol duty on his shift.
- (c) He shall see that men reporting to them properly relieve the officers going off-duty, and that their men are in proper uniform with the necessary equipment to perform their duties properly.
- (d) He shall assign all patrolmen to their respective duties and shall note whether or not the men to be relieved are at their given relieving point and in proper condition.
- (e) He shall constantly patrol his assigned area and shall supervise the work of the patrolmen in patrol cars and performing any other type of duty.
- (f) During a tour of duty, he shall inspect all police vehicles used by the police department and if any vehicle is in need of repair, he shall submit a report to the chief of police and notify the officer relieving him of said need of repair.
- (g) He shall prepare a daily activity sheet in duplicate, listing the activities of the men under his supervision during their tours of duty. Upon completion of a tour of duty, the activity sheet shall be submitted to the chief of police or designee.
- (h) He shall review for approval all written reports made by the men under his supervision during a tour of duty. If reports fail to meet with his approval, he shall instruct the men under his supervision as to the proper form and information to be supplied.
- (i) If a Sergeant is unable to report for duty because of illness or injury, he shall notify the headquarters at least four hours in advance so that proper relief may be obtained for him.
- (j) A police sergeant on-duty shall insure that all patrolmen are on their assigned traffic posts and that all the posts are covered.
- (k) He shall perform his duties under the supervision and direction of the police chief if applicable and shall be responsible for seeing that all laws of the State of New Jersey and Ordinances of the Borough of Stratford are duly observed and enforced, and that the public peace is maintained. The police sergeants shall perform such duties as may be assigned to them from time to time by the Director of Police, appropriate authority, the chief of police, department head, police captain and lieutenant.

- (l) It shall be the duty of the police sergeants to take cognizance of any and all neglect of duty, disobedience of orders and other offenses by members of the department and to take immediate steps to correct or eliminate same, and to report same to their appropriate superiors.
- (m) They shall also ensure that the Police Headquarters and property of the police department are kept in proper order and condition, and that strict discipline is always maintained, and that efficient service is performed by the force.
- (n) He shall devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Borough, and for the efficient and responsible administration of its police department. police sergeants shall demand of their men an appreciation and respect for the rights and liberties of all persons. They shall constantly require their men to strive for a high degree of excellence in the quality of law enforcement and services rendered by them.
- (o) He shall, during his regular tour of duty, in addition to the performance of the duties of Sergeant specified herein, exercise the authority and perform the duties of a patrolman as far as practicable.
- (p) He shall determine the uniform of the day to be worn by all officers working the same tour of duty.
- (q) He shall be responsible for the initiation of any disciplinary action involving any patrolman under his command.
- (r) He shall upon completing his tour of duty notify the officer in charge of the shift coming on-duty of any investigation or surveillance in process so that said investigation or surveillance will be continuous.

## **Part Five**

### **Authority and Duties of Patrolman**

Section 4-5: Each Patrolman shall have and exercise the following duties:

- (a) Perform general police work and be the primary public relations representative of the Department.
- (b) Conduct preliminary investigations at the scene of crimes or accidents and shall gather evidence, administer first aid, locate and interview witnesses, make proper arrests and submit proper reports.
- (c) Watch particularly the actions of suspected criminals.
- (d) Be responsible for all phases of police work, not just his specific assignments.
- (e) Confine his patrol within the limits of the Borough of Stratford except when making arrests or making urgent investigations, or when ordered elsewhere by his superior officer.

- (f) Maintain constant patrol of the Borough; except when taking a proper lunch period, or for personal necessity.
- (g) Note and investigate all vehicles, the driver or occupants of which arouse suspicion, and shall question the occupants and driver, learning names ages, sexes, residence and other pertinent information together with the make, license number, serial number, color and type of vehicle.
- (h) Prohibit loitering on the sidewalks or streets to the inconvenience or danger of the public.
- (i) Note all defects in highways, sidewalks, buildings, etc., from which accidents might arise, and when unable to immediately adjust such defect, shall notify his superior officer by written report, or where urgency is required, by phone or other means.
- (j) Report at once to the chief all defective traffic signals, street lights, etc.
- (k) Report to his superior officer as quickly as possible if, for any reason, he cannot report by police radio.
- (l) Be responsible for seeing that all laws of the State of New Jersey and Ordinances of the Borough of Stratford are duly observed and enforced, and that the public peace is maintained. He shall also be responsible for the protection of life and property, and for the health, safety, welfare and general well-being of the citizens and residents of the Borough.
- (m) Appreciate and respect the rights and liberties of all persons, and shall constantly strive for a high degree of excellence in quality of law enforcement and services rendered by him.
- (n) If, because of illness or injury he cannot report for duty, he shall advise a higher level of command four hours prior to this time of reporting for duty.

## **Part Six**

### **Authority and Duties of all Department Personnel**

Section 4-6: In addition to the general duties specified herein, each sworn member of the police department, commensurate with the rank or assignment, shall:

- (a) Have the responsibility and obligation to uphold the Constitution and the laws of the United States; the Constitution and the laws of the State of New Jersey; the Ordinance of the Borough of Stratford and the lawful orders.
- (b) Have the responsibility to carry out the orders of the chief of police, appropriate authority or designee, and all superior officers whether such orders are verbal or written.
- (c) Maintain order and morality, preserve the peace, prevent crime, protect life and property, and detect and arrest criminals.

- (d) Prevent accidents, provide emergency services for sick, injured and insane persons, recover missing persons and property, regulate traffic and give guidance and information about the Borough.
- (e) Investigate crime, make legal arrests and serve subpoenas.
- (f) Be responsible for maintaining good public relations.
- (g) Supervise the work of personnel assigned to him through individual discussions, conferences and written orders.
- (h) Be responsible for investigations of any unlawful acts being performed or existing in the Borough, including gambling, vice and crime.
- (i) Be responsible for the transmittal of all necessary orders and directives to his subordinates and to his relief.
- (j) Familiarize himself with all orders issued to him by superior officers and with all relevant orders issued to the man he relieves.
- (k) Assure himself that his subordinates are adhering to all rules, regulations, orders and procedures of the Department.
- (l) Be responsible for the quality and effectiveness of police services rendered by his subordinates.
- (m) Be responsible for the discipline and conduct of subordinates and of himself.
- (n) Prepare cases for court, attend hearings and testify before courts as required.
- (o) Make an immediate written report to his commanding officer of any bribe attempt.
- (p) Treat the public with courtesy and respect, keeping in mind the necessity of public respect for the police force.
- (q) Render police assistance when needed, regardless of whether he is on- or off-duty, or on a special assignment.
- (r) Ensure the order and cleanliness of Borough property and equipment assigned to him.
- (s) Report in writing immediately to his superior officer the loss of any equipment necessary for the performance of duty.
- (t) Give his name upon proper request.
- (u) When in uniform, salute the national colors as they pass in public parades or other ceremonies.
- (v) Restrict all off-duty jobs to work which is approved by the chief of police, of police. No off-duty job shall interfere with or impair the ability or availability of the police officer to perform all aspects of his duties as a member of the police department.

- (x) Except when exempted by ordinance, shall be governed with regard to vacation leave, sick leave, compensatory leave, military leave, death leave, leave without pay, holiday leave, off-duty leave, insurance coverage and salary by the appropriate ordinances of the Borough of Stratford and the Civil Service Commission of the State of New Jersey.
- (y) Shall remain current and possess a valid and New Jersey Police License as required by the Police Training Commission and applicable laws.

## **Part Seven**

### **Authority and Duties of the Executive Employees Recognized- Councilmanic Code of the Borough of Stratford. Section 2.04.050, 2.04.040**

Section 4-7: Pursuant to N.J.S.A. 40:48-2, the Mayor and Borough Council may make, amend, repeal and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this state or of the United States, as it may deem necessary and proper for the good government, order and protection of persons and property, and for the preservation of the public health, safety and welfare of the Borough and its inhabitants. Accordingly, the director, and governing body through the appropriate authority are empowered to designate a non-law enforcement unit employee or a police employee to administer and manage the police function in accordance with Section 2.04.040 of the Councilmanic Code. The employee so assigned, shall be the “*chief police executive*” of the department and authorized to administer the police function. He shall be accountable to carry out the day-to day business, operations, promulgate orders, directives, and policies of the department. He shall enjoy full executive control as required to ensure a smooth, effective, and efficient operation. The chief police executive is considered a “confidential managerial employee” subordinate to the municipal administrator. He shall report on police matters at least monthly to the municipal administrator and the governing body. If appointed, and if duly licensed under the New Jersey Police Licensing Act, the chief police executive shall be the officer in charge of the police department. For purposes of organizational control, effective order, and discipline, he shall be distinguished from, but superior to all the police unit titles listed in Section 2.12.035 (g) through (m). He shall have signatory authorizations as permitted by law and may delegate or transfer his conferred authority, to law enforcement titles contained in Section 2.12.035. Unless delegated, he shall be the primary New Jersey Police Licensing administrator and external communications representative on behalf of the police department. Recognizing the “Police Chiefs Bill of Rights” when a Chief of Police is appointed, he shall be the head of the police force and enjoy all the rights and protections afforded under the statute.

A municipal organizational chart shall be on file with the borough, and shall delineate lines of authority. A department head is an executive employee of the municipality as contained in the chart and Councilmanic Ordinances of the municipal code. The designation by the appropriate authority, carry conferred authorities as permitted by laws and ordinance. It is dissimilar, to those unit members delineated in Section 2.12.035 (g) through (m) which are recognized titles within the law enforcement unit. As applicable, Section 2.12.035 (g) through (m) list those titles, that are

authorized to perform police duties, and in some cases allow for the general, direct or indirect supervision of police officers who engage in law enforcement duties and make arrest. They may also be responsible to train other officers of the unit. Titles in Section 2.12.035 (g) through (m) are statutorily distinct from the department head because they are permitted and required themselves to engage in law enforcement duties, and make arrests as needed.

## **Article V**

### **Disciplinary Code Rules of Conduct**

Section 5-1: *Violation of Rules.* Members of the police department shall not commit any acts or omit any acts which constitute a violation of any rules, regulations, directives or orders of the police department whether stated in this code of conduct or elsewhere.

Section 5-2: *Standard of Conduct.* Members of the police department shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect most favorably on the police department. Conduct unbecoming an officer shall include that which brings the police department into disrepute, or reflects discredit upon the officer as a member of the police department, or that which impairs the operation or efficiency of the department.

Section 5-3: *Assistance.* All members and employees are required to take appropriate police action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impending. Members and employees shall assist other law enforcement agencies as prescribed by police policy and procedure.

Section 5-4: *General Responsibilities.* Within the municipality, members shall at all times take appropriate action to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all Federal, State, Local Laws and Ordinances coming within the jurisdiction of the police department.

Section 5-5: *Duty responsibility.* Members shall at all times respond to the lawful order of a superior officer and other proper authorities, as well as calls for services from citizens. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the police department does not relieve members of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary. All members and employees shall perform their duties as required or directed by law, police department Rule, Policy, or Order, or by the lawful order of a superior officer or authority.

Section 5-6: *Insubordination.* Members and employees shall promptly obey any lawful order of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.

Section 5-7: *Questions Regarding Assignment.* Members and employees in doubt as to the nature or details of their assignment shall seek information from their supervisors by going through the chain of command.

Section 5-8: *Knowledge of Laws and Regulations.* Every member and employee is required to establish and maintain a working knowledge of all laws and ordinances in force in the municipality, the rules and policies of the police department, and all orders of the Police department and Division thereof. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or policy in question.

Section 5-9: *Obedience to Laws and Regulations.* Members and employees shall obey and observe all Federal and State Laws and Municipal Ordinances of any jurisdiction in which the member or employee is present. A conviction for the violation of any law shall be prima facie evidence of a violation of this section. However, conviction is not a prerequisite to administrative action under this section.

Section 5-10: *Reporting Violation of Laws, Ordinances, Rules, Orders.* Members and employees having knowledge of other members or employees violating laws, ordinances, or rules of the police department, or disobeying orders, shall report said violations to the Chief of police.

Section 5-11: *Conduct Toward Superior Officers, Subordinate Officers, and Associates.*

Members and employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their associations with one another. When on-duty, particularly in the presence of other members, employees, or the public, officers shall be referred to or addressed by rank.

Section 5-12: *Criticism.* Members and employees shall not publicly, whether orally, or in writing or posting, criticize or ridicule the police department, or any borough employees, or elected officials, its policies, by any means or expressing in any other manner, where such talking, writing, or other expression is defamatory, obscene, unlawful, or tends to impair the operation of the police department by interfering with its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for truth or falsity.

Section 5-13: *Manner of Issuing Orders.* Orders from superiors to subordinates shall be in clear, understandable language, and issued in pursuit of bureau business.

Section 5-14: *Unlawful Orders.* Members and employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, the person to whom the order is directed shall request the issuing officer to clarify the order or to confer with higher authority.

Section 5-15: *Conflicting Orders.* Members and employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive that was previously issued.

Section 5-16: *Soliciting or Accepting Gifts, Loans, Fees, Rewards, Etc.* Members and employees shall not under any circumstances solicit or accept from any person, business or organization any gift, gratuity, loan, fee, tangible or intangible personal property, food, beverage, promise, service, entertainment, or any other thing of value, arising from, or offered because of membership or employment with the Police department or any activity connected with said membership or employment, if it may reasonably be inferred that the person, business or organization:

- (a) Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty; or
- (b) Has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty; or
- (c) Seeks to compensate the member or employee for any official action.

Section 5-17: *Disposition of Unauthorized Gifts, Gratuities, Etc.* Any unauthorized gifts, gratuity, loan, fee, or reward that comes into the possession of any member or employee shall be forwarded to the Chief of police through official channels together with a written report that explains the circumstances connected therewith.

Section 5-18: *Abuse of Position.* Members and employees shall not use the color of their office for personal gain. This provision includes, but is not limited to, the display of police department identification for personal or financial gains, obtaining privileges not otherwise available to them except in the performance of duty, or for attempting to avoid consequences for illegal acts. Members and employees shall not lend to another person their police department Identification or permit them to be photographed or reproduced without the approval of the Chief of police. Members and employees shall not authorize the use of their names, photographs, or official titles which identify them as members and employees, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of police.

Section 5-19: *Debts—Incurring and Payment.* Members and employees shall not undertake financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. Nonpayment of debts that are in dispute between an employee and a creditor shall not be the subject of disciplinary action. An isolated instance of financial irresponsibility will not be grounds for disciplinary action except where specific reasons exist to question the propriety or legality of the financial obligation. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for disciplinary action. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for disciplinary action, provided that a good faith effort to settle all counts is being undertaken. No member or employee shall borrow any money or otherwise become indebted to any other member or employee to the extent that such indebtedness interferes with the efficient operation of the Police department or the job performance of either member or employee involved in the transaction.



Section 5.20: *Prohibited Activity on-duty*. Members and employees are prohibited from engaging in the following activities while on-duty: sleeping, loafing, recreational reading, conducting personal business, and consuming alcoholic beverages, possessing or using cannabis. Members and employees are prohibited from gambling while on-duty, except in the performance of an officially sanctioned police duty, and then only with the specific consent of a superior officer, and never in uniform.

Section 5.21: *Neglect of Duty*. Members and employees shall not read, play games, watch television or movies or otherwise engage in entertainment while on-duty, except as may be required in the performance of an official police duty. Members and employees shall not engage in any activity or personal business which would cause them to neglect or be inattentive to duty.

Section 5.22: *National Colors and Anthem*. Uniformed members and employees will render full military honors to the National Colors and Anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the National colors and Anthem at appropriate times.

Section 5.23: *Members and employees shall remain in their assignment areas and on-duty until properly relieved or until dismissed by the appropriate superior authority*. Officers shall not leave their assigned posts, sectors, districts, etc., during a tour of duty except when authorized by proper authority.

Section 5.24: *Meals*. Members and employees may be permitted the privilege of suspending patrol or other assigned duties and activities, subject to immediate recall at all times, for the purpose of meal periods during their tours of duty, but only for such a period of time, and at such a time and place, as established by police department policy and procedures.

Section 5.25: *Reporting*. Members and employees shall promptly submit such reports as are required by the performance of their duties or by appropriate authority. Members and employees shall submit all necessary reports on time and in accordance with established police department procedures. Reports submitted shall be truthful and complete, and no member or employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information, or intentionally neglect to make a proper entry in any police report, log, etc.

Section 5.26: *Absence Without Leave and Tardiness*. Except in the case of illness or injury any member or employee who fails to appear for duty on the date, time and place specified without prior official approval of the appropriate authority is "Absent Without Leave". Any member or employee who, due to illness or injury, fails to appear for duty on the date, time and place specified without prior notification to the appropriate authority is "Absent Without Leave". Prior to notification is defined as communication between the employee or someone acting on his behalf and the employee's immediate supervisor, that takes place no later than thirty (30) minutes after the start of the employee's scheduled tour of duty. Any member or employee who is late for any scheduled duty assignment without authorization shall be considered "Tardy". Members or employees who are "Absent Without Leave" or "Tardy" may be subject to disciplinary action.

Section 5.27: *Fitness for Duty.*

- (a) All members and employees shall maintain good physical condition. Members and employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Police department as to the condition of their health. Members and employees shall be required to furnish a Doctor's certificate to substantiate requests for approval of sick leave when such sick leave exceeds three (3) consecutive workdays, or when management has given written notice to an employee that there is good reason to believe that the employee has abused the sick leave privilege and must therefore furnish a Doctor's certificate for each absence from work which is claimed as sick leave. Notwithstanding any of the foregoing provisions of this section, the chief of police or his designee may require examination of an employee by the Borough Physician at the expense of the Borough whenever he has reason to believe that an employee is physically or mentally unfit for duty.
- (b) The members and employees may be required to have a physical examination by the Borough Physician every two years, at the expense of the Borough. The Borough Physician may make recommendations to the Borough to help improve the employee's general health. If the employee does not agree with the recommendation(s) of the Borough Physician, the said employee may go to a Physician of his or her choice for another opinion.

If the employee's Physician agrees with the recommendation(s) of the Borough Physician, the chief of police will manage the said recommendation(s) and goals detailed by the Physicians.

If the employee's Physician does not agree with the Borough's Physician the employee must be seen by a third Physician. The third Physician will be chosen by the employee from a list of three (3) to four (4) Borough supplied Physicians. Whatever the third Physician recommends, the employee must adhere to the said recommendation(s). The chief of police will manage the said recommendation(s) and goal(s) detailed by the third Physician.

The chief of police may at times, while managing the recommendation(s) and goal(s), set his own restrictions if the member or employee does not meet the recommendation(s) and goal(s) set by the Physician. If further action is necessary due to noncompliance with the recommendation(s) and goal(s) managed by the chief of police, the Governing Body will take the proper disciplinary action against the employee.

- (c) The purpose of this subsection is to provide all employees with notice of the provisions of the Borough of Stratford Drug Testing Program.
  - 1. It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them

are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances, and other forms of drug abuse, will seriously impair an employee's physical and mental health, and thus, their job performance.

Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession, and public confidence in it are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the department, and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug testing program to detect prohibited drug use by all employees of the said department.

By way of reference any new or revised editions of the New Jersey Attorney General's Law Enforcement Drug Testing Policy is hereby adopted as the policy for the Stratford police department.

The drug testing policy and procedures are available and on file with the Borough Clerk / Municipal Administrator for review. Said Policy and Procedures can and will be updated from time to time by Mayor and Council.

*Section 5.28: Alcohol Beverages and Drugs in Police Installations.* Members and employees shall not store or bring into any police facility, property or vehicle alcoholic beverages, controlled dangerous substances, narcotics or hallucinogens, or cannabis or cannabis paraphernalia except when said items are held as evidence and properly identified and stored consistent with Police policy.

*Section 5:28.1 Submission to Drug Testing.* Sworn Law Enforcement Officers, Applicants, and Trainees shall as a condition of employment or condition of continued employment, submit to drug testing based upon a reasonable suspicion of drug use, or when selected for random drug testing. Applicants or Trainees shall upon request submit to drug testing. As a condition of employment or continued employment, the Sworn Law Enforcement Officer, Trainee or Applicant shall produce a negative drug test result.

*Section 5:28.2 Refusal to Submit to Drug Testing.* Any Sworn Law Enforcement Officer who refuses a lawful order to submit to drug testing, shall be subject to the same penalty as if the officer had produced a positive test for illegal drugs. Any officer who resigns in response to an order to submit to a drug test, shall be deemed to have refused to provide the sample.

*Section 5.29: Possession and Use of Drugs.* Members and employees shall not possess or use any controlled dangerous substance, narcotic, or hallucinogen except when prescribed in the treatment of members and employees by a physician or dentist. When controlled substances, narcotics, or hallucinogens are lawfully prescribed, members and employees shall notify their immediate supervisor.

*Section 5.30: Use of Alcohol on-duty or in Uniform.* Members and employees shall not consume any alcoholic beverage while on-duty except in the performance of duty and while acting under

proper and specific orders from a Superior Officer but never in uniform. Members and employees shall not be on-duty while under the influence of an alcoholic beverage to any degree whatsoever, or with an odor of an alcoholic beverage on their breath.

Section 5.31: *Members and employees, while off-duty*, shall refrain from consuming alcoholic beverages to the extent that such consumption results in irresponsible, obnoxious, or offensive behavior which discredits them or the Police, or renders them unfit to report for their next regular tour of duty. Members and employees shall not engage in the consumption of an alcoholic beverage while dressed in full or partial uniform and while in public view.

Section 5.32: *Use of Tobacco*. Members and employees may use tobacco as long as: (1) they are not in a formation; (2) they do not have to vacate an assigned area or post for the sole purpose of doing so; (3) they are not engaged in traffic control or in direct contact with the public. Smoking is not allowed in borough vehicles or on borough property.

Section 5.33: *Presence at Unauthorized Places*. Members and employees shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein Federal, State, or local laws and ordinances are regularly violated except in the performance of duty or while acting under proper and specific order from a Superior Officer.

Section 5.34: *Immoral Conduct*. Members and employees shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the Police department and the law enforcement profession. Members and employees shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers or causes the Police to be brought into disrepute. Moral turpitude is defined as any action that is contrary to justice, honesty or good morals.

Section 5.35: *Gambling*. Members and employees shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a Superior Officer.

Section 5.36: *Unsatisfactory Performance*. Members and employees shall maintain sufficient competency to satisfactorily perform their duties and the responsibilities of their position. Members and employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the police department. Unsatisfactory performance may be demonstrated by: a lack of knowledge of the application of the laws to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, assistance or other condition deserving police attention. In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations; written record of repeated infractions of rules, regulations, directives, or orders of the Police department. The failure of a superior officer to properly supervise subordinates, prefer disciplinary charges, or take other appropriate disciplinary action in accordance with Police department policy and procedure, shall constitute unsatisfactory performance.

Section 5.37: *Address and Telephone Numbers.* Members and employees shall report their current address and telephone number to their Supervisor and to such other persons as may be appropriate in accordance with police policy. Members and employees are required to have a telephone in place where they reside. Changes in address or telephone number shall be reported within twenty-four (24) hours of the change and shall be made in writing.

Section 5.38: *Uniforms, Equipment and Appearance.* Members and employees shall be neat in appearance and well-groomed while in uniform. All articles of the uniform shall conform to the police uniform regulations. Civilian clothing will not be worn with any part of the uniform unless deemed absolutely necessary in the conduct of crime repression activity and only with prior approval from the appropriate superior officer.

Section 5.39: *Use and Maintenance of Bureau Equipment.* Members and employees shall utilize Police equipment only for its intended purpose, in accordance with established Police policy and procedure, and shall not abuse, damage or lose Bureau equipment. All police equipment issued to members and employees shall be maintained in proper order. In the event that municipal property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property or equipment was responsible. Members and employees shall immediately report the loss, theft or damage of any Police property assigned to or used by them to the appropriate superior officer. The immediate supervisor will be notified of any defects or hazardous conditions existing in any police equipment immediately upon discovery.

Members and employees shall not mark, alter or deface any surface in any police area or upon any police equipment. No material shall be affixed to any wall or attachment without specific prior approval of the appropriate superior officer. Members shall not mark, alter, or deface any posted notice or memoranda of the Police. Notices or announcements shall not be posted on walls or attachments without specific permission from the appropriate superior officer. Members and employees are required to surrender all police property in their possession upon separation from active service.

Section 5.40: *Use of Bureau Vehicles.* Members and employees shall operate vehicles in a careful and prudent manner, and shall obey all laws and police orders pertaining to such operations. Revocation or suspension of any driver's license shall be reported to the appropriate superior officer immediately. Members and employees shall not use any police vehicle without the permission of the appropriate superior authority. Unless authorized by on-call status by the proper authority, police vehicles shall never be used for personal business or pleasure. Unless authorized by the proper authority, citizens will be transferred in police vehicles only when necessary to accomplish a police purpose. Such transportation shall be done in conformance with police policy. Keys shall be removed from Police vehicles while unattended.

Section 5.41: *Firearms—Display, Discharge.* Members and employees shall carry firearms in accordance with law and established police policy and procedure. Members and employees shall never display firearms unnecessarily or draw them in any public place except for authorized inspection or official use. Members and employees are required to report any discharge of

firearms, accidental or otherwise. This report shall be in writing to the appropriate superior officer, according to police policy and procedure.

Section 5.42: *Compensation for Other Damages Sustained on-duty.* Members and employees shall not seek in any way, nor accept from any person, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of police in writing through proper channels.

Section 5.43: *Communication and Correspondence.* Members and employees shall not use police department or municipal letterheads for private correspondence, nor send correspondence out of the police department over their signatures without prior permission. Any member or employee receiving a written communication for transmission to a higher command shall in every case forward such communication as requested or required. A member or employee receiving a communication from a subordinate or the public directed to a higher command shall acknowledge, and forward it to the requested recipients.

Section 5.44: *Radio Discipline.* All members and employees operating a police radio shall observe regulations for such operation as set forth in police orders and by the Camden County Department of Public Safety, its Communications Center and the Federal Communications Commission.

Section 5.45: *Death and Injury Notifications.*

- (a) Should a member or employee be killed or seriously injured on- or off-duty, immediate verbal notification shall be made to the chief of police by a member or employee who has knowledge thereof. Serious injury in this instance means an injury which could result in death or disability. In cases where any injury is sustained while on-duty, serious or otherwise, inclusive of death, written reports shall be forwarded to the office of the chief of police through proper channels no later than the following day. Information shall include, but not necessarily be limited to, the date, time, location, cause, extent of injury, and any other information pertinent to the incident. The extent of injury and circumstance shall determine notifications to staff as prescribed in police policy or procedure. The family of a member or employee who has been injured or killed shall be notified by the chief of police or the person to whom the authority has been delegated in accordance with police policy.
- (b) All Police Officers who are injured on-duty (I.O.D.) and have I.O.D. status shall have the following obligations and duties:
  - 1. Officers must do everything within their power and ability to get well as soon as possible and return to active status.
  - 2. Officers must not engage in any activity which would be inconsistent with their injury or any activity which would interfere with a healthy recovery.
  - 3. Officers must keep the highest authority informed of their condition and any prognosis.

4. Officers shall remain at his or her residence during any scheduled tour of duty.
5. The scheduled tour of duty for officers on I.O.D. status shall be 9:00 a.m. through 5:00 p.m., Monday through Friday.
6. No officer on I.O.D. status shall leave home during the aforesaid tour of duty without notifying the department and providing a reason for said absence from home.

Section 5.46: *Investigations, Arrests, Detention, Etc.* Investigations shall be conducted in accordance with police policy and procedure. Members and employees shall not interfere with cases or investigations being handled by other members and employees of the police or by any other governmental agency unless ordered to intervene by the appropriate superior officer, or unless the intervening member or employee believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action. Members and employees shall not undertake any investigation or other official action not part of their regular duties without first obtaining permission from the appropriate superior officer unless the exigencies of the situation require immediate police action. Members and employees shall not make any arrest, search, or seizure which they know is not in accordance with the law. Transportation of prisoners shall be made according to police policy and procedure. The use of physical force shall be limited to those occasions when a member or employee is in danger of injury, in order to protect third parties or innocent bystanders from injury, or to apprehend an individual who resists arrest or removal. Only reasonable force may be used. At no time shall an individual be abused, mistreated or denied his civil rights and due process of law. Members and employees shall safeguard against the escape or careless release of any prisoner coming within the scope of their responsibility.

Section 5.47: *Identification.* Members and employees shall furnish their name and badge number to any person requesting that information, when they are on-duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by the proper authority. Except when impractical or unfeasible, or when identity is obvious, members and employees shall identify themselves by displaying the official badge and identification card before taking police action or when acting as authorized representatives of the police department on official business when identification is necessary. Members and employees are required to carry the authorized official police identification card and badge when off-duty and in public, except when impractical or dangerous to their safety.

Section 5.48: *Security of Operations.* Members and employees shall treat the official business of the police department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established police procedure. Members and employees may remove or copy official records or reports only in accordance with established Police procedure. Members and employees shall not release police information outside of the Police department except as provided elsewhere and in accordance with police policy and procedure. Information contained in police records, information ordinarily accessible only to members and employees, and names of informants, complainants, witnesses, and other persons known to the police are considered confidential.

Section 5.49: *Compromising Criminal Justice Process.* Members and employees shall not interfere with the service of legal process, nor interfere with the attendance or testimony of witnesses through coercion, bribery, or other means, nor take any other action which will interfere with the efficiency or integrity of the Administration of Criminal Justice. Members and employees shall not willfully communicate in any manner, either directly or indirectly, any information which might assist persons charged with criminal or quasi-criminal acts to escape arrest or punishment, or which may enable them to dispose of or secrete evidence of unlawful activity, money, or merchandise or other property unlawfully obtained.

Section 5.50: *Referrals and Endorsements.* Members and employees shall not recommend or suggest in any matter, except in the transaction of personal business, the employment or procurement of a particular person, product, or service. Members and employees shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as the result of a police action involving any member or employee of the police department.

Section 5.51: *Acting as Bailor.* Members and employees shall not act as bailors for any person in custody except relatives and in no case where any fee, gratuity, or reward is solicited or accepted. Relief from the provisions of this section may be granted by the chief of police or his designee on a case-by-case basis.

Section 5.52: *Associations.* Members and employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or Police department for suspected present involvement in criminal activity, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the member or employee.

Section 5.53: *Processing Property and Evidence.* Property or evidence which has been discovered, gathered, or received in connection with Police responsibilities will be processed in accordance with established Police procedures and according to law. Members and employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action except in accordance with established police procedures.

Section 5.54: *Public Appearance Requests.* Members and employees shall not address any individual or group, offer comments or grant interviews to the news media, or prepare any article for publication, while holding themselves out as representing the police department without the express permission of the chief of police or his designee.

Section 5.55: *Labor Activity.* Members and employees shall have the right to join labor organizations, but nothing shall compel the police department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law. Members and employees shall not engage in any official or unofficial work stoppage, slow down, sick out or strike. "Strike" includes, but is not limited to, the concerted failure to report for duty, the concerted stoppage of work, the concerted use of sick leave, boycotting or disruptive



demonstrations by any employee or employee group, or the concerned absence in whole or in part from the full, faithful and proper performance of the duties of employment with the Borough for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment, or the rights, privileges, or obligations of public employment, or participating in any manner in any course of conduct which adversely affects the services to the Borough. Members and employees are prohibited from conducting, communicating, or otherwise transacting any union, labor organization or association business while on-duty, except as provided by law or the current collective bargaining agreement.

Section 5.56: *Personal Preferment*. No member or employee may seek the influence or intervention of any person outside of the police department for purposes of personal preferment, advantage, transfer or advancement.

Section 5.57: *Conduct Toward the Public*. All members and employees shall remain completely impartial toward all persons coming to the attention of the police department. Members and employees shall be courteous and orderly in their dealings with the public. They shall perform their duties if practical avoiding harsh, violent, profane, or insolent language, and remain calm regardless of provocation to do otherwise. They shall exercise the utmost control over their emotions and shall not engage in argumentative discussions. Members and employees shall be immediately and readily available to the public during duty hours and shall attend to requests for services from the public promptly and accurately, avoiding unnecessary referral to other sections or units within the police department. When a person requests assistance or advice, or makes a complaint or report, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established police policy and procedure. Members and employees shall never attempt to dissuade any citizen from lodging any complaint against the police department or authorized representatives thereof and shall follow established guidelines for processing complaints.

Section 5.58: *Availability When on-duty*. Members and employees shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours and respond to calls and requests for service and assistance from citizens or other members and employees. All calls for service shall be answered as soon as possible. Emergency calls will take precedence. As appropriate, the Camden County Communications Center will be appraised as to the status of available personnel.

Section 5.59: *Truthfulness*. Upon the order of the chief of police, or a superior officer having the authority, members and employees shall truthfully answer all questions specifically directed and narrowly related to their scope of employment and /or operations of the police which may be asked of them. Members and employees are required to be truthful at all times whether or not under oath.

Section 5.60: *Court Appearances*. Members and employees shall, upon being directed or subpoenaed, attend court or quasi-judicial hearings. Permission to omit this duty shall be obtained from a competent court official. When appearing in court, either the standard uniform or clothing that complies with standards imposed on officers working in plain clothes shall be worn. Weapons shall not be displayed unless wearing the official uniform.

Section 5.61: *Testifying for the Defendant.* Any member or employee who is subpoenaed or directed to testify for the defense in any trial or hearing, or against the municipality or police department in any hearing or trial, shall notify the chief of police in writing through proper channels prior to testifying.

Section 5.62: *Civil Action Interviews.* Civil Action Interviews involving members and employees which arise out of police employment shall be conducted according to police policy and procedure. Members and employees shall notify the Chief of police in writing through proper channels prior to said interview.

Section 5.63: *Civil Process.* Members and employees shall not serve civil processes unless the specific consent of the chief of police is obtained.

Section 5.64: *Civil Action, Court Appearances, Subpoenas.* Members and employees shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Members and employees will accept all subpoenas legally served. If the subpoena arises out of police employment or if the member or employee is informed that he is a party to a Civil Action arising out of police employment, he shall immediately notify the chief of police through proper channels. Members and employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with police policy and procedure.

Section 5.65: *Civil Depositions and Affidavits.* Members and employees shall notify the Chief of police before giving a Deposition or Affidavit in a Civil Case.

Section 5.66: *Falsification of Application.* Intentional falsification of application to gain employment shall be grounds for disciplinary action.

Section 5.67: *Political Activity.* Members and employees shall not use their official capacity to influence, interfere with or affect the results of a public election. Members and employees shall not use or give the appearance of using their official status at any time or place for the purpose of soliciting contributions or attempting to exert influence in respect to any election. This includes but is not limited to the use of title or the wearing of the uniform. Members and employees shall not engage in any political activity while on-duty, in uniform, or in any borough work area.

Section 5.68: *New Jersey Police Licensing Act* Except where clarifications is deemed essential, the Stratford Police Department Rules and Regulations incorporate by reference the current version of the New Jersey Administrative Code 13:1, commonly referred to as the New Jersey Police Licensing Act.

Pursuant to the provision of the 13:1 of the New Jersey Administrative Code, the municipality shall identify an individual to serve as the chief police executive to act as the liaison to school directors and the Police Training Commission. The chief police executive designation is recognized in Section 2.12.035, authorized under Section 2.04.050 and referenced throughout the

ordinance. Where applicable, the Chief of Police shall assign this responsibility as deemed appropriate.

In accordance with the provisions of N.J.A.C. 13:1-11.8,

- (a) Each law enforcement unit shall preclude any law enforcement officer from working in a law enforcement capacity whose licenses has been denied, revoked, or suspended by the Commission.
- (b) No law enforcement unit shall knowingly employ any unlicensed person as a law enforcement officer.
- (c) Any repeated or willful failure by the chief of police or executive to comply with the requirements of this chapter will subject the chief police or executive to potential adverse licensure action.

Any law enforcement officer who has had their police license denied, suspended or revoked by the commission, shall be immediately suspended, with or without pay to be determined on a case-by-case basis. An officer who has had his/her license suspended, denied or revoked may request in writing, a 30-day stay of any administrative charges to resolve the licensing matter with the commission. Administrative charges citing Stratford police rules and regulations, for offenses related to police licensing shall be filed within 45 days the department has sufficient information to bring said charges.

### **Disciplinary Actions**

Section 5.68: No member of the police department shall be removed from office, suspended, reduced in rank or subject to other penalty except for just cause, as hereinafter provided, and then only in accordance with applicable laws, directives, guidelines. Cause or charges of the complaint preferred against such member; which charge or charges shall be submitted, investigated, heard and disposed of in the following manner:

- (a) All charges preferred against a member of the police department shall be in writing and signed by the appropriate person making the same and shall be delivered to the municipal administrator, appropriate authority and the Director of Police.
- (b) The Director of Police may also prefer charges against members of the police department. These charges shall also be in writing.
- (c) At the Annual Municipal Re-Organization Meeting, the Mayor shall appoint a Police Committee of three (3) Borough Council members, one (1) of whom shall be the Director thereof. All charges preferred, shall be handled and adjudicated as detailed in Section 2.12.030 of this ordinance.
- (d) If after a hearing the governing body may determine that the charges are in fact sustained, and uphold the sanctions imposed, and penalties up to and including termination of employment.

- (e) Nothing contained herein shall deprive any member of the police department of any right of appeal accorded by the laws of the State of New Jersey or right to any administrative processes set forth by the New Jersey Civil Service Commission, consistent with current laws and procedures. Any practice, process or administrative procedure that conflicts with this regulation shall preempt this regulation.
- (f) Any complaint charging a violation of the internal rules and regulations shall be filed in the office of the body, officer or officers having charge of the department or force where the complaint is made no later than the forty-fifth (45th) day after the date on which the person filing the complaint obtains sufficient information to file the matter upon which the complaint is based. The forty-five-day time limit shall not apply if an investigation of a law enforcement officer for violation of the internal rules or regulations of the law enforcement unit is included directly or indirectly within a concurrent investigation of that officer for a violation of State or Federal Laws. The forty-five-day limit shall begin on the day after the disposition of the criminal investigation. The forty-five-day requirement of this paragraph for the filing of a complaint against an officer shall not apply to violations of the General Cause sections contained in N.J.A.C. 4A:2-2.3.

## **Article VI**

### **Miscellaneous Provisions**

Section 6-1: The membership seniority, or official rank, or tenure of office of each member of the police department on the day when this Ordinance shall take effect, shall not be interrupted or impaired by the enactment and taking effect of this Ordinance.

Section 6-2: Pronouns used herein denoting masculine gender shall also denote feminine gender.

Section 6-3: The captions or subtitles contained herein shall not constitute a part thereof.

Section 6-4: Section 6-4: Police Titles, References, A “Detective” is a designated non-civil service title within the law enforcement unit, and is considered an assignment for any rank. The governing body designates the Detective by resolution since an increase in compensation is required. “Corporal” is a non-civil service title within the law enforcement unit. It is created by rules and regulations and reserved for police officers serving in the rank of Patrolman (police officer). The governing body also designates the Corporal, by resolution when an increase of pay is required. An Officer in Charge is merely a designation by the appropriate authority and governing body. No increase in compensation is permitted for this designation.

Section 6-5: The governing body of the Borough shall, at all times, have full power and authority, in their sole discretion, to amend or supplement this Ordinance and the rules and regulations herein prescribed and established; to repeal any part or parts of this Ordinance in its entirety; provided, however, that in the event that the governing body of the Borough should, for reasons of economy, find it necessary to decrease the number of members of the police department or of any rank thereof, the provisions of the Revised Statutes (R.S. 40A:14-143 included) shall be complied with.

**SECTION 5.** This Ordinance shall take effect immediately upon posting, publication, final passage in the manner prescribed by law.

\_\_\_\_\_  
Mayor Josh Keenan

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Bill Bray, RMC  
Borough Clerk

## NOTICE OF PENDING ORDINANCE

The ordinance published herewith was introduced and passed upon first reading at the Regular Meeting of the Governing Body of the Borough of Stratford, in the County of Camden, State of New Jersey, held on the 14<sup>th</sup> day of November 2023. It will be further considered for final passage after public hearing thereon, at the meeting of the Governing Body to be held via electronic video conference provided by ZOOM or in the Borough Hall, in the Borough of Stratford on the 27<sup>th</sup> day of December 2023 at 1:00pm To attend the meeting visit, <https://us06web.zoom.us/j/6553784906> or enter Meeting ID: 655 378 4906 in the Zoom application.

Copies of the ordinance will be made available during the week prior to and up to and including the date of such meeting at the Clerk's Office in the Borough Hall to the members of the general public who shall request the same.

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Bill Bray, RMC  
Borough Clerk

**ORDINANCE 23:13**

**AN ORDINANCE ESTABLISHING SALARIES AND SALARY RANGES FOR OFFICERS AND EMPLOYEES OF THE BOROUGH OF STRATFORD, CAMDEN COUNTY, STATE OF NEW JERSEY**

BE IT ORDAINED by the Mayor and Council of the Borough of Stratford:

**SECTION 1:**

The salaries and salary ranges of the officers and employees commencing as of January 01, 2023 are established as follows:

<b>Borough Administration</b>		
<b>TITLE</b>	<b>ANNUAL COMPENSATION</b>	
Mayor	1- 8,000.00	P/T
Mayor performs marriage or civil union ceremony	150.00 per ceremony	P/T
Council Members (each)	1-6,000.00	P/T
Borough Clerk	70,000.00 – 90,000.00	
Borough Administrator	State Minimum wage-\$65 per hour	
Acting Borough Administrator	State Minimum wage-\$65 per hour	P/T
Deputy Borough Clerk	30,000.00 – 60,000.00	
Tax Collector	40,000.00 – 80,000.00	
Certified Municipal Finance Officer	75,000.00 – 140,000.00	
Tax Assessor	10,000.00 – 25,000.00	P/T
Deputy Tax Assessor	10,000.00 – 13,000.00	P/T
Tax Searcher	700.00 – 1,000.00	P/T
Registrar	5,000 stipend	
Deputy Registrar of Vital Statistics	4,000 stipend	
Clerk Typist/Construction Clerk	21,000.00 – 40,000.00	
Clerk 1	28,000.00 – 45,000.00	
Secretary to Joint Land Use Board	1,650.04 – 3,000.00	P/T
Secretary/Administrator to Park Commission	1,200.00 – 3,000.00	P/T
Zoning Administrative Officer	1,266.06 – 3,000.00	P/T
Zoning Officer	2,600.00 – 4,500.00	P/T
Construction Clerk	State minimum wage – 20.00 per hour	P/T
Construction Code Official	4,500.00 – 30,000.00	P/T
Housing Inspector	State minimum wage – 20.00 per hour	P/T
Plumbing Sub-Code Official HHS	1,000.00 – 5,000.00	P/T
Plumbing Inspector HHS	1,000.00 – 5,000.00	P/T
Fire Sub-Code Official HHS	1,000.00 – 5,000.00	P/T
Fire Inspector HHS	1,000.00 – 5,000.00	P/T
Fire Official	State minimum wage – 15,000	P/T
Mechanical Sub-Code Official	1,000.00 – 5,000.00	P/T
Mechanical Inspector	1,000.00 – 5,000.00	P/T
Building Sub-Code Official HHS	1,000.00 – 8,000.00	P/T
Building Inspector HHS	1,000.00 – 8,000.00	P/T
Electrical Sub-Code Official and Inspector HHS	10,000.00 – 37,000.00	P/T
Accounting Clerk	30,000.00 – 60,000.00	P/T

Account Clerk	State minimum wage – 25.00 per hour	P/T
Code Enforcement Official	State minimum wage - 25.00 per hour	P/T
Site Plan Inspector	State minimum wage - 25.00 per hour	P/T
Municipal Department Head	State Minimum wage - \$65 per hour	F/T P/T
Manager/ employment other vendor	State minimum wage - \$300 per hour	P/T

### Public Works/Sewer/Trash & Recycling Departments

Public Works Supervisor	45,000.00 – 75,000.00	
Public Works Assistant Supervisor	35,000.00 – 55,000.00	
Public Works Laborer 1	30,000.00 – 34,500.00	
Public Works Laborer 2	34,500.00 – 39,500.00	
Public Works Laborer 3	39,500.00 – 50,000.00	
Public Works Temporary	State minimum wage – 24.00 per hour	P/T
Public Works CDL Compensation	1,500 stipend	
Licensed Sewer Operator	50,000.00 – 80,000.00	
License Sewer Compensation	7,000.00 stipend	P/T
Trash & Recycling CDL Driver	55,000-65,000	
Trash & Recycling CDL Driver Temp.	200.00 – 275.00 per deim	P/T
Trash & Recycling Temporary Laborer	State Minimum Wage - \$24.00	P/T

### Municipal Court

Municipal Magistrate	100.00 – 600.00 per session	P/T
Court Administrator	59,160.00 – 75,000.00	
Municipal Prosecutor	100.00 – 500.00 per session	P/T
Municipal Public Defender	50.00 – 300.00 per session	P/T
Court Sound Recorder Operator	51.77 – 60.00 per session	P/T
Deputy Court Administrator	30,000.00 – 45,000.00	
Court Clerk	30,000.00 – 45,000.00	
Court Temporary	State minimum wage – 22.00 per hour	P/T
Certified Court Temporary	75.00 per session	P/T
Transcript Service	.15 per line	P/T
Special DWI Court Rates		
Judge	100.00 – 600.00per session	P/T
Prosecutor	100.00 – 500.00 per session	P/T
Public Defender	50.00 – 300.00 per session	P/T
Court Administrator	100.00 per session	P/T
Court Secretary	65.00 – 75.00 per session	P/T
Sound Recorder	51.77 – 60.00 per session	P/T

### Police Department

Police Chief	112,001.00 – 180,000.00	
Police Captain	99,000.00 – 130,000.00	
Police Lieutenant	98,000.00 – 130,000.00	
Police Sergeant	95,000.00 – 120,000.00	





### **NOTICE OF PENDING ORDINANCE**

The ordinance published herewith was introduced and passed upon first reading at the Regular Meeting of the Governing Body of the Borough of Stratford, in the County of Camden, State of New Jersey, held on the 12<sup>th</sup> day of December, 2023. It will be further considered for final passage after public hearing thereon, at the meeting of the Governing Body to be held via electronic video conference provided by ZOOM or in the Borough Hall, in the Borough of Stratford on the 27<sup>th</sup> day of December, 2023 at 1:00 PM. To attend the meeting visit, <https://us06web.zoom.us/j/6553784906> or enter Meeting ID: 655 378 4906 in the Zoom application.

Copies of the ordinance will be made available during the week prior to and up to and including the date of such meeting at the Clerk's Office in the Borough Hall to the members of the general public who shall request the same.

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Bill Bray, RMC  
Borough Clerk

**ORDINANCE 23-14**  
**BOND ORDINANCE PROVIDING FOR SEWER UTILITY EMERGENCY REPAIRS OF THE**  
**BOROUGH OF STRATFORD, IN THE COUNTY OF CAMDEN, NEW JERSEY,**  
**APPROPRIATING THE AGGREGATE AMOUNT OF \$130,000.00 THEREFORE AND**  
**AUTHORIZING THE ISSUANCE OF \$130,000.00 BONDS OR NOTES OF THE BOROUGH TO**  
**FINANCE THE COST THERE OF**

BE IT ORDAINED by the Borough Council of the Borough of Stratford, County of Camden, State of New Jersey (not less than two-thirds of all members thereof affirmatively concurring) as follows:

SECTION 1. The several improvements described in Section 3 of this Bond Ordinance are hereby respectively authorized to be undertaken by the Borough of Stratford, New Jersey as general improvements. For several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for the improvements or purposes, such sums amounting in the aggregate to \$130,000.00. No down payment is required as the purpose authorized herein are deemed self-liquidating and the obligations authorized herein are deductible from the gross debt of the Borough.

SECTION 2. In order to finance the cost of several improvements or purposes not covered by application of the several down payments, negotiable Bonds are hereby authorized to be issued in the principal amount of \$130,000.00 to the Local Bond Law. In anticipation of the issuance of the Bonds, negotiable Bond Anticipation Notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

SECTION 3. The several improvements hereby authorized and the several purposes for which the Bonds are to be issued, the estimated cost for each improvement and the appropriation therefore, the estimated maximum amount of Bonds or Notes to be issued for each improvement and the period of usefulness for each improvement are respectively as follows:

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PURPOSE	APPROPRATION & ESTIMATED COST	ESTIMATED MAXIMUM AMOUNT OF BONDS OR NOTES	PERIOD OF AVERAGE PERIOD OF USEFULNESS
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SEE SCHEDULE "A" ATTACHED

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of Bonds or Notes to be issued therefore, as above stated, it is amount of the down payment for each purpose.

SECTION 4. All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no Note shall mature alter than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as many be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with notes issued pursuant to this Ordinance, and the Chief Financial Officer's signature upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject the provisions of N.J.S.A. 40A:2-8 (a). The Chief Financial Officer is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

SECTION 5. The following additional matters are hereby determined, declared, recited and state:

- (a) The purposes described in Section 3 of this Bond Ordinance are not current expenses. They are improvements, and no part of the costs thereof have been or shall be specifically assessed on property specially benefited thereby.
- (b) The average period of usefulness, computed on the basis of the respective amounts of Obligations authorized for each purpose and the reasonable lives thereof within the limitations of the Local Bond Law, is five (5) years or more.
- (c) The Supplemental Debt Statement require by the Local Bond Law has been duly Prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of the Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the Gross debt of the Borough as defined by the Local Bond Law is increased by the authorization of the Bonds and Notes provided in this Bond Ordinance by \$130,000.00 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.
- (d) \$20,000.00 of expenses listed in and permitted under N.J.S.A. 40A:2-20 are included in the estimated cost herein for the purposes of improvements.

SECTION 6. Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the costs of the improvements or to payment of the obligations issued pursuant to this Ordinance. The amount of obligations authorized by not issued hereunder shall be reduced to the extent that such that such funds are so used.

SECTION 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this Bond Ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough is obligated to levy ad valorem taxes upon all the taxable real property within the Borough for the payment of obligations and the interest thereon without limitation of rate or amount.

SECTION 8. This Bond Ordinance shall take effect 20 days after the first publication thereof after final adoption as provided by the Local Bond Law.

\_\_\_\_\_  
Mayor Josh Keenan

ATTEST:

\_\_\_\_\_  
Bill Bray, Borough Clerk

Adopted:

#### NOTICE OF PENDING ORDINANCE

The ordinance published herewith was introduced and passed upon first reading at the Regular Meeting of the Governing Body of the Borough of Stratford, in the County of Camden, State of New Jersey, held on the 12th day of December, 2023. It will be further considered for final passage after public hearing thereon, at the meeting of the Governing Body to be held via electronic video conference provided by ZOOM or in the Borough Hall, in the Borough of Stratford on the 27th day of December, 2023 at 1:00 PM. To attend the meeting visit, <https://us06web.zoom.us/j/6553784906> or enter Meeting ID: 655 378 4906 in the Zoom application.

Copies of the ordinance will be made available during the week prior to and up to and including the date of such meeting at the Clerk's Office in the Borough Hall to the members of the general public who shall request the same.

\_\_\_\_\_  
Bill Bray, Borough Clerk

Notice is hereby given that a public hearing was held for the foregoing ordinance on December 27, 2023.

I certify that the foregoing Ordinance 23:14 was approved for final adoption by the Governing Body of the Borough of Stratford, County of Camden, State of New Jersey at a meeting held on the 27<sup>th</sup> day of July, 2023.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT	RECUSE
GANDY							
KELLY							
HALL							
LOMANNO							
GILLIGAN							
TOLOMEO							

\_\_\_\_\_  
Bill Bray, Borough Clerk

\_\_\_\_\_  
Josh Keenan, Mayor

<b>BOND ORDINANCE 2020:07</b>			
<b>SCHEDULE "A"</b>			
<b>PURPOSE</b>	<b>APPROPRATION &amp; ESTIMATED COST</b>	<b>ESTIMATED MAXIMUM AMOUNT OF BONDS OR NOTES</b>	<b>PERIOD OF AVERAGE USEFULNESS</b>
Emergency Repair to Sanitary Sewer Main	130,000.00	130,000.00	10 Years

**ORDINANCE 2023:15**

**AN ORDINANCE AMENDING CHAPTER 15 OF THE BOROUGH OF STRATFORD ENTITLED FIRE HOUSING CODE INSPECTION OFFICE**

**WHEREAS**, the Borough of Stratford is a municipal corporation organized and operating under the laws of the State of New Jersey; and

**WHEREAS**, pursuant to N.J.S.A. N.J.S.A. 40A:60-7 the Mayor and Borough Council, by ordinance, may create and establish, an inspection and enforcement function of the Borough government; and

**WHEREAS**, the Borough of Stratford has determined that certain amendments to the Code of the Borough of Stratford are required;

**NOW, THEREFORE, BE IT ORDAINED** by Governing Body of the Borough of Stratford that Chapter 15.05 be added to create the Fire Housing Code Inspection Office, and establishing officials responsible for inspecting and issuing “Certificate of Occupancy Transfer, Fire Housing Safety”, in compliance with NFIPA 74 and Municipal Codes. Chapter 15.05 is added to the Code of the Borough of Stratford and is hereby added.

**SECTION 1.**

Section 15.05.010 of the Code of the Borough of Stratford entitled “Fire Housing Code Inspection Office” is hereby established:

**15.05.010 Definitions.**

- A. The Fire Housing Code Inspection Office administers and enforces authority for matters and violations of this section.
- B. “Certificate of Occupancy Transfer, Fire Housing Inspection” is an inspection conducted by a designated official(s) of the Borough of Stratford for the purpose of ensuring compliance NFIPA 74; regarding the approved and proper operation and placement of Carbon Monoxide Alarms, Smoke Detectors, Fire Extinguishers and proper size and placement of 911 housing numbers in compliance with Section 15.08 of the municipal code.
- C. The Fire Housing Inspection official is a “designated official” as authorized by the municipal administrator of the Borough of Stratford. The designated officials for purposes of this ordinance are as follows, “officials, or agents” of the Stratford Fire Department and or designated Public Safety Officials of the Borough of Stratford, or Code Enforcement Officials of the Borough of Stratford.
- D. “Certificate of Occupancy Transfer” is a document produced by the “designated official” certifying the premises to be transferred has been inspected and is in compliance with applicable fire laws and regulations regarding the approved and proper operation and placement of Carbon Monoxide Alarms, Smoke Detectors and Fire Extinguishers. and

proper size and placement of 911 housing numbers in compliance with Section 15.08 of the municipal code.

**15.05.020 Responsibility for obtaining certificate.**

The owner of each dwelling unit subject to this chapter shall be responsible for making written application and fee payment to “The Fire Housing Code Inspection Office” for a certificate of occupancy transfer inspection as described in section 1(b). The designated official shall certify compliance with the Uniform Fire Code of New Jersey Certification Criteria for One and Two Family Homes.

**15.050.030 Inspection criteria of qualified dwellings.**

- A. Proper display of house numbers, in accordance with 15.08 of the municipal code.
- B. Approved, proper functioning and placed Smoke Detectors.
- C. Approved, proper functioning and placed Carbon Monoxide Alarms.
- D. Approved, proper functioning and placed Fire Extinguishers.

**15.05.040 Application fee; inspection and issuance or denial of certificate; re-inspection and fee.**

- A. The application for a certificate of occupancy transfer shall be filed with the “Fire Housing Code Inspection Office”.
- B. The Fire Housing Code Official or his/her representative shall, within 10 (ten) working days of the receipt of a fully completed application for certificate of occupancy and the accompanying fee pursuant to Subsection 2, make such inspections as required herein and, upon determining that the requirements of 15.04.020 have been complied with, issue a certificate of occupancy certificate.
- C. If, upon completion of the inspection or inspections, the Fire Housing Code Official or his/her representative finds the subject dwelling unit is not in compliance with the Stratford Borough Fire Housing Code, said Official or his/her representative shall notify the applicant in writing of such noncompliance within the said 10 working days. Said notice shall specifically set forth the violation or violations which require correction.
- D. Upon correction of the violation(s), the applicant shall notify the Fire Housing Code Official in writing. Upon receipt of the notification, the Fire Housing Code Official or his/her representative shall re-inspect the dwelling. If all violations have been corrected, a certificate of occupancy transfer will be issued. If all violations have not been corrected, a certificate of occupancy transfer will not be issued. For each subsequent re-inspection, the applicant shall notify the Fire Housing Code Official in writing and shall submit a re-

inspection fee of \$100.00. This procedure shall be followed until all violations have been corrected, at which time a certificate of occupancy transfer shall be issued. The Housing Code Official shall furnish copies of all the requirements referred to herein at the time of the application.

**15.050.050 Violations and penalties.**

Any person charged with the responsibility for obtaining a Certificate of Occupancy Transfer pursuant to this chapter who violates the provisions hereof shall be subject, upon conviction thereof, to a fine of not less than \$1000.00 nor more than \$1250.00. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**15.050.060 Fee Schedule**

10 or more business days prior to settlement or transfer:	<u>\$125.00</u>
4 to 9 business days prior to settlement or transfer:	<u>\$150.00</u>
3 or less business days prior to settlement or transfer:	<u>\$175.00</u>
Re-inspection fee:	<u>\$100.00</u>

**SECTION 2.**

This Ordinance shall take effect upon final passage and publication according to law.

If any part of this Ordinance shall be deemed invalid by an administrative agency or court of competent jurisdiction, such decision shall not affect the legality and enforceability of any other provision hereof.

\_\_\_\_\_  
Mayor Josh Keenan                      Date

ATTEST:

\_\_\_\_\_  
Bill Bray, RMC  
Borough Clerk



## **NOTICE OF PENDING ORDINANCE**

The ordinance published herewith was introduced and passed upon first reading at the Regular Meeting of the Governing Body of the Borough of Stratford, in the County of Camden, State of New Jersey, held on the 12<sup>th</sup> day of December, 2023. It will be further considered for final passage after public hearing thereon, at the meeting of the Governing Body to be held via electronic video conference provided by ZOOM or in the Borough Hall, in the Borough of Stratford on the 27<sup>th</sup> day of December, 2023 at 1:00 PM. To attend the meeting visit, <https://us06web.zoom.us/j/6553784906> or enter Meeting ID: 655 378 4906 in the Zoom application.

Copies of the ordinance will be made available during the week prior to and up to and including the date of such meeting at the Clerk's Office in the Borough Hall to the members of the general public who shall request the same.

Bill Bray, RMC  
Borough Clerk

**RESOLUTION 23-185**

**AUTHORIZE SHARED SERVICE AGREEMENT FOR MECHANICAL REPAIRS AND  
MAINTENANCE OF MUNICIPAL VEHICLES AND PUBLIC WORKS EQUIPMENT WITH  
THE BOROUGH OF MAGNOLIA**

**WHEREAS**, the Borough of Stratford is in need of services in the form of mechanical repairs and maintenance of municipal vehicles and public works equipment; and

**WHEREAS**, the Borough of Magnolia has the facility and capability to perform mechanical repairs and maintenance of municipal vehicles and public works equipment; and

**NOW THEREFORE BE IT RESOLVED** by Mayor and Council to authorize the execution of the Shared Service Agreement between the Borough of Stratford and the Borough of Magnolia for the service of mechanical repairs and maintenance of municipal vehicles and public works equipment for the year 2024.

**CERTIFICATION**

I, Bill Bray, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on December 27, 2023.

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**BILL BRAY, RMC  
BOROUGH CLERK**

**RESOLUTION 23:186**  
**AUTHORIZE 2023 BUDGET TRANSFERS**

**WHEREAS**, N.J.S.A. 40A: 4-58 provides for appropriations transfers during the last two (2) months of the fiscal year, when it has been determined that it is necessary to expend for any of the purposes specified in the budget an amount in the excess of the sum appropriated therefore and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Stratford, County of Camden, State of New Jersey, that the Chief Financial Officer Robin Sarlo, be and the same is hereby authorized to make transfers among the 2023 Municipal Budget as follows:

**FROM:**

Gasoline	<u>\$10,000.00</u>
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<b>TOTAL</b>	<b>\$10,000.00</b>
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**TO:**

Street Lighting	\$4,000.00
Natural Gas	<u>\$6,000.00</u>

<b>TOTAL</b>	<b>\$10,000.00</b>
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CERTIFICATION

I, Bill Bray, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on December 27, 2023.

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BILL BRAY, RMC  
BOROUGH CLERK

**RESOLUTION 23:187**

**RESOLUTION TO UTILIZE THE CONTRACT FOR DIMEGLIO CONSTRUCTION CO., LLC UNDER THE CHERRY HILL COOPERATIVE PRICING SYSTEM IDENTIFIER #37-CHCPS**

**WHEREAS**, pursuant to the Cooperative Pricing Agreement, the Borough of Stratford hereby requests that it be allowed to participate in the Emergency/Maintenance/Repairs & Modifications of Infrastructure Facilities (Road, Storm, Sanitary & Utility) Program under the Cherry Hill Cooperative Pricing System Identifier #37-CHCPS described in the Cherry Hill Township master contract; and

**WHEREAS**, the Borough of Stratford acknowledges that it has received and reviewed the Agreement in its entirety, and agrees to be bound by its promises, covenants, terms and conditions as well as by any rules and regulation duly promulgated by the Lead Agency (Township of Cherry Hill) and the members of the Cooperative Pricing System; and

**WHEREAS**, the Borough of Stratford shall likewise be entitled to all the rights and benefits of a member of the Cooperative pricing System; and

**WHEREAS**, the Borough of Stratford contract period shall commence upon the adoption of this Resolution and/or at final execution of a separate contract or purchase order between Borough of Stratford and DiMiglio Construction Co., LLC, and will terminate November 2, 2024 with the option for the second one (1) year extension upon written consent of the Township of Cherry Hill and DiMiglio Construction Co., LLC; and

**WHEREAS**, the availability of this contract best serves the needs of the Borough of Stratford and the governing body recommends utilization of this contract; and

**WHEREAS**, the Borough of Stratford Chief Financial Officer will certify any future purchase order and/or Resolution authorizing a project has sufficient and legally appropriated funds available under the current year's budget or capital bonding for an amount equal to the work task.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Stratford, in the County of Camden, State of New Jersey that the Borough utilize the Emergency/Maintenance/Repairs & Modifications of Infrastructure Facilities (Road, Storm, Sanitary & Utility) Program under the Cherry Hill Cooperative Pricing System Identifier #37-CHCPS for the first renewal term.

**BE IT FURTHER RESOLVED** by the Borough Council of the Borough of Stratford, County of Camden, State of New Jersey that the Mayor or designee is authorized to execute such documents consistent with this Resolution and to take such other action on behalf of the Borough in furtherance of this Resolution.

**CERTIFICATION**

I, Bill Bray, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on December 27, 2023.

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BILL BRAY, RMC  
BOROUGH CLERK

**RESOLUTION 23:188**

**RESOLUTION TO UTILIZE THE CONTRACT FOR TECHNA-PRO ELECTRIC, LLC UNDER THE CHERRY HILL COOPERATIVE PRICING SYSTEM IDENTIFIER #37-CHCPS**

**WHEREAS**, pursuant to the Cooperative Pricing Agreement, the Borough of Stratford hereby requests that it be allowed to participate in the Traffic Signal and School Flasher Emergency Response And Signal Modifications And Miscellaneous Electric Service With An Option For Maintenance And Inspection under the Cherry Hill Cooperative Pricing System Identifier #37-CHCPS described in the Cherry Hill Township master contract; and

**WHEREAS**, the Borough of Stratford acknowledges that it has received and reviewed the Agreement in its entirety, and agrees to be bound by its promises, covenants, terms and conditions as well as by any rules and regulation duly promulgated by the Lead Agency (Township of Cherry Hill) and the members of the Cooperative Pricing System; and

**WHEREAS**, the Borough of Stratford shall likewise be entitled to all the rights and benefits of a member of the Cooperative pricing System; and

**WHEREAS**, the Borough of Stratford contract period shall commence upon the adoption of this Resolution and/or at final execution of a separate contract or purchase order between Borough of Stratford and Techna-Pro Electric, LLC, and will terminate November 2, 2024 with the option for the second one (1) year extension upon written consent of the Township of Cherry Hill and Techna-Pro Electric, LLC; and

**WHEREAS**, the availability of this contract best serves the needs of the Borough of Stratford and the governing body recommends utilization of this contract; and

**WHEREAS**, the Borough of Stratford Chief Financial Officer will certify any future purchase order and/or Resolution authorizing a project has sufficient and legally appropriated funds available under the current year's budget or capital bonding for an amount equal to the work task.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Stratford, in the County of Camden, State of New Jersey that the Borough utilize the Traffic Signal and School Flasher Emergency Response and Signal Modifications And Miscellaneous Electric Service With An Option For Maintenance And Inspection under the Cherry Hill Cooperative Pricing System Identifier #37-CHCPS for the first renewal term.

**BE IT FURTHER RESOLVED** by the Borough Council of the Borough of Stratford, County of Camden, State of New Jersey that the Mayor or designee is authorized to execute such documents consistent with this Resolution and to take such other action on behalf of the Borough in furtherance of this Resolution.

**CERTIFICATION**

I, Bill Bray, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on December 27, 2023.

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BILL BRAY, RMC  
BOROUGH CLERK

**RESOLUTION 23:189**

**APPOINT GRANT ADMINISTRATORS**

**WHEREAS**, the Borough of Stratford received a FEMA grant under its Staffing Adequate Fire and Emergency Response (SAFER) Program, EMW-2021-FF-01599; and

**WHEREAS**, the grant requirements include the preparation and submission of periodic reports to FEMA; and

**WHEREAS**, the Borough of Stratford is desirous to compensate members of the Stratford Fire Department for their efforts to compile and submit the required reports necessitated by the grant.

**NOW, THEREFORE, BE IT RESOLVED**, by Borough Council approves the below listed appointments:

Michael Lemmerman – Grant Administrator - \$13,200 annual stipend – Effective Dec. 3, 2023

**CERTIFICATION**

I, Bill Bray, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on December 27, 2023.

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**BILL BRAY, RMC  
BOROUGH CLERK**