

ORDINANCE 2023 –8

AN ORDINANCE OF THE BOROUGH OF SOUTH RIVER, COUNTY OF MIDDLESEX,
STATE OF NEW JERSEY, AMENDING THE BOROUGH CODE OF THE BOROUGH OF
SOUTH RIVER, SO AS TO AMEND CHAPTER 72, ENTITLED "PUBLIC SAFETY,
DEPARTMENT OF"

BE IT ORDAINED by the Mayor and Borough Council of the Borough of South River, County of Middlesex,
and State of New Jersey, as follows:

SECTION 1. Chapter 72 of the Borough Code of the Borough of South River, entitled "Public
Safety, Department of" is hereby amended so as to amend Section 72-28 entitled "Police Dispatcher position created" to
read entirely as follows:

§72-28 Police Dispatcher, Police Dispatcher Supervisor; Position Created.

- A. Establishment. There is hereby established by the Borough of South River the position of Police Dispatcher and Police Dispatcher Supervisor in the Police Department for the Borough of South River. The position of Police Dispatcher and Police Dispatcher Supervisor is a nonsworn position under the direction of the Chief of Police or his/her designee that is responsible for, but not limited to, receiving and dispatching emergency and nonemergency police, fire and EMS calls for service by telephone, radio, and/or computer, and providing information to the public. The position of Police Dispatcher may be either full-time or part-time depending upon the needs of the department.
- B. Police Dispatcher Qualifications:
- (1) United States citizenship
 - (2) Age of not less than 18 years. However, age restrictions shall not conflict with current state or federal law.
 - (3) A minimum of a high school diploma or a GED equivalent.
 - (4) Vision and hearing adequate to perform essential job functions.
 - (5) If an applicant has a criminal conviction, other than a disqualifying conviction pursuant to N.J.S.A. 2C:51-2, the Police Department shall investigate such record and consider such factors as may be required by law to determine whether the applicant is qualified.
 - (6) The applicant must possess a valid motor vehicle license that is in good standing and issued by this state.
 - (7) The applicant must be able to pass a comprehensive medical examination prior to appointment as a police dispatcher.
- C. Application. All applicants for appointment to the position of police dispatcher with the South River Police Department must submit a completed application for appointment to the Chief of Police. Said application shall be on a form promulgated by the Chief of Police.

- D. Fingerprinting and background examination. Each applicant for appointment to the position of police dispatcher with the South River Police Department shall undergo a background investigation. The items to be considered during the background investigation will include, but not be limited to:
- (1) Applicant's criminal record.
 - (2) Applicant's driving history.
 - (3) Applicant's prior law enforcement experience.
 - (4) Applicant's prior work history.
 - (5) Applicant's current and prior credit history.
 - (6) Applicant's truthfulness in completing the application.
 - (7) As part of the background investigation process, each applicant shall have his or her fingerprints taken and forwarded to the New Jersey State Police and the Federal Bureau of Investigation.
- E. Duties and responsibilities. Duties and responsibilities of the police dispatcher include, but are not limited to, the following tasks and assignments:
- (1) Police Dispatchers shall receive and relay messages to police patrol vehicles or other concerned personnel in the Borough of South River.
 - (2) Police Dispatchers shall operate any wireless equipment of the Borough of South River located in the Municipal Building to communicate with mobile wireless radio units of the Borough of South River and such other governmental agencies as may be necessary; shall perform responsible and clerical work of a varied nature requiring knowledge of the related function in the Police Department; and shall perform typing as required.
 - (3) Maintains a complete working knowledge of the function and operation of the telephone, radio, computer-aided-dispatch systems.
- F. The Mayor and Council, with the recommendation of the Chief of Police, can appoint part-time dispatchers for a period of one year, beginning January 1 and terminating December 31 of the same year, or such part of any year beginning upon date of appointment and terminating on December 31 of the same year.
- G. The annual salary for the position of part-time Police Dispatcher shall be determined from time to time by the Mayor and Council of the Borough of South River and shall be paid in accordance with the terms and provisions of the Salary Ordinance of the Borough of South River.
- H. All Police Dispatchers shall be required to sign a confidentiality agreement as promulgated by the Chief of Police.
- I. Police Dispatcher Supervisor Qualifications: Successful candidates for the position of Police Dispatcher Supervisor must possess the minimum following qualifications:
- (1) At least ten (10) years experience as a full-time police dispatcher with the South River Police Department.
 - (2) Completion of training and achieved certification by the Office of Emergency Telecommunications Services (OETS) in the Department of Law and Public Safety as required by NJAC 17:24-2.2.
 - (3) Ability to establish and maintain effective working relationships with department personnel and the public.
 - (4) Willingness to maintain departmental social media outlets during off-hours and as needed.

- (5) Possess a current Emergency Medical Technician (EMT) Certification issued by the State of New Jersey – Office of Emergency Medical Services (OEMS).

J. Duties & Responsibilities. In addition to the duties and responsibilities of a police dispatcher outlined in 72-28E, the Police Dispatch Supervisor will also be accountable for the following duties and responsibilities:

- (1) Shall direct the day-to-day operations of the Communications Division.
- (2) Shall provide direct line supervision of all Police Communication Operators.
- (3) Shall ensure that dispatch and communications involving all emergency services are performed in a professional, competent, and effective manner.
- (4) Ensure policies and procedures are followed and adhered to in the operations of the Communications Center.
- (5) Shall establish, upgrade, and maintain Communications Policies and Procedures.
- (6) Shall seek to identify and correct any observed or reported problems or deficiencies in the communications function or the personnel.
- (7) Shall handle the work scheduling as well as the maintenance of time off and attendance. The Communication Supervisor shall provide for adequate coverage on all shifts and minimize overtime.
- (8) Shall maintain a viable list of trained part time communication personnel for employment.
- (9) Complete yearly evaluations as well as routinely evaluate the communication personnel.
- (10) Schedule, maintain, and document training of communications personnel.
- (11) Serve as the Terminal Agency Coordinator for the NCIC and SCIC system for the South River Police Department. The Communication Supervisor will be responsible for the validation, audits, and maintenance of the NCIC/NJLETS records.
- (12) Shall be responsible for performing routine maintenance of computer hardware and software and ensure all necessary radio, computer, phone and communications equipment are operable and in good working condition. The Communication Supervisor shall order any repairs needed on any equipment to the responsible vendors.
- (13) Responsible for the Mobile Command Center operation, maintenance, and upgrades.
- (14) Ensure that all radio licenses are valid and current.
- (15) Ensure that all Communications Division maintenance contracts are current and up to date.
- (16) Shall be responsible to ensure that all-necessary communication, whether verbal or written, that are received in the Communications Division, be forwarded to the proper authorities and through the appropriate chain of command.
- (17) Shall seek, develop, and promote harmony and a positive work environment between communication personnel and all emergency service personnel.

- (18) Shall perform any duties and responsibilities assigned to him by the appropriate chain of command authority.
- (19) Administrative oversight of eAgent, NCIC 2000, 911inform, NJ Courts, Rapid SOS, departmental web-site, and social media accounts.
- (20) Conduct initial training of dispatch personnel, conduct on-going dispatch training as required by statute or departmental policy, as well as holding bi-annual CJIS security awareness training.
- (21) Assisting with and conducting audits as required by statute, FBI and/or New Jersey State Mandate(s).

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a 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 hereof.

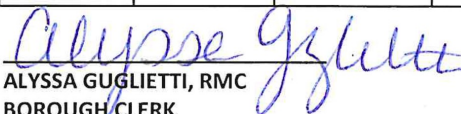
SECTION 4. This ordinance shall take effect after second reading and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed on first reading at a regular meeting of the Borough Council of the Borough of South River, in the County of Middlesex, State of New Jersey, held on February 13, 2023, and will be considered for second reading and final passage at the regular meeting of said Governing Body to be held on the 27th day of February 2023, at 7:00 p.m., or as soon thereafter as this matter can be reached, at the Council Chamber of the Criminal Justice Building located at 61 Main Street, South River, New Jersey, and/or virtually via Zoom meeting code 826 6082 9597: password: 000000 at which time all persons interested shall be given an opportunity to be heard concerning this ordinance.

Introduced 2-13-23

COUNCIL	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
<i>Councilwoman Balazs</i>			X			
<i>Councilman Guindi</i>		X	X			
<i>Councilman Gurchensky</i>			X			
<i>Councilwoman Meira</i>						X
<i>Councilman Oliveira</i>			X			
<i>Council President Ciulla</i>	X		X			


 ALYSSA GUGLIETTI, RMC
 BOROUGH CLERK

Adopted 2-27-23

COUNCIL	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
<i>Councilwoman Balazs</i>			✓			
<i>Councilman Guindi</i>	✓		✓			
<i>Councilman Gurchensky</i>			✓			
<i>Councilwoman Meira</i>			✓			
<i>Councilman Oliveira</i>		✓	✓			
<i>Council President Ciulla</i>			✓			


ALYSSA GUGLIETTI, RMC
MUNICIPAL CLERK

SIGNED BY:



JOHN M. KRENZEL
MAYOR

ATTESTED BY:



ALYSSA GUGLIETTI, RMC
BOROUGH CLERK