

**BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NEW JERSEY
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the following proposed ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Saddle River, in the County of Bergen, State of New Jersey, held on the 16th day of March 2026, and that said ordinance will be taken up for further consideration for final passage at the meeting of said Borough Council to be held in the Municipal Building, 100 E. Allendale Road, Saddle River, New Jersey, on the 20th day of April 2026, at 7:00 P.M., or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

A copy of this ordinance has been posted on the Bulletin Board upon which public notices are customarily posted in the Municipal Building of the Borough, and a copy is available up to and including the time of such meeting to the members of the general public of the Borough who shall request such copies, at the office of the Clerk in said Municipal Building in the Borough of Saddle River, New Jersey.

Cindy Kirkpatrick, RMC
Borough Clerk
Borough of Saddle River
County of Bergen
State of New Jersey

ORDINANCE 26-1115

BOROUGH OF SADDLE RIVER

**AN ORDINANCE AMENDING CHAPTER 52 OF THE BOROUGH CODE OF THE
BOROUGH OF SADDLE RIVER ENTITLED "POLICE DEPARTMENT"**

Section 1. Be it Ordained by the Mayor and Council of the Borough of Saddle River that Chapter 52, Section 3 of the Borough Code be Amended as follows:

§ 52-3. Composition. [Amended 8-22-2018 by Ord. No. 18-950-C; 3-18-2019 by Ord. No. 19-970-C; 6-10-2024 by Ord. No. 24-1082]

The Saddle River Police Department shall consist of no more than one Chief of Police, no more than one Captain, no more than two Lieutenants, up to six Sergeants, and such number of police officers as is deemed necessary by the Appropriate Authority, to be appointed to these positions by the Mayor with the advice and consent of the Borough Council.

- A. In addition, the Police Department may request that the Mayor and Council appoint and employ clerical personnel and other employees to assist its officers in preserving peace and good order in the Borough.
- B. Membership and promotion in the Police Department shall be by appointment by the Mayor,

with the advice and consent of the Council.

(1) Promotional process.

- (a) Only officers who are members of this Department at the time of promotional process are eligible for consideration consistent with New Jersey Law.
- (b) In order to be eligible for promotion in the promotion process candidates must meet all the criteria established for such promotion on the date of the vacancy announcement.
- (c) Sergeants' eligibility requirements. The candidate must have completed a total of three years in the rank of officer in the Saddle River Police Department and shall possess, from an accredited college or university, at least a bachelor's degree, at least 15 credits of which must be in criminal justice, police science or law-enforcement-related fields.
- (d) Lieutenants' eligibility requirements. The candidate must hold the rank of Sergeant with the Saddle River Police Department and shall possess, from an accredited college or university, at least 90 credits, at least 30 credits of which must be in criminal justice, police science or law enforcement related fields. On January 1, 2020, and thereafter, the candidate must possess a bachelor's degree, 30 credits of which must be in criminal justice, police science, or law enforcement related fields.
- (e) Captains' eligibility requirements. The candidate must have a minimum of five years as a Saddle River police officer and served as a superior officer on the Saddle River Police Department. The candidate must possess a bachelor's degree, 30 credits of which must be in criminal justice, police science, or law enforcement related fields.
- (f) Chief of Police eligibility requirements. The candidate must have a minimum of five years as a Saddle River police officer and served as a superior officer on the Saddle River Police Department. The candidate must possess a bachelor's degree, 30 credits of which must be in criminal justice, police science, or law enforcement related fields. While not required, a candidate with a master's degree in criminal justice, police science, or law enforcement related field is preferred.

(2) Evaluation for promotion. Candidates for promotion will submit to the following process:

- (a) The candidate will submit a resume detailing their qualifications for the position sought. (Note: Additional requirements may be added at the time of the vacancy announcement).
- (b) Candidates for the ranks of Sergeant and Lieutenant will interview with the appropriate authority, Personnel Committee and Chief of Police; Candidates for the rank of Captain will interview with the appropriate authority, Personnel Committee, and the Chief of Police when availability allows. Candidates for the rank of Chief shall interview with the Personnel Committee and the appropriate authority. ~~except in the case of Chief, the candidate will interview with the Personnel Committee and appropriate authority.~~

- (c) Due consideration shall be given to the length and merit of service and seniority in accordance with the provisions of N.J.S.A. 40A:14-129, as amended.
 - (d) The Personnel Committee will recommend to the Mayor and Council the candidate(s) for appointment. The Mayor and Council ultimately make the appointment.
- (3) Promotional announcement. Whenever a vacancy occurs, and the Mayor and Council have directed the Chief to fill the vacant position, a written announcement, posted in the Police Department and sent to each Police Officer via e-mail, shall be made at least 30 days before the start of the process.
- (a) The announcement shall contain the eligibility requirements;
 - (b) The written announcement shall describe the position available;
 - (c) The written announcement shall contain a description of the process to be used in selecting of personnel for the vacancy; and
 - (d) Each officer intending to participate in the process must submit a letter of intent no later than 10 days after the announcement.
- (4) As a prerequisite to appointment, the candidate may be required to pass a thorough medical examination (including drug screening) and psychiatric examination to be administered by the Borough of Saddle River. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection. A complete physical examination may be required at the expense of the Borough of Saddle River. Failure to comply with medical recommendations may be cause for disciplinary action. Persons with mental or physical disabilities are eligible as long as they are able to perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause the Borough of Saddle River undue hardship, such persons may not be eligible.
- (5) Appeals of process. Within 10 days of the promotional results, ~~of candidates~~ a candidate may file a written letter of appeal. Said letter must contain the reason(s) or justification(s) for an appeal and must be submitted to the appropriate authority, through the appropriate chain

of command. The appropriate authority will assess the request and make a determination of how the request will be addressed on a case-by-case basis. Such requests may address the following areas of the promotional process:

- (a) Review and retabulation of the scored elements of the selection process.
- (b) Review any evaluation or internal document that was used in the selection process related to the appellant.
- (c) If the appeal impacts upon the results of the promotional ranking as determined by the Chief of Police (with exception if the vacancy is for the position of Chief of Police or Captain), the appropriate authority and Public Safety Committee, the candidate may be permitted to be reevaluated.