

**ORDINANCE #10-06**  
**AN ORDINANCE OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 48, ENTITLED “POLICE DEPARTMENT” OF THE REVISED GENERAL CODE OF THE BOROUGH OF CHATHAM, AND ESTABLISHING THE POSITION OF EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE BOROUGH OF CHATHAM POLICE DEPARTMENT**

**WHEREAS**, Chapter 48, entitled “Police Department”, of the Borough Code establishes the Chatham Borough Police Department and facilitates the employment of members and employees in order to efficiently and effectively provide law enforcement services in the Borough of Chatham; and

**WHEREAS**, the Chatham Borough Police Department seeks to create and staff an Executive Administrative Assistant position with administrative duties and responsibilities to ensure the efficient and effective operation of the Chatham Borough Police Department; and

**WHEREAS**, the responsibilities and duties of the Executive Administrative Assistant position within the Chatham Borough Police Department are not statutory law enforcement powers; and

**WHEREAS**, the responsibilities and duties of the Executive Administrative Assistant position within the Chatham Borough Police Department will be prescribed by the Chief of Police; and

**WHEREAS**, it has been recommended that the Chatham Borough Police Department be enabled to create and staff an Executive Administrative Assistant position in order to ensure the efficient and effective operation of the Chatham Borough Police Department; and

**WHEREAS**, it has been recommended that Chapter 48 entitled “Police Department” be amended and supplemented to provide for the creation and staffing of an Executive Administrative Assistant position within the Chatham Borough Police Department.

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of Chatham, County of Morris, State of New Jersey as follows:

**Section 1.**

Chapter 48 of the Borough Code, entitled “Police Department” is hereby amended and supplemented as follows:

A. Section 48-10, "Compensation" of Chapter 48 of the Borough Code, entitled "Police Department" is hereby amended to include a reference to the civilian position of the Executive Administrative Assistant. Section 48-10 shall read as follows:

The compensation for all members of the Police Department and the civilian dispatchers, special officers, and the Executive Administrative Assistant shall be fixed by the Borough Council.

B. Section 48-11, "Parking enforcement officer" of Chapter 48 of the Borough Code, entitled "Police Department" is hereby followed by the insertion of an additional provision, Section 48-12, "Executive Administrative Assistant", which shall read as follows:

**§ 48-12. Executive Administrative Assistant.**

A. In addition to the regular members of the police force provided for in § 48-5, the special police officers provided for in § 48-8, and the civilian dispatchers provided for in § 48-9, the Mayor with the consent and approval of the Borough Council shall appoint one civilian Executive Administrative Assistant for the Chatham Borough Police Department.

B. The person appointed to the position of Executive Administrative Assistant shall be a citizen of the United States; shall be able to read, write and speak the English language; and shall be of good moral character and never have been convicted of a crime. Such person shall be hired in accordance with the hiring procedures set forth in the Borough Personnel Policies and Procedures, as well as the qualifications and requirements set forth in the Chatham Borough Police Department Policies and Procedures.

C. The Executive Administrative Assistant shall not have any statutory law enforcement powers. The Chief of Police will prescribe the administrative duties and responsibilities of the Executive Administrative Assistant, which shall be prescribed in a manner to promote the efficient and effective operation of the Chatham Borough Police Department.

**Section 2.**

All other provisions of Chapter 48 not amended or replaced herein remain in full force and effect.

**Section 3.**

If any section, paragraph, subsection, clause, or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

**Section 4.**

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**Section 5.**

This Ordinance shall take effect on upon passage and publication in accordance with applicable law.

INTRODUCED: February 22, 2010

ADOPTED: \_\_\_\_\_, 2010

APPROVED: \_\_\_\_\_  
V. Nelson Vaughan, III, Mayor

Attest:

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Susan Caljean, RMC