

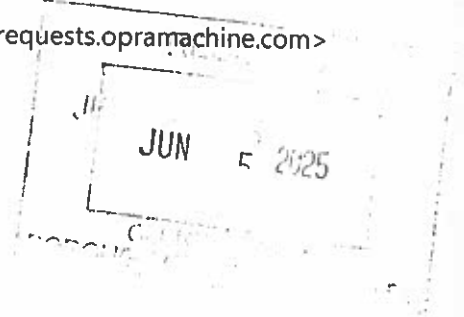
Elizabeth Brandsness

Extension
Requested
until 6/23/25

6/23/25 Michael
6/9/25 follow up

From: Lane Kimble <opra+request-77252-0f928cbe@requests.opramachine.com>
Sent: Wednesday, June 4, 2025 11:02 PM
To: Elizabeth Brandsness
Subject: OPRA request - Civil Service

Follow Up Flag: Flag for follow up
Flag Status: Flagged



[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Dear Pompton Lakes Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

~~Copies of all correspondence between the borough and NJ Civil Service Commission from 1/1/2024 until today, relating to police testing, police hiring, police promotions, and police employment.~~

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Lane Kimble

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-77252-0f928cbe@requests.opramachine.com

Is clerk@pomptonlakes-nj.gov the wrong address for OPRA requests to Pompton Lakes Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=pompton_lakes_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/civil_service_2

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

Approved

Michael Carelli

From: Derek Clark <dclark@pomptonlakespolice.org>
Sent: Tuesday, March 12, 2024 12:19 PM
To: Michael Carelli
Subject: FW: Request for promotional certifications preview

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Mike,

Sorry for the delay, Kevin never gave me copies so I requested it from civil service.

Derek

From: Cohen, Elliott [CSC] <Elliott.Cohen@csc.nj.gov>
Sent: Tuesday, March 12, 2024 11:18 AM
To: Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>
Cc: Derek Clark <dclark@pomptonlakespolice.org>
Subject: RE: Request for promotional certifications preview

 You don't often get email from elliott.cohen@csc.nj.gov. [Learn why this is important](#)

[NOTICE: This message originated outside of Pompton Lakes Police -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Please complete one of these for every title you wish to promote:

Microsoft Word - dpf-748 (nj.gov)

Sgt -- PM4630C

1 YURGA RYAN J	1 PM4630C N
2 LOGRECO JOHN S	2 PM4630C N
3 STEFANIC KYLE M	3 PM4630C N
4 CAPOBIANCO JOSEPH	4 PM4630C N
5 BARTLETT EDWARD D	5 PM4630C N
6 FORTE PETER J	6 PM4630C N
7 FLYNN COREY D	7 PM4630C N
8 OTTO CONNOR J	8 PM4630C V
9 ZAKU EDLIS SR	9 PM4630C N
10 COLLINS ALEX W	10 PM4630C N

Lt - PM4164C

RUFFO JOSEPH B	1 PM4164C N
KOUFATI STEPHEN M	2 PM4164C N
WILLIAMS JONATHAN N	3 PM4164C N

Capt - PM3485C

KLEPACKY MICHAEL J 1 PM3485C N
RODRIGUEZ ANTHONY J 2 PM3485C V

From: Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>
Sent: Tuesday, March 12, 2024 11:08 AM
To: CSC-Local Certifications [CSC] <LocalCertifications.Support@csc.nj.gov>
Cc: dclark@pomptonlakespolice.org
Subject: Fw: Request for promotional certifications preview

Good Morning, could someone please send Chief Clark a certification preview for the symbols noted below?

Thanks!
Jen

From: Derek Clark <dclark@pomptonlakespolice.org>
Sent: Tuesday, March 12, 2024 11:02 AM
To: Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>
Subject: [EXTERNAL] Request for promotional certifications preview

Good Morning Jennifer,

As per our conversation I would like to request a copy of current promotional lists to preview for possible future promotions. I was looking for copies of the following.

Sergeant PM4630C

Lieutenant PM4164C

Captain PM3485C

Thank you for your assistance in this matter and have a great day.

Sincerely,

Chief Derek Clark

Pompton Lakes Police Dept.

25 Lenox Ave

Pompton Lakes, NJ 07442

973-835-0400

dclark@pomptonlakespolice.org

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Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Thursday, March 14, 2024 11:57 AM
To: 'Michael Carelli'
Subject: RE: Alternate Route - Borough of Pompton Lakes
Attachments: DPF743RLW_7.22.2022.pdf; DPF743TA_7.22.2022.pdf; 11A 4-1.3 Amended.pdf

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Michael,

Per NJSA 11A:4-1.3 an individual is exempt from the civil service law enforcement exam if they complete the Basic Course for Police Officers within 9 months of being hired as a temporary entry level officer. To be eligible, the candidate needs to be hired as temporary (TA) Police Officer prior to completing the Basic Course for Police Officers. Once the Basic Course is completed they are converted to permanent status. Individuals who completed the Basic Course for Police Officers before being hired are not eligible to be exempt from the examination process.

The attached DPF-743TA needs to be completed for the initial temporary appointments. The effective date of the temporary appointment must be prior to the completion of the police training.

The attached DPF743-RLW is used for the conversion from temporary to permanent status and needs to be submitted after the Basic Course for Police Officers has been completed. The effective date of the conversion must be the date that is listed on the Basic Course for Police Officer certificate that is issued by the Police Training Commission.

The DPF-743E form is no longer used, so you can go ahead and dispose of any copies you may have.

Please resubmit the requests using the attached forms.

Let me know if you have any questions.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 14, 2024 9:20 AM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Subject: [EXTERNAL] Alternate Route - Borough of Pompton Lakes
Importance: High

To whom it may concern,

Please see attached documentation for alternate route hires for the Borough of Pompton Lakes for Hector Alcantara and Celeste Torres-Caceres. Our apologies for the delayed paperwork submission. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07442
p. (973) 835-0143. x. 239
c. (862) 377-8612
administrator@pomptonlakes-nj.gov
www.pomptonlakcs-nj.gov

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 21, 2024 1:30 PM
To: Geraci, James [CSC]
Cc: Robb, Jennifer [CSC]; Chief Derek Clark; Michael Carelli
Subject: Promotional Announcements - Borough of Pompton Lakes

James,

As discussed, I'd like to request the following promotional announcements for the Borough of Pompton Lakes:

Police Captain (1)
Job Title Number: 02718
Full Time
Salary: \$161,037

Police Lieutenant (2)
Job Title Number: 02727
Full Time
Salary: \$148,003

Police Sergeant
Job Title Number: 02739
Full Time
Salary: \$137,279

If you have any questions or concerns, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

Michael Carelli

From: PoliceTesting [CSC] <PoliceTesting@csc.nj.gov>
Sent: Monday, April 1, 2024 10:01 AM
To: Undisclosed recipients:
Subject: LEE job analysis activities underway
Attachments: 2024 LEE JA Kickoff Letter Final.docx

[NOTICE: This message originated outside of Pompton Lakes Borough -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

Good morning,

As was previously communicated (please see attached), the consulting firm Talogy has been awarded the contract to develop the next Entry-Level Law Enforcement Examination (LEE) for New Jersey civil service jurisdictions. Talogy has been conducting job analysis (JA) activities in the recent months and has reached the critical juncture of seeking cooperation from entry-level law enforcement incumbents to participate in the job analysis questionnaire, which will be administered electronically. You may have already been contacted by a member of their staff, or could be contacted within the next 1-2 weeks, with a request to have one or more of your employees participate in this online questionnaire, which should take approximately 2-3 hours to complete. The NJ Civil Service Commission (NJCSC) thanks those who have already cooperated with Talogy's request and strongly encourages the participation of all the selected individuals in order to ensure the JA process captures the most accurate and comprehensive data possible. The test plans that result from these job analyses will be used to form the technical and legal framework for LEE testing for many years to come.

Thank you in advance for all of your assistance with helping Talogy and the NJCSC to ensure the success of this JA process.

Sincerely,

Police Testing Unit
N.J. Civil Service Commission
P.O. Box 310
Trenton, NJ 08625

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Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF TEST DEVELOPMENT, ANALYTICS AND ADMINISTRATION
P.O. Box 310
Trenton, New Jersey 08625 0310

Allison Chris Myers
Chair/Chief Executive Officer

November 22, 2023

New Jersey Law Enforcement Command Staff

Re: Entry-level Law Enforcement Job Analysis

The consulting firm Talogy (formerly PSI/EB Jacobs) has been awarded the contract to develop the next Entry-Level Law Enforcement Examination (LEE) for New Jersey civil service jurisdictions. A major step in this process is conducting new job analysis (JA) verification studies for each of the titles that are tested via the LEE. A JA is the process of critically examining a job to determine the knowledge, skills, and abilities (KSAs) that are important for an individual to function in the job at an effective level. The information obtained by this process will be used to develop test plans and the scoring weights for these titles for many years to come. The goal is to have these JAs completed so that the test weights can be used in the scoring of the 2024 LEE which is expected to be administered in July 2024.

All JA activities will be coordinated by Talogy in conjunction with the New Jersey Civil Service Commission (CSC). We are providing advanced notice regarding the JA because it will require the participation of a sizable number of incumbent personnel and because of the criticality of meeting the established timeline for completion. The information provided by participants will have a direct and significant influence on the capabilities and attributes of the applicants who are ultimately hired to serve alongside current New Jersey law enforcement personnel.

The JA process starts with reviewing and updating the job duties (tasks) and KSAs that were previously developed. The updated tasks and KSAs will be synthesized into the new job analysis questionnaire (JAQ) which will be administered to law enforcement officer incumbents. The JAQ survey participants will be randomly selected to represent the New Jersey law enforcement officer population with respect to job title, jurisdiction, region/location, race, gender, and job tenure. The JAQ should take approximately 2-3 hours to complete, although a limited number of respondents may take a little less or more time. For added convenience, Talogy will be conducting this survey on-line so that incumbents can work on it from a computer at work when time permits.

The CSC is counting on the cooperation and the professionalism of all selected participants involved to ensure that this study yields the most accurate and comprehensive data possible. The test plans that result from these job analyses will be used to form the technical and legal framework for LEE testing for many years to come. Candidates to be hired from future eligible lists will be based on the results of the new examination. These individuals will be working in

New Jersey is an Equal Opportunity Employer

www.nj.gov/csc

your agencies/facilities alongside current law enforcement and civilian staff, so it is important that we start here to obtain the very best JA results possible.

We ask that if Talogy staff contacts you, that you do everything in your power to assist them in both enlisting incumbents to complete the study, as well as providing a place to hold meetings, if requested. Please help us ensure that completion of this project is given priority within your respective agency and that JAQ participants are provided with the necessary time and support to complete their assignments.

If you have any questions or concerns, please contact Public Safety Testing Manager Rich Toth at (609) 690-8235 or by email at richard.toth@csc.nj.gov.

Thank you in advance for your anticipated assistance with this important project!

Sincerely,

Ryan Reinert

A handwritten signature in black ink, appearing to read 'Ryan Reinert', with a horizontal line extending to the right.

Director,
Test Development, Analytics, and Administration

Michael Carelli

From: Bystrzycki, Sean [CSC] <sean.bystrzycki@csc.nj.gov>
Sent: Wednesday, April 17, 2024 3:10 PM
To: administrator@pomptonlakes-nj.gov
Cc: Geraci, James [CSC]
Subject: Promotional Police

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Good Afternoon,

James reached out to let me know that you are seeking list previews for Police Sergeant, Lieutenant, and Captain.

Below are the lists as they stand right now:

Police Sergeant

1 YURGA RYAN J	1 PM4630C N
2 LOGRECO JOHN S	2 PM4630C N
3 STEFANIC KYLE M	3 PM4630C N
4 CAPOBIANCO JOSEPH	4 PM4630C N
5 BARTLETT EDWARD D	5 PM4630C N
6 FORTE PETER J	6 PM4630C N
7 FLYNN COREY D	7 PM4630C N
8 OTTO CONNOR J	8 PM4630C V
9 ZAKU EDLIS SR	9 PM4630C N
10 COLLINS ALEX W	10 PM4630C N

Police Lieutenant

1 RUFFO JOSEPH B	1 PM4164C N
2 KOUEFATI STEPHEN M	2 PM4164C N
3 WILLIAMS JONATHAN N	3 PM4164C N

Police Captain

1 KLEPACKY MICHAEL J	1 PM3485C N
2 RODRIGUEZ ANTHONY J	2 PM3485C V

Sean Bystrzycki
Local Certifications Unit
Division of Agency Services
NJ Civil Service Commission
PO BOX 313
Trenton NJ 08625-0313
609-690-8057

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Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, April 29, 2024 11:02 AM
To: Appleby, Keith [CSC]
Cc: Geraci, James [CSC]; Michael Carelli
Subject: RE: Alternate Route - Borough of Pompton Lakes
Attachments: Celeste Torres - New Hire.pdf; Celeste Torres - Conversion of Appointment Type.pdf; Hector Alcanatara - New Hire.pdf; Hector Alcanatara - Conversion of Appointment Type.pdf

Importance: High

Hi Keith,

Please see attached revised documentation as requested for the Borough of Pompton Lakes. Please let me know if you have any questions or concerns.

Best Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Thursday, March 14, 2024 11:57 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Michael,

Per NJSA 11A:4-1.3 an individual is exempt from the civil service law enforcement exam if they complete the Basic Course for Police Officers within 9 months of being hired as a temporary entry level officer. To be eligible, the candidate needs to be hired as temporary (TA) Police Officer prior to completing the Basic Course for Police Officers. Once the Basic Course is completed they are converted to permanent status. Individuals who completed the Basic Course for Police Officers before being hired are not eligible to be exempt from the examination process.

The attached DPF-743TA needs to be completed for the initial temporary appointments. The effective date of the temporary appointment must be prior to the completion of the police training.

The attached DPF743-RLW is used for the conversion from temporary to permanent status and needs to be submitted after the Basic Course for Police Officers has been completed. The effective date of the conversion must be the date that is listed on the Basic Course for Police Officer certificate that is issued by the Police Training Commission.

The DPF-743E form is no longer used, so you can go ahead and dispose of any copies you may have.

Please resubmit the requests using the attached forms.

Let me know if you have any questions.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 14, 2024 9:20 AM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Subject: [EXTERNAL] Alternate Route - Borough of Pompton Lakes
Importance: High

To whom it may concern,

Please see attached documentation for alternate route hires for the Borough of Pompton Lakes for Hector Alcantara and Celeste Torres-Caceres. Our apologies for the delayed paperwork submission. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07442
p. (973) 835-0143. x. 239
c. (862) 377-8612
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov



EMPLOYER CERTIFICATION (New Hire)

Applicant exemption from the requirement to take an examination for an entry-level law enforcement position

(Please Print or Type)

N.J.S.A. 11A:4-1.3

Applicant's Full Name: Celeste Y. Torres-Caceres		
Jurisdiction Name: Borough of Pompton Lakes		
Address: 25 Lenox Avenue		
City: Pompton Lakes	State: New Jersey	Zip: 07442
Contact Person Name: Michael E. Carelli, Borough Administrator		Telephone: (973) 835-0143, ext. 239
Contact Email Address: administrator@pomptonlakes-nj.gov		Fax: N/A

I certify that this appointment complies with all applicable State and Federal laws governing Equal Employment Opportunity.

I certify that the above named individual has or will be enrolled in the applicable training course at a school approved and authorized by the New Jersey Police Training commission.

I certify that an ordinance or resolution has been adopted by the jurisdiction governing body which authorized the hiring of the above named individual and a conflict of interest and nepotism policy has been adopted pursuant to N.J.S.A. 11A:4-1.3.

Certifying Official Name and Title: (Please Print)

Michael E. Carelli, Borough Administrator

Signature of Certifying Official

Date

4/29/2024

SUBMIT THIS FORM ALONG WITH:

1. A copy of the ordinance or resolution authorizing the hiring
2. A copy of the jurisdiction's conflict of interest and nepotism policy

TO:

**NEW JERSEY CIVIL SERVICE COMMISSION
PO BOX 313, TRENTON, NEW JERSEY 08625-0313**

OR via email to: igs.support@csc.nj.gov

CONTACTING OUR OFFICE:

If you have inquiries regarding this application, please email:
igs.support@csc.nj.gov

NEW JERSEY CIVIL SERVICE COMMISSION USE ONLY

The applicant's information and required documentation verified

Authorized Signature

Date

COUNTY AND MUNICIPAL PERSONNEL SYSTEM

new jersey civil service commission

Exempt from entry-level law enforcement examination
New Hire
Transaction Code: 02

N.J.S.A. 11A:4-1.3

*JURISDICTION CODE

1609

*EFFECTIVE DATE

07/19/2023

MMDDYYYY

EMPLOYEE INFORMATION:

*Social Security Number	*First Name	MI	*Last Name	Suffix
	Celeste	Y.	Torres-Caceres	

*HOME ADDRESS				
*Street1				
*Street2				
*City	*State	*Zip		

EMPLOYEE ID

CAMPS Generated Codes - Enter only if known

JOB NO.

*Email Address	*Date of Birth	*Gender	*EEO Ethnic Code	Educ. Code
		☒ Female ☐ Male ☐ Non-Binary		

*US Citizen	*Immigration Number	*Driver's License Number	*State of Issue	*Residency Code
☒ Yes ☐ No				1609

Comments

APPOINTMENT INFORMATION:

*Transaction Code	*Appt. Type	*Title Code	*Title Name
New Hire (02)	TA	02728	Police Officer

*Jurisdiction Name	*Jurisdiction Department	*License Code
Borough of Pompton Lakes	Police Department	

*Comp. Method	Part Time %	*Essential Emp.	*Salary Range Minimum	*Salary Range Maximum
Bi-Weekly	0	☒ Yes ☐ No	0	41695

*Base Salary	Extra Salary	Max. Appt. Duration
41695	0.00	

*Work Week Hours	WTP Start Date	Special Legislation Citation	Cannvassed List
36-48		NJSA 11A:4-1.3	☐ Yes ☒ No

Comments

AUTHORIZING SIGNATURES:

The Appointing Authority takes responsibility for informing the employee and accepts responsibility for the accuracy of this request.

Appointing Authority: I certify that the action requested conforms to Civil Service Commission Rules and Regulations. This request has been made in accordance with legal requirements. Employer Certification must be attached.

SIGNATURE OF	DATE:	TITLE:
	04/29/2024	Borough Administrator

FOR APPOINTING AUTHORITY USE:

X _____ X _____

The Police Academy of Passaic County

Sponsored by the

BOARD OF COUNTY COMMISSIONERS

In Cooperation With the

PASSAIC COUNTY POLICE CHIEF'S ASSOCIATION

Awards this Certificate of Completion to:

Celeste Y. Torres-Caceres

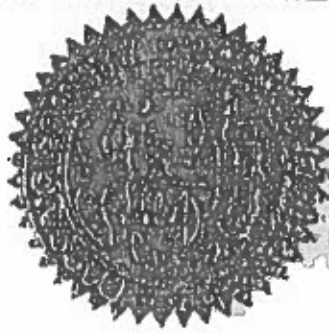
for having satisfactorily met all requirements of attendance
and participation in

Basic Course for Police Officers

Class #23-60 BCPO

*In Witness Whereof the sponsors have caused
these presents to be signed*

March 21, 2024





Director

**Passaic County
Board of County Commissioners**



Academy Director

2024-0001-L-H

State of New Jersey



Department of Law and Public Safety Division of Criminal Justice Police Training Commission

This certificate is award to

Celeste Y. Torres-Caceres

PTC ID 1021-5386

Who has satisfactorily completed

Basic Course for Police Officers

As prescribed by the Police Training Commission


Derek Neece
Chairman, Police Training Commission

03/20/2024
Issue Date


Matthew J. Plankin
Attorney General

BOROUGH OF POMPTON LAKES

**AUTHORIZING THE APPOINTMENT OF A POLICE OFFICER TO THE
POMPTON LAKES POLICE DEPARTMENT - CELESTE TORRES**

WHEREAS, the Borough of Pompton Lakes Police Department is in need of a Police officer to fill a position in the ranks; and

WHEREAS, per Senate Bill A3672, P.L. 2021, C. 406 permits municipalities to hire police officers who may not have taken an open competitive examination for the title of Police Officer, but are otherwise duly qualified; and

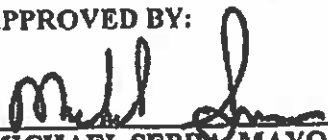
WHEREAS, the Pompton Lakes Police Department has undertaken background investigations, physical and psychological evaluations of the potential candidate to fill this position; and

WHEREAS, based upon that information and a formal interview it is the recommendation of the Chief of Police and Investigating Committee that Celeste Torres be appointed to the position of Police Officer under the Rules and Regulations of the New Jersey Civil Service Commission and the current collective bargaining agreement between the P.B.A. and the Borough of Pompton Lakes.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey that it hereby confirms the appointment of Celeste Torres to the position of Police Officer with the Pompton Lakes Police Department effective August 16, 2023.

NOW, THEREFORE BE IT FURTHER RESOLVED, the CFO has certified that sufficient uncommitted funds are available in the 2023 Borough of Pompton Lakes Budget for the purposes set forth herein and made a part of this resolution.

APPROVED BY:


MICHAEL SERRA, MAYOR

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Borough Council at their regular Council Meeting held on Wednesday, August 16, 2023, in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey.


ELIZABETH BRANDSNESS, RMC
Municipal Clerk

cc: payroll, police, employee file, PBA

BOROUGH OF POMPTON LAKES**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
POMPTON LAKES AMENDING RESOLUTION NO. 23-50 AUTHORIZING THE
HIRING OF POLICE OFFICERS**

WHEREAS, on January 25, 2023 the Borough Council of the Borough of Pompton Lakes, Passaic County, State of New Jersey authorized the Hiring of Police Officers as stated in Resolution No. 23-50 per Senate Bill S3220, P.L. 2021, C.7.; and

WHEREAS, Senate Bill S3220, P.L. 2021, C.7 was amended and approved by Senate Bill S3672, P.L. 2021, C. 406 on January 18, 2022, and became effective July 18, 2022; and

WHEREAS, Senate Bill S3672, P.L. 2021, C. 406 is the bill that resulted in the current version of N.J.S.A. 11A:4-1.3; and

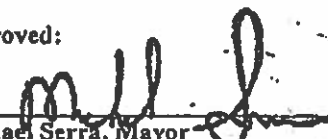
WHEREAS, it is the desire of the Borough to amend Resolution No. 23 -50 to ensure the most recent version of the Senate Bill is effectuated by the Borough for the hiring of Police Officers; and

WHEREAS, the Borough is compliant with the amended provisions outlined in Bill S3672, P.L. 2021 and N.J.S.A. 11A:4-1.3 for the hiring of Police Officers; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, for the reasons set forth above hereby authorize amending Resolution No. 23-50 to cite Senate Bill S3672, P.L. 2021 for the hiring of Police Officers, and leave the bounds of Resolution No. 23-50 unaltered and fully effective.

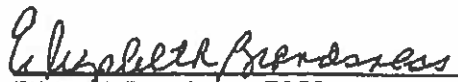
BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the New Jersey Civil Service Commission.

Approved:


Michael Serra, Mayor

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their regular meeting held on Wednesday, February 8, 2023 at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey.


Elizabeth Brandsness, RMC
Borough Clerk

BOROUGH OF POMPTON LAKES
RESOLUTION AMENDING THE BOROUGH OF POMPTON LAKES
PERSONNEL POLICIES AND PROCEDURES

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic and State of New Jersey that the Borough Administrator shall amend the Borough's personnel policy to include the following sections:

CONFLICT OF INTEREST

Employees, including elected and appointed Borough officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Borough. Violations of this policy will result in appropriate discipline including termination.

The Borough recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Borough business. However, business dealings that appear to create a conflict between the employee and the Borough's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file, with the Borough Clerk, a state mandated disclosure form. The Borough Clerk will notify employees and Borough officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including an elected or appointed Borough official, is in a position to influence a Borough decision that may result in a personal gain for the employee or an immediate relative including spouse, civil-union partner or significant other, parent, step-parent, child, step-child, sibling, step sibling, half-sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousins or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Borough may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Business Administrator or the Borough Attorney to obtain clarification.

No employee may take an outside job in which he/she provides direction to the entity, either for pay or as a donation of his or her personal time with a customer, vendor, developer or other organization that conducts business with the Borough, nor may the employee perform work on his/her own if it conflicts in any way with the services the Borough provides to our residents. An exception may be made for charitable and non-profit organizations providing services to Borough Residents.

An employee's first duty is to meet the needs of his/her job responsibilities. In order to complete certain tasks, overtime may be required. The employee's supervisor or department/division head will notify the employee if his/her job is subject to required overtime. If there is a need for extra hours or because of an overtime requirement, it is the employee's responsibility to fulfill the requirements of the Borough job first. Failure to work required overtime may be cause for disciplinary action.

Employees are prohibited from engaging in outside employment activities while on the job or using Borough time, supplies or equipment employment in the outside employment activities. The Borough Administrator may request employees to restrict outside employment if the quality of Borough work diminishes. Any employees who hold an interest in, or are employed by, any business doing business with the Borough must submit a written notice of these outside interests to the Borough Administrator.

NEPOTISM

The hiring, promoting, transferring, demoting or reassigning of relatives is prohibited if the employment of such an individual would result in the creation of a prohibited employment relationship.

A prohibited relationship is created when:

1. One relative would have the authority to supervise either directly or from one level above, appoint, remove, discipline, evaluate or otherwise affect the work or employment of another relative.
2. The relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Employer's interest and their own.

Employees who marry or become related by marriage may continue in their employment if the marriage does not result in the creation of a prohibited relationship. Where the marriage results in the creation of a prohibited relationship, the Employer will explore potential accommodations including the reassignment of one or both employees to available positions for which the employees are qualified. Prohibited relationship is defined to include the following immediate relatives: spouse, civil-union partner or significant other, parent, step-parent, child, step-child, sibling, step sibling, half-sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousins or any person related by blood or marriage residing in an employee's household.

This policy applies to all employees hired, promoted, transferred, demoted, or reassigned on or after the date of adoption and to all prohibited relationships created on or after the date of adoption.

DONATION OF SICK TIME

When a longer serviced employee has a serious illness and is absent for a prolonged period of time, he/she may exhaust available sick days. Should this occur, an eligible co-worker (donor) may donate a portion of his/her sick days in accordance with this policy, which is consistent with State regulations.

Voluntary Participation of Donors

A donation of sick days must be voluntary. There shall be no pressure applied to influence any employee into making a donation and no employee is to solicit such a donation. Retaliation against any employee who elects not to donate is strictly prohibited. Any violation of the voluntary nature of donations and prohibition against retaliation will result in disciplinary action up to and including termination. A donor must sign an appropriate form to acknowledge his/her donation.

To be a Donor

In order to participate, a donor:

- may donate whole sick days only (no vacation days, personal days or compensatory time).
- must retain at least twenty of his/her accrued sick days (not eligible if less than twenty days).
- may not revoke the sick days he/she donated.

To be a Recipient

A recipient must:

- have at least five years of current Borough service.
- have exhausted all of his/her unused sick days, personal days, vacation days and compensatory time.
- have a serious personal illness or injury that is documented by a descriptive physician's statement which indicates that a continued prolonged absence from work is necessary, or that the employee needs to provide care for a mother, father, spouse or civil union partner, daughter or son who is suffering from a serious health condition or injury that is documented by a descriptive physician's statement.
- sign a participation form, which provides an option for consent to post notices of eligibility in all departments, including notice to all bargaining units. If the employee is unable, his/her family may authorize the consent.

Application of Policy

The policy applies as follows:

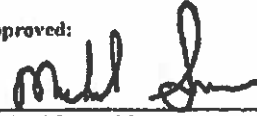
- A maximum of 180 sick days from all donors may be given to any one recipient.
- Payment will not be made on a single day basis and will be in accordance with the Borough's pay roll cycle.
- The application of this policy will be without regard to the value of the time involved. Employee to be paid their daily rate, not the donor's rate.
- A recipient will continue to accrue sick, vacation and personal days while he/she is on an approved leave.

- Unused time will be returned based on the proportion of a donor's contribution (rounded to the nearest full or half-day), unless it is less than one day per donor.
- Upon retirement or any other separation of employment, the leave recipient shall not be granted supplemental compensation on retirement for any unused sick days that he/she had received through the leave donation program.

Administration of the Policy

The Borough Administrator is responsible for the administration of this policy. Policy form attached hereto.

Approved:



Michael Serra, Mayor

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their Regular Meeting held on Wednesday, December 7, 2022 at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey.



Elizabeth Brandness, RMC
Municipal Clerk

cc: all borough employees



EMPLOYER CERTIFICATION (New Hire)

Applicant exemption from the requirement to take an examination for an entry-level law enforcement position

(Please Print or Type)

N.J.S.A. 11A:4-1.3

Applicant's Full Name: Hector Alcantara		Social Security Number: [REDACTED]
Jurisdiction Name: Borough of Pompton Lakes		
Address: 25 Lenox Avenue		
City: Pompton Lakes	State: New Jersey	Zip: 07442
Contact Person Name: Michael E. Carelli, Borough Administrator		Telephone: (973) 835-0143, ext. 239
Contact Email Address: administrator@pomptonlakes-nj.gov		Fax: N/A

I certify that this appointment complies with all applicable State and Federal laws governing Equal Employment Opportunity.

I certify that the above named individual has or will be enrolled in the applicable training course at a school approved and authorized by the New Jersey Police Training commission

I certify that an ordinance or resolution has been adopted by the jurisdiction governing body which authorized the hiring of the above named individual and a conflict of interest and nepotism policy has been adopted pursuant to N.J.S.A. 11A:4-1.3.

Certifying Official Name and Title: (Please Print)

Michael E. Carelli, Borough Administrator

Signature of Certifying Official

Date

April 29, 2024

SUBMIT THIS FORM ALONG WITH:

1. A copy of the ordinance or resolution authorizing the hiring
2. A copy of the jurisdiction's conflict of interest and nepotism policy

TO:

**NEW JERSEY CIVIL SERVICE COMMISSION
PO BOX 313, TRENTON, NEW JERSEY 08626-0313**

OR via email to: igs.support@csc.nj.gov

CONTACTING OUR OFFICE:

If you have inquiries regarding this application, please email:
igs.support@csc.nj.gov

NEW JERSEY CIVIL SERVICE COMMISSION USE ONLY

The applicant's information and required documentation verified

Authorized Signature

Date

COUNTY AND MUNICIPAL PERSONNEL SYSTEM

new jersey civil service commission

Exempt from entry-level law enforcement examination
New Hire
Transaction Code: 02

N.J.S.A. 11A:4-1.3

*JURISDICTION CODE

1609

*EFFECTIVE DATE

07/19/2023

EMPLOYEE INFORMATION

*Social Security Number	*First Name	MI	*Last Name	Suffix
[REDACTED]	Hector		Alcantara	

*HOME ADDRESS

*Street1 [REDACTED]		
Street2 [REDACTED]		
*City [REDACTED]	*State [REDACTED]	*Zip [REDACTED]

EMPLOYEE ID	JOB NO.
[REDACTED]	[REDACTED]
CAMIS Generated Codes - Enter only if known	

Email Address	*Date of Birth	*Gender	*EEO Ethnic Code	Educ. Code
halcantara@pomptonlakespolice.org	[REDACTED]	☐ Female ☒ Male ☐ Non-Binary		

*US Citizen	Immigration Number	Driver's License Number	State of Issue	*Residency Code
☒ Yes ☐ No		[REDACTED]	NJ	

Comments

APPOINTMENT INFORMATION

*Transaction Code	*Appt. Type	*Title Code	*Title Name
New Hire (02)	TA	02728	Police Officer

*Jurisdiction Name	*Jurisdiction Department	License Code
Borough of Pompton Lakes	Police Department	

*Comp. Method	Part Time %	*Essential Emp.	*Salary Range Minimum	*Salary Range Maximum
BI-Weekly	0	☒ Yes ☐ No	0	41695

*Base Salary	Extra Salary	Max. Appt. Duration
41695	0.00	

*Work Week Hours	WTP Start Date	Special Legislation Citation	Consented List
36-48		NJSA 11A:4-1.3	☐ Yes ☒ No

Comments

AUTHORIZING SIGNATURES

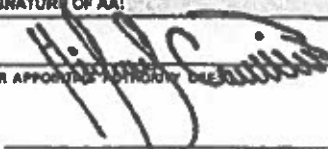
The Appointing Authority takes responsibility for informing the employee and accepts responsibility for the accuracy of this request

Appointing Authority: I certify that the action requested conforms to Civil Service Commission Rules and Regulations. This request has been made in accordance with legal requirements. * Employer Certification must be attached.

SIGNATURE OF AA:

DATE:

TITLE:



4/29/2024

Borough Administrator

FOR APPOINTING AUTHORITY USE ONLY

X

X

BOROUGH OF POMPTON LAKES

Resolution No. 23-151

**AUTHORIZING THE APPOINTMENT OF A POLICE OFFICER TO THE
POMPTON LAKES POLICE DEPARTMENT - HECTOR ALCANTARA**

WHEREAS, the Borough of Pompton Lakes Police Department is in need of a Police officer to fill a position in the ranks; and

WHEREAS, the New Jersey Civil Service Commission advertised and tested for the position of Police Officer; and

WHEREAS, the Pompton Lakes Police Department has undertaken background investigations, physical and psychological evaluations of the potential candidate to fill this position; and

WHEREAS, based upon that information and a formal interview it is the recommendation of the Chief of Police, Borough Administrator and Investigating Committee that Hector Alcantara be appointed to the position of Police Officer under the Rules and Regulations of the New Jersey Civil Service Commission and the current collective bargaining agreement between the P.B.A. and the Borough of Pompton Lakes.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey that it hereby confirms the appointment of Hector Alcantara to the position of Police Officer with the Pompton Lakes Police Department effective July 19, 2023.

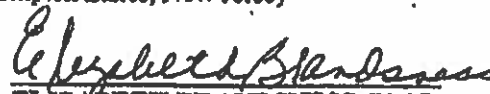
NOW, THEREFORE BE IT FURTHER RESOLVED, the CFO has certified that sufficient uncommitted funds are available in the 2023 Borough of Pompton Lakes Budget for the purposes set forth herein and made a part of this resolution.

APPROVED BY:


MICHAEL SERRA, MAYOR

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Borough Council at their regular Council Meeting held on Wednesday, July 19, 2023 in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey


ELIZABETH BRANDSNESS, RMC
Municipal Clerk

cc: payroll, police, employee file, PBA

BOROUGH OF POMPTON LAKES

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
POMPTON LAKES AMENDING RESOLUTION NO. 23-50 AUTHORIZING THE
HIRING OF POLICE OFFICERS**

WHEREAS, on January 25, 2023 the Borough Council of the Borough of Pompton Lakes, Passaic County, State of New Jersey authorized the Hiring of Police Officers as stated in Resolution No. 23-50 per Senate Bill S3220, P.L. 2021, C.7.; and

WHEREAS, Senate Bill S3220, P.L. 2021, C.7 was amended and approved by Senate Bill S3672, P.L. 2021, C. 406 on January 18, 2022, and became effective July 18, 2022; and

WHEREAS, Senate Bill S3672, P.L. 2021, C. 406 is the bill that resulted in the current version of N.J.S.A. 11A:4-1.3; and

WHEREAS, it is the desire of the Borough to amend Resolution No. 23 -50 to ensure the most recent version of the Senate Bill is effectuated by the Borough for the hiring of Police Officers; and

WHEREAS, the Borough is compliant with the amended provisions outlined in Bill S3672, P.L. 2021 and N.J.S.A. 11A:4-1.3 for the hiring of Police Officers; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, for the reasons set forth above hereby authorize amending Resolution No. 23-50 to cite Senate Bill S3672, P.L. 2021 for the hiring of Police Officers, and leave the bounds of Resolution No. 23-50 unaltered and fully effective.

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the New Jersey Civil Service Commission.

Approved:


Michael Serra, Mayor

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their regular meeting held on Wednesday, February 8, 2023 at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey.


Elizabeth Brandsness, RMC
Borough Clerk

OATH OF OFFICE

STATE OF NEW JERSEY

SS.

COUNTY OF PASSAIC

I, HECTOR ALCANTARA do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the Authority of the people; and that I will faithfully, impartially and justly perform all the duties of the position of POLICE OFFICER according to the best of my ability. (So help me God). *

Sworn and subscribed to before me

signature

this 19th day of July

print name

A.D. 2021

address

MICHAEL SERRA, MAYOR

*Person taking oath has the option of including "So help me God," if he so desires.

Chap. 217 P.L. 1971 R.S. 41:1-1-41:1-3 No. 143N

State of New Jersey



Department of Law and Public Safety Division of Criminal Justice Police Training Commission

This certificate is award to

Hector M. Alcantara

PTC ID 9911-6777

Who has satisfactorily completed

Basic Course for Police Officers

As prescribed by the Police Training Commission

Pearl Alcantara

Pearl Alcantara
Chairman, Police Training Commission

02/08/2023

Date

Matthew J. Plabbin

Matthew J. Plabbin
Attorney General

BOROUGH OF POMPTON LAKES

**RESOLUTION AMENDING THE BOROUGH OF POMPTON LAKES
PERSONNEL POLICIES AND PROCEDURES**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic and State of New Jersey that the Borough Administrator shall amend the Borough's personnel policy to include the following sections:

CONFLICT OF INTEREST

Employees, including elected and appointed Borough officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Borough. Violations of this policy will result in appropriate discipline including termination.

The Borough recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Borough business. However, business dealings that appear to create a conflict between the employee and the Borough's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file, with the Borough Clerk, a state mandated disclosure form. The Borough Clerk will notify employees and Borough officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including an elected or appointed Borough official, is in a position to influence a Borough decision that may result in a personal gain for the employee or an immediate relative including spouse, civil-union partner or significant other, parent, step-parent, child, step-child, sibling, step sibling, half-sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousins or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Borough may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Business Administrator or the Borough Attorney to obtain clarification.

No employee may take an outside job in which he/she provides direction to the entity, either for pay or as a donation of his or her personal time with a customer, vendor, developer or other organization that conducts business with the Borough, nor may the employee perform work on his/her own if it conflicts in any way with the services the Borough provides to our residents. An exception may be made for charitable and non-profit organizations providing services to Borough Residents.

An employee's first duty is to meet the needs of his/her job responsibilities. In order to complete certain tasks, overtime may be required. The employee's supervisor or department/division head will notify the employee if his/her job is subject to required overtime. If there is a need for extra hours or because of an overtime requirement, it is the employee's responsibility to fulfill the requirements of the Borough job first. Failure to work required overtime may be cause for disciplinary action.

Employees are prohibited from engaging in outside employment activities while on the job or using Borough time, supplies or equipment employment in the outside employment activities. The Borough Administrator may request employees to restrict outside employment if the quality of Borough work diminishes. Any employees who hold an interest in, or are employed by, any business doing business with the Borough must submit a written notice of these outside interests to the Borough Administrator.

NEPOTISM

The hiring, promoting, transferring, demoting or reassigning of relatives is prohibited if the employment of such an individual would result in the creation of a prohibited employment relationship.

A prohibited relationship is created when:

1. One relative would have the authority to supervise either directly or from one level above, appoint, remove, discipline, evaluate or otherwise affect the work or employment of another relative.
2. The relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Employer's interest and their own.

Employees who marry or become related by marriage may continue in their employment if the marriage does not result in the creation of a prohibited relationship. Where the marriage results in the creation of a prohibited relationship, the Employer will explore potential accommodations including the reassignment of one or both employees to available positions for which the employees are qualified. Prohibited relationship is defined to include the following immediate relatives: spouse, civil-union partner or significant other, parent, step-parent, child, step-child, sibling, step sibling, half-sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousins or any person related by blood or marriage residing in an employee's household.

This policy applies to all employees hired, promoted, transferred, demoted, or reassigned on or after the date of adoption and to all prohibited relationships created on or after the date of adoption.

DONATION OF SICK TIME

When a longer serviced employee has a serious illness and is absent for a prolonged period of time, he/she may exhaust available sick days. Should this occur, an eligible co-worker (donor) may donate a portion of his/her sick days in accordance with this policy, which is consistent with State regulations.

Voluntary Participation of Donors

A donation of sick days must be voluntary. There shall be no pressure applied to influence any employee into making a donation and no employee is to solicit such a donation. Retaliation against any employee who elects not to donate is strictly prohibited. Any violation of the voluntary nature of donations and prohibition against retaliation will result in disciplinary action up to and including termination. A donor must sign an appropriate form to acknowledge his/her donation.

To be a Donor

In order to participate, a donor:

- may donate whole sick days only (no vacation days, personal days or compensatory time).
- must retain at least twenty of his/her accrued sick days (not eligible if less than twenty days).
- may not revoke the sick days he/she donated.

To be a Recipient

A recipient must:

- have at least five years of current Borough service.
- have exhausted all of his/her unused sick days, personal days, vacation days and compensatory time.
- have a serious personal illness or injury that is documented by a descriptive physician's statement which indicates that a continued prolonged absence from work is necessary, or that the employee needs to provide care for a mother, father, spouse or civil union partner, daughter or son who is suffering from a serious health condition or injury that is documented by a descriptive physician's statement.
- sign a participation form, which provides an option for consent to post notices of eligibility in all departments, including notice to all bargaining units. If the employee is unable, his/her family may authorize the consent.

Application of Policy

The policy applies as follows:

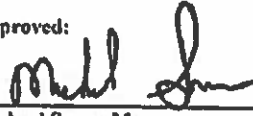
- A maximum of 180 sick days from all donors may be given to any one recipient.
- Payment will not be made on a single day basis and will be in accordance with the Borough's payroll cycle.
- The application of this policy will be without regard to the value of the time involved. Employee to be paid their daily rate, not the donor's rate.
- A recipient will continue to accrue sick, vacation and personal days while he/she is on an approved leave.

- Unused time will be returned based on the proportion of a donor's contribution (rounded to the nearest full or half-day), unless it is less than one day per donor.
- Upon retirement or any other separation of employment, the leave recipient shall not be granted supplemental compensation on retirement for any unused sick days that he/she had received through the leave donation program.

Administration of the Policy

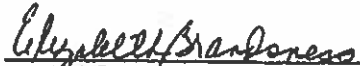
The Borough Administrator is responsible for the administration of this policy. Policy form attached hereto.

Approved:


Michael Serra, Mayor

Certification:

I hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their Regular Meeting held on Wednesday, December 7, 2022 at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, New Jersey.


Elizabeth Brandsness, RMC
Municipal Clerk

cc: all borough employees

Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, April 30, 2024 3:54 PM
To: Michael Carelli
Cc: Geraci, James [CSC]
Subject: RE: Alternate Route - Borough of Pompton Lakes
Attachments: 11A 4-1.3 Amended hl.pdf

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Mike,

The TA and RLW requests for Celeste Torres-Caceres can be approved, however, the effective date of the conversion to RLW must be 3/20/2024 since that is the date listed on her Basic Course for Police Officer certificate.

The requests for Hector Alcantara cannot be approved because he was not eligible to be hire using the provisions of NJSA 11A:4-1.3 since he completed the Basic Course for Police Officers before being hired. According to the documents provided, he completed the Basic Course for Police Officers on 2/8/2023 and was not hired until 7/19/2023. NJSA 11A:4-1.3 only allows an individual to be exempt from the civil service examination if they complete the required police training course within 9 months of their date of hire as temporary entry level officer, please see attached. Individuals who have already completed the required police training course are not eligible to be hired using the provisions of NJSA 11A:4-1.3.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, April 29, 2024 11:02 AM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Hi Keith,

Please see attached revised documentation as requested for the Borough of Pompton Lakes. Please let me know if you have any questions or concerns.

Best Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Thursday, March 14, 2024 11:57 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Michael,

Per NJSA 11A:4-1.3 an individual is exempt from the civil service law enforcement exam if they complete the Basic Course for Police Officers within 9 months of being hired as a temporary entry level officer. To be eligible, the candidate needs to be hired as temporary (TA) Police Officer prior to completing the Basic Course for Police Officers. Once the Basic Course is completed they are converted to permanent status. Individuals who completed the Basic Course for Police Officers before being hired are not eligible to be exempt from the examination process.

The attached DPF-743TA needs to be completed for the initial temporary appointments. The effective date of the temporary appointment must be prior to the completion of the police training.

The attached DPF743-RLW is used for the conversion from temporary to permanent status and needs to be submitted after the Basic Course for Police Officers has been completed. The effective date of the conversion must be the date that is listed on the Basic Course for Police Officer certificate that is issued by the Police Training Commission.

The DPF-743E form is no longer used, so you can go ahead and dispose of any copies you may have.

Please resubmit the requests using the attached forms.

Let me know if you have any questions.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at CSCPrivacy.Officer@csc.nj.gov, confirming in writing that you deleted the email(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the email.

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 14, 2024 9:20 AM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Subject: [EXTERNAL] Alternate Route - Borough of Pompton Lakes
Importance: High

To whom it may concern,

Please see attached documentation for alternate route hires for the Borough of Pompton Lakes for Hector Alcantara and Celeste Torres-Caceres. Our apologies for the delayed paperwork submission. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07442
p. (973) 835-0143. x. 239
c. (862) 377-8612
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, May 7, 2024 10:19 AM
To: Michael Carelli
Cc: Geraci, James [CSC]
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Mike,

A written appeal will need to be sent to the Commission's Division of Appeals & Regulatory Affairs and should contain the borough's reasons why the hiring should be permitted. You'll want to include as much detail as possible regarding the hiring. If the appeal is granted we will take the necessary actions to record the appointment. The appeal should be sent to:

Division of Appeals and Regulatory Affairs
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, May 6, 2024 9:12 PM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Keith,

Please provide step-by-step instructions on how to facilitate this.

Thanks,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Kelth [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Friday, May 3, 2024 3:44 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Yes, please send an updated form for Torres.

The only mechanism in place to hire a candidate in Alcantara's situation is via the civil service exam process. He isn't eligible for the alternate route since he completed the training before being hired. He's also not eligible for the Intergovernmental Transfer Program because he wasn't employed by a civil service jurisdiction.

You can try to file an appeal with the Commission's Division of Appeal and Regulatory Affairs, maybe they can relax the rules to allow his hiring.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, May 2, 2024 2:40 PM
To: Appleby, Kelth [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Keith,

Do you require an amended conversion form for Ms. Torres with the corrected effective date?

For Hector Alcantara, the former Borough Administrator hired him via alternate route. Mr. Alcantara was a full-time police officer for the Township of Pequannock and received his Basic Course for Police Officers certificate prior to resigning and then being hired by the Borough of Pompton Lakes a few months later. Please advise as to the mechanism in which I facilitate this employee within Civil Service?

Thanks,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, April 30, 2024 3:54 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Mike,

The TA and RLW requests for Celeste Torres-Caceres can be approved, however, the effective date of the conversion to RLW must be 3/20/2024 since that is the date listed on her Basic Course for Police Officer certificate.

The requests for Hector Alcantara cannot be approved because he was not eligible to be hired using the provisions of NJSA 11A:4-1.3 since he completed the Basic Course for Police Officers before being hired. According to the documents provided, he completed the Basic Course for Police Officers on 2/8/2023 and was not hired until 7/19/2023. NJSA 11A:4-1.3 only allows an individual to be exempt from the civil service examination if they complete the required police training course within 9 months of their date of hire as temporary entry level officer, please see attached. Individuals who have already completed the required police training course are not eligible to be hired using the provisions of NJSA 11A:4-1.3.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, April 29, 2024 11:02 AM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Hi Keith,

Please see attached revised documentation as requested for the Borough of Pompton Lakes. Please let me know if you have any questions or concerns.

Best Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Thursday, March 14, 2024 11:57 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Michael,

Per NJSA 11A:4-1.3 an individual is exempt from the civil service law enforcement exam if they complete the Basic Course for Police Officers within 9 months of being hired as a temporary entry level officer. To be eligible, the candidate needs to be hired as temporary (TA) Police Officer prior to completing the Basic Course for Police Officers. Once the Basic Course is completed they are converted to permanent status. Individuals who completed the Basic Course for Police Officers before being hired are not eligible to be exempt from the examination process.

The attached DPF-743TA needs to be completed for the initial temporary appointments. The effective date of the temporary appointment must be prior to the completion of the police training.

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The DPF-743E form is no longer used, so you can go ahead and dispose of any copies you may have.

Please resubmit the requests using the attached forms.

Let me know if you have any questions.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 14, 2024 9:20 AM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Subject: [EXTERNAL] Alternate Route - Borough of Pompton Lakes
Importance: High

To whom it may concern,

Please see attached documentation for alternate route hires for the Borough of Pompton Lakes for Hector Alcantara and Celeste Torres-Caceres. Our apologies for the delayed paperwork submission. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli -- RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07442
p. (973) 835-0143. x. 239
c. (862) 377-8612
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

Michael Carelli

From: Anthony Rodriguez <arodriguez@pomptonlakespolice.org>
Sent: Thursday, May 9, 2024 3:47 PM
To: Michael Carelli
Subject: Fwd: Certification Notice - PL240772

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Lt. Anthony J. Rodriguez
Operations Division
Pompton Lakes Police Dept.
25 Lenox Ave.
Pompton Lakes NJ, 07442
(973)835-0400
arodriguez@pomptonlakespolice.org

From: Anthony Rodriguez [REDACTED]
Sent: Thursday, May 9, 2024 3:44:45 PM
To: Anthony Rodriguez <arodriguez@pomptonlakespolice.org>
Subject: Fwd: Certification Notice - PL240772

[NOTICE: This message originated outside of Pompton Lakes Police -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Sent from my iPhone

Begin forwarded message:

From: NJCSC Certification <donotreply@csc.nj.gov>
Date: May 8, 2024 at 8:30:03 PM EDT
To: [REDACTED]
Subject: Certification Notice - PL240772
Reply-To: donotreply@csc.nj.gov

This is an electronic copy of your certification notice. The original is being mailed to you via the US Postal Service.

Do not reply to this email. Please follow the instructions below. You must follow the instructions on the certification notice to be considered for appointment and to remain active on the list.

Your name has been certified to POMPTON LAKES POLICE and you will be considered for appointment to the title POLC CAPT from symbol number PM3485C. This is not a guarantee that you will be scheduled for an interview, nor is it a promise of employment. You must follow the instruction provided below to be considered.

Candidate Name	RODRIGUEZ ANTHONY J
Certification Number	PL240772
Certification Date	2024-05-08
Position on Certification	0002
Title:	POLC CAPT
Appointing Authority Contact Information:	MICHAEL CARELLI BOROUGH OF POMPTON LAKES 25 LENOX AVE POMPTON LAKES NJ 074420000
Notice Date	2024-05-15
Locations	

1. You MUST WRITE to the appointing authority within five (5) business days of the date of the notice date above or your name will be removed from the list. The contact information is listed above. Be sure to indicate if you are interested in the position; and include your name, the address where you actually live, the certifications number, and a daytime telephone number in your letter. You may also wish to include an updated resume with your response. Failure to contact the appointing authority in writing; to maintain active interest in immediate appointment; or to provide a reason for declining consideration for this position, may automatically result in the removal of your name from the list. This means you will not be considered for this position and may not be certificated for any other positions in the title.
2. Do not call or write to the Civil Service Commission for the status of this certification. If you are scheduled for an interview, the appointing authority will provide specific information regarding salary, work hours, and duties of the position. If you are not scheduled for an interview, the Civil Service Commission or the appointing authority will send you another notice at a later date to explain the outcome of this certification.
3. It is YOUR responsibility to notify the Civil Service Commission regarding changes in your status. All changes, including changes in your name, address, or your geographical preferences, must be in writing at the following link:

<https://Info.csc.state.nj.us/mailer/ChangeAddress.aspx>

Do not reply to this email to indicate you are interested in this position.

Please do not reply to this email as this address is not monitored.

If you have questions contact the appointing authority above.

Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, May 14, 2024 1:01 PM
To: Michael Carelli
Cc: Geraci, James [CSC]
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hopefully, they can relax the rules to allow the hiring if not the employee may need to be separated.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, May 13, 2024 9:18 PM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes

Keith,

Thanks for the information. What happens if the Borough isn't successful in the appeal?

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, May 7, 2024 3:55 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Chapter 107 did not establish an exemption from the civil service examination. The exemption was established under S3220 and then amended under s3672.

The law that resulted from senate bill 3220 was 11A:4-1.3. The law was amended under senate bill 3672 effective July 18, 2022.

The original version of the law created by s3220 allowed an exemption from the civil service exam for individuals who had already completed the Basic Course for Police Officers. This is no longer permitted after the amended law went into effect on July 18, 2022. The current version of 11A:4-1.3 (senate bill 3672) allows an individual to be exempt from the civil service exam if they complete the required police training course within 9 months of being hired as a temporary entry level law enforcement officer.

Since Mr. Alcantara was hired after the July 18, 2022 amendment went into effect he was only eligible to be exempt from the civil service exam if he completed the required police training course within 9 months of being hire as a temporary entry level law enforcement officer.

At this point, the borough's only option is to file an appeal with the Division of Appeals & Regulatory Affairs.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Tuesday, May 7, 2024 1:24 PM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes

Keith,

Here is the paperwork for the hiring method we used for Hector Alcantara, it was not for alternate route hiring but rather for diversity recruitment. The Borough has had great difficulty utilizing the civil service list to accomplish this

goal. Therefore, we hired under the exemption listed in Chapter 107. Let me know if you have any questions or would like to schedule a call to discuss further.

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, May 7, 2024 10:19 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

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Hi Mike,

A written appeal will need to be sent to the Commission's Division of Appeals & Regulatory Affairs and should contain the borough's reasons why the hiring should be permitted. You'll want to include as much detail as possible regarding the hiring. If the appeal is granted we will take the necessary actions to record the appointment. The appeal should be sent to:

Division of Appeals and Regulatory Affairs
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

Keith Appleby
NJ Civil Service Commission
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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, May 6, 2024 9:12 PM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Keith,

Please provide step-by-step instructions on how to facilitate this.

Thanks,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Friday, May 3, 2024 3:44 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

[NOTICE: This message originated outside of Pompton Lakes Borough -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

Yes, please send an updated form for Torres.

The only mechanism in place to hire a candidate in Alcantara's situation is via the civil service exam process. He isn't eligible for the alternate route since he completed the training before being hired. He's also not eligible for the Intergovernmental Transfer Program because he wasn't employed by a civil service jurisdiction.

You can try to file an appeal with the Commission's Division of Appeal and Regulatory Affairs, maybe they can relax the rules to allow his hiring.

Keith Appleby
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Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, May 2, 2024 2:40 PM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Keith,

Do you require an amended conversion form for Ms. Torres with the corrected effective date?

For Hector Alcantara, the former Borough Administrator hired him via alternate route. Mr. Alcantara was a full-time police officer for the Township of Pequannock and received his Basic Course for Police Officers certificate prior to resigning and then being hired by the Borough of Pompton Lakes a few months later. Please advise as to the mechanism in which I facilitate this employee within Civil Service?

Thanks,

Mike

Michael Carelli - RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Tuesday, April 30, 2024 3:54 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

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Hi Mike,

The TA and RLW requests for Celeste Torres-Caceres can be approved, however, the effective date of the conversion to RLW must be 3/20/2024 since that is the date listed on her Basic Course for Police Officer certificate.

The requests for Hector Alcantara cannot be approved because he was not eligible to be hire using the provisions of NJSA 11A:4-1.3 since he completed the Basic Course for Police Officers before being hired. According to the documents

provided, he completed the Basic Course for Police Officers on 2/8/2023 and was not hired until 7/19/2023. NJSA 11A:4-1.3 only allows an individual to be exempt from the civil service examination if they complete the required police training course within 9 months of their date of hire as temporary entry level officer, please see attached. Individuals who have already completed the required police training course are not eligible to be hired using the provisions of NJSA 11A:4-1.3.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, April 29, 2024 11:02 AM
To: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Alternate Route - Borough of Pompton Lakes
Importance: High

Hi Keith,

Please see attached revised documentation as requested for the Borough of Pompton Lakes. Please let me know if you have any questions or concerns.

Best Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Thursday, March 14, 2024 11:57 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: Alternate Route - Borough of Pompton Lakes

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Hi Michael,

Per NJSA 11A:4-1.3 an individual is exempt from the civil service law enforcement exam if they complete the Basic Course for Police Officers within 9 months of being hired as a temporary entry level officer. To be eligible, the candidate needs to be hired as temporary (TA) Police Officer prior to completing the Basic Course for Police Officers. Once the Basic Course is completed they are converted to permanent status. Individuals who completed the Basic Course for Police Officers before being hired are not eligible to be exempt from the examination process.

The attached DPF-743TA needs to be completed for the initial temporary appointments. The effective date of the temporary appointment must be prior to the completion of the police training.

The attached DPF743-RLW is used for the conversion from temporary to permanent status and needs to be submitted after the Basic Course for Police Officers has been completed. The effective date of the conversion must be the date that is listed on the Basic Course for Police Officer certificate that is issued by the Police Training Commission.

The DPF-743E form is no longer used, so you can go ahead and dispose of any copies you may have.

Please resubmit the requests using the attached forms.

Let me know if you have any questions.

Keith Appleby
NJ Civil Service Commission
Phone: 609-690-8050

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From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, March 14, 2024 9:20 AM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Subject: [EXTERNAL] Alternate Route - Borough of Pompton Lakes
Importance: High

To whom it may concern,

Please see attached documentation for alternate route hires for the Borough of Pompton Lakes for Hector Alcantara and Celeste Torres-Caceres. Our apologies for the delayed paperwork submission. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, QPA
Borough Administrator
Borough of Pompton Lakes
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