

ORDINANCE 2016-04

AN ORDINANCE OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY ESTABLISHING THE POSITION OF CHIEF'S ADMINISTRATIVE ASSISTANT CONFIDENTIAL AIDE IN THE POLICE DEPARTMENT

BE IT ORDAINED BY the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, this 1st day of March, 2016, as follows:

SECTION 1. § 15-14 of the Codified Ordinances of the Township of Barnegat shall be amended retitled: "Chief's Administrative Assistant Confidential Aide"

SECTION 2. Chapter 15 of the Codified Ordinances of the Township of Barnegat shall be amended to include § 15-14.1 which shall read as follows:

"The position of Chief's Administrative Assistant Confidential Aide is hereby established within the Barnegat Township Police Department who shall serve as a confidential aide to, and report directly to, the Chief of Police of the Township of Barnegat, who shall serve at the pleasure of the Township Committee of the Township of Barnegat and whose employment shall be at will. The position of Chief's Administrative Assistant Confidential Aide is civilian in character, and the person appointed to the position of Chief's Administrative Assistant Confidential Aide is not vested with the authority to perform any of the duties of a police officer."

SECTION 3. Chapter 15 of the Codified Ordinances of the Township of Barnegat shall be amended to include § 15-14.2 entitled "Duties of the Chief's Administrative Assistant Confidential Aide" and shall read as follows:

"The duties of the Chief's Administrative Assistant Confidential Aide in the Barnegat Township Police Department shall be as follows:

Under close supervision of the Chief of Police, performs administrative assignments of complex and confidential nature:

- Performs non-law enforcement duties;
- Assists the Chief of Police in performing clerical and certain routine field duties;
- Maintains files of criminal records;
- Assists in classifying indictable offenses, and compiling pertinent statistical reports;
- Distributes material on crime prevention and reporting;
- Gathers records data concerning accidents and other investigations;

- Schedules appointments and acts as liaison between department personnel and callers;
- Receives visitors to the department and the Chief's office;
- Responds to general information requests;
- Assists officer in charge of property room in duties relative to security of physical evidence and lost and found items;
- Maintains a wide variety of required police records as directed;
- Assists in surveys, research projects and public service functions;
- Receives complaints from local community residents and refers them to appropriate municipal agencies;
- Notifies police personnel of conditions that may warrant their attention;
- Prepares reports as required in the performance of assigned duties;
- Delivers, receives, sorts, distributes and prepares a volume of mail;
- Performs varied clerical work involving the processing of documents in a variety of functions;
- Organizes assigned work and develops effective work methods;
- Operates mail processing machines and various types of office equipment such as keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.;
- May perform simple maintenance tasks such as adding toner, paper or changing ribbons;
- Stores and distributes office supplies;
- Serves as in-house Information Technology (IT) and Computer Science resource, including attending to installation, monitoring and maintenance of hardware, software and networks whenever possible;
- Does related work as required"

SECTION 4. Chapter 15 of the Codified Ordinances of the Township of Barnegat shall be amended to include § 15-14.3 entitled "Qualifications of the Chief's Administrative Assistant Confidential Aide" and shall read as follows:

"The Qualifications of the Chief's Administrative Assistant Confidential Aide in the Barnegat Township Police Department shall be, at the minimum, as follows:

- Good communication skills
- Ability to understand and follow complex, oral and written directions
- Ability to keep records and make reports
- Thorough knowledge of Township policy and procedures
- Ability to meet approved minimum physical and medical standards
- Strong Computer Science & Information Technology (IT) Background"

SECTION 5. Chapter 15 of the Codified Ordinances of the Township of Barnegat shall be amended to include § 15-14.4 entitled "Educational Requirements of the Service Aid" and shall read as follows:

"The Educational Requirements of the Service Aid in the Barnegat Township Police Department shall be, at the minimum, as follows:

- High School Diploma or GED

SECTION 6. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be effected thereby.

SECTION 7. Repealer. Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8. When Effective. This Ordinance shall take effect upon final adoption and publication as provided by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed by the Township Committee of Barnegat on first reading at meeting held on the 1st day of March, 2016. The Ordinance will be considered for second and final reading at a meeting which is scheduled for the 5th day of April, 2016, at 6:30p.m., or as soon thereafter as the matter may be reached, at the Municipal Building located at 900 West Bay Avenue, Barnegat, New Jersey, at which time the public is invited to ask questions, raised objections, or provide public comment with regard to the proposed adoption of this Ordinance.


MICHELE RIVERS, Township Clerk