

**ORDINANCE 2025-12**

**ORDINANCE OF THE TOWN OF HACKETTSTOWN AMENDING CHAPTER 2  
ARTICLE 3 SECTION 2-28: POLICE DEPARTMENT.**

**WHEREAS**, the Town of Hackettstown has established and maintained a Police Department pursuant to the provisions of N.J.S.A. 40A:14-118 and related Title 11A of the New Jersey Statutes Annotated governing municipal police forces in the State of New Jersey; and

**WHEREAS**, the Mayor and Common Council recognize the need to update and clarify the organization, administration, and structure of the Hackettstown Police Department to ensure continued effectiveness and accountability as the Department grows in size and complexity; and

**WHEREAS**, it is in the best interests of the Town and its residents to revise Section 2-28 of the Code of the Town of Hackettstown to more accurately reflect current operational needs and to allow for future expansion of the Department consistent with statutory authority; and

**WHEREAS**, the governing body further desires to formally designate, in accordance with N.J.S.A. 40A:14-118, the “appropriate authority;” and

**WHEREAS**, the governing body also finds it necessary and appropriate to provide for the appointment and utilization of Special Law Enforcement Officers pursuant to N.J.S.A. 40A:14-146.8 et seq., in order to supplement regular police personnel; and

**WHEREAS**, the Mayor and Common Council wish to ensure that the Police Department operates in accordance with the principles of professionalism, accountability, and efficiency, and that its structure, policies, and procedures remain consistent with the requirements of state law, civil service regulations, and the Police Department Manual.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Common Council of the Town of Hackettstown, County of Warren, State of New Jersey, that Section 2-28 of the Code of the Town of Hackettstown entitled “Police Department” is hereby amended and supplemented as set forth herein.

**SECTION 1.**

§ 2-28: Police Department.

A. Department Continued; Adoption of Police Manual.

The Police Department of the Town of Hackettstown is hereby continued and revised as is hereinafter set forth in accordance with N.J.S.A. 40A:14-118 et seq. and N.J.S.A. 11:1-1 et seq. and the New

Jersey Administrative Code, Title 4, Civil Service Rules. There is also established, created and adopted hereby a Police Manual, which will be on file in the office of the Town Clerk and the Chief of Police.

**B. Authority of Mayor and Council; Town Clerk/Administrator.**

- (1) The Mayor, and/or his designee is hereby appointed and designated as the appointing authority in accordance with New Jersey Department of Personnel rules and procedures.
- (2) The Mayor, and/or his/her designee is hereby appointed and designated as appropriate authority, pursuant to and in accordance with N.J.S.A. 40A:14-118, to discharge such powers and duties as therein authorized.

**C. Organization.**

The Police Department shall be organized in the following manner:

- (1) Mayor – The Mayor is hereby vested with administrative oversight of the Police Department.
- (2) The Department shall consist of one (1) Chief of Police, a maximum of two (2) Lieutenants, a maximum of six (6) Sergeants, a maximum of twenty-five (25) Police Officers, counting the Chief, Lieutenants and Sergeants and special Police Officers as the Town of Hackettstown may consider necessary for the welfare and protection of the persons and property in the Town of Hackettstown.

**D. Chief of Police.**

- (1) The Chief of Police shall be the highest superior officer of the Police Department and directly responsible to the Mayor. He shall administer the Department consistent with state law, this chapter and the Police Manual of the Town of Hackettstown. The Police Chief shall organize the Department so that it consists of two primary Bureaus: Patrol and Detective.
- (2) The Chief of Police shall organize the Department consistent with the chain of command and operational framework as set forth in this chapter and the Police Manual of the Town of Hackettstown.
- (3) The Chief of Police is required to immediately implement and carry out the following objectives:
  - (a) Organization, reorganization or revision of the Department to accomplish its objectives.
  - (b) Development of long-range and short-range plans for effective police operations.
  - (c) Formulating, periodically reviewing and evaluating policies and procedures.
  - (d) Coordinating the activities of Department units.

(e) Coordinating the affairs of the Department with those of other law enforcement agencies.

(f) Providing advice and counsel to the Police Committee on matters pertaining to the Department.

(4) The Chief, as the highest superior officer of the Department, shall, without fail, strictly adhere to all requirements of this chapter, the Police Manual of the Town of Hackettstown, New Jersey Department of Personnel Regulations and the Personnel Policies and Procedures Manual of the Town of Hackettstown when not in conflict with the Collective Bargaining Agreement between the Town and the PBA so as to demonstrate the level of leadership as is envisioned by this chapter and the Police Manual. In conjunction therewith and as is required in the Police Manual, the Chief shall make monthly reports to the Police Committee through the Chairman of the Police Committee, of all transactions of the Department, all steps taken to implement this chapter and the Police Manual and the objectives as set forth above and hold staff meetings in accordance with the provisions of the Police Manual.

#### E. Lieutenants.

The Lieutenants will work in conjunction with the Chief of the Town of Hackettstown Police Department. The Lieutenants shall, without fail, strictly adhere to all the requirements of this chapter, the Police Manual of the Town of Hackettstown, New Jersey Department of Personnel Regulations and the Personnel Policies and Procedures Manual of the Town of Hackettstown, when not in conflict with the Collective Bargaining Agreement between the Town and the PBA.

#### F. Sergeants.

The Sergeants shall work directly with the Lieutenants and in conjunction with the Chief and Lieutenant of the Town of Hackettstown Police Department. The Sergeants shall, without fail, strictly adhere to all the requirements of this chapter, the Police Manual of the Town of Hackettstown, New Jersey Department of Personnel Regulations and the Personnel Policies and Procedures Manual of the Town of Hackettstown, when not in conflict with the Collective Bargaining Agreement between the Town and the PBA.

#### G. Police Officers.

Police officers will be responsible to carry out all of those duties as included in this chapter, the Police Manual of the Town of Hackettstown, New Jersey Department of Personnel regulations and the Personnel Policies and Procedures Manual of the Town of Hackettstown when not in conflict with the Collective Bargaining Agreement between the Town and the PBA.

#### H. Appointments and Salaries.

The members of the Police Department shall be appointed and designated by the Mayor with the consent of the Common Council of the Town of Hackettstown and shall receive such salaries as may

from time to time be provided by Ordinance and in accordance with Department of Personnel regulations.

#### I. Qualifications of Members of Police Department.

The qualification for appointment to the Police Department shall be as set forth in the Rules and Regulations of the New Jersey Department of Personnel.

#### J. Probationary Service Required; Permanent Appointment.

(1) All members of the Hackettstown Police Department shall serve a probationary period of twelve (12) months pursuant to N.J.A.C. 4A-5.2(d) prior to permanent appointment as police officer, in order to determine whether they can satisfactorily perform the duties of a police officer.

(2) It shall be the responsibility of the Chief of Police to submit to the Mayor and the Police Committee a separate written report on each probationary Police Officer, such report to contain a recommendation from the Chief of Police regarding the retention of the candidate's service at the conclusion of the probationary period, setting forth therein his observations and findings leading to such recommendation.

(3) Upon receipt of the aforesaid written report submitted by the Chief of Police, it shall be the responsibility of the Chairman of the Police Committee to forward such report to the Mayor and Common Council after first affixing in his endorsement thereon and his own observations and findings during the probationary period of the subject candidate and containing therein a statement as to whether or not he concurs with the original recommendation.

(4) Upon successful completion of the probationary period, the date of appointment from the eligible list shall be recorded as the date of regular appointment.

#### K. Police Department Manual.

The detailed rules and instructions for the members of the Hackettstown Police Department are those contained in the Manual of the Police Department of the Town of Hackettstown, Warren County, New Jersey as established by the Mayor and Common Council of the Town of Hackettstown and approved by the appropriate authority, which are adopted and approved. The rules and regulations contained therein may be changed, eliminated or added to, with the approval of the appropriate authority in accordance with N.J.S.A. 40A:14-118, from time to time, as needed.

#### L. Promotions.

All promotions shall be in accordance with New Jersey Department of Personnel rules and regulations.

#### M. Discipline of Members of Department.

Major disciplinary action including removal, disciplinary demotion, and suspension or fine for more than five (5) working days shall be in accordance with New Jersey Department of Personnel regulations.

#### N. Layoff Actions.

The Mayor and Common Council of the Town of Hackettstown may decrease the number of members of, or employees in, the Police Department, or of any grade or rank thereof, in the Town, for economy, efficiency or other related reasons, in accordance with civil service law.

#### O. Special Law Enforcement Officers

(1) Special police officers may be appointed by the Mayor and Common Council for a term not to exceed one (1) year. Such officers shall not be considered members of the Police Department, and their powers, rights and duties shall immediately cease and terminate at the expiration of the term for which they were appointed. Any such appointment may be revoked at any time without notice and without hearing.

(2) Such special police officers may be appointed by the Mayor and Common Council upon investigation, report and recommendation as to their qualifications by the Chief of Police, in accordance with all applicable laws and the Special Law Enforcement Officers' Act pursuant to N.J.S.A. 40A:14-146.8 *et seq.*

(3) Special police officers may be furnished with a badge, identification card and other equipment deemed necessary by the Chief of Police. Any equipment assigned shall be returned to the Chief of Police within 48 hours following termination of such employment or upon the expiration of term.

(4) Special police officers shall receive as compensation the hourly rate as set forth in the Salary Ordinance of the Town of Hackettstown.

**SECTION 2.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 4.** This Ordinance shall take effect upon final passage and publication according to law. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective

### Notice

Notice is hereby given that the aforesaid ordinance was introduced at a regular meeting of the Common Council of the Town of Hackettstown, County of Warren, State of New Jersey, held on November 13, 2025, and that a regular meeting of the same to be held on December 30, 2025 at the Municipal Building, 215 West Stiger Street, Hackettstown, New Jersey, at the hour 6:30pm in the evening, the said Common Council will consider the final passage of said ordinance.

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PJ Reilly

Town Clerk/Administrator