

Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Wednesday, May 15, 2024 8:10 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.]

It can be emailed or mailed to the address listed below.

Division of Appeals and Regulatory Affairs
Civil Service Commission
44 South Clinton Avenue
Trenton, New Jersey 08609

Phone: (609) 984-7140
Fax: (609) 984-0442
Email: DARA@csc.nj.gov

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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at CSCPrivacyOfficer@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: Tuesday, May 14, 2024 9:45 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

Thanks Keith. Can the appeal be sent to you via email, or should it be mailed?

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 14, 2024 1:01 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.]

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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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: 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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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: 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

[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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at CSCPrivacyOfficer@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: 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
NJ Civil Service Commission
Phone: 609-690-8050

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error,

you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at CSCPrivacyOfficer@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, 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

[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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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: 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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Wednesday, May 15, 2024 12:53 PM
To: administrator@pomptonlakes.nj.gov
Subject: CSC Public Safety Announcements (2)
Attachments: POMPTON LAKES - PLC CPT - PM3794F.pdf; POMPTON LAKES - PLC LT - PM3903F.pdf; DPF-36 Public Safety.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.]

Hello,

Attached you will find your *Police Captain and Police Lieutenant* announcement along with the DPF-36 PS form for Public Safety titles only. These announcements will not post to our website until June 1, 2024. We ask that you refrain from distributing or posting the announcements until Friday, May 31st.

Please complete the DPF-36 PS form and return it on or before June 10, 2024 via email to promo.support@csc.nj.gov.

Please respond to this email to confirm receipt by Friday, May 24, 2024.

Applicants for the Police promotional exams must file an application via the Online Application System "Click here to file Online" link. Please note we will only accept online applications for Police exams. Paper applications will not be accepted.

If you wish to opt out of these announcements, requests can be emailed to promo.support@csc.nj.gov and must be received by Friday, May 24, 2024.

All requests to opt out must be received by May 24, 2024 and must include justification as to why you are requesting to opt out of the announcement cycle. Requests received after this date may not be considered. You will be notified whether or not your request has been approved.

If you have any questions, please contact promo.support@csc.nj.gov

Summary of Due Dates

May 24 – last day to request "opt out" of promo announcement (include justification) and confirm receipt of promo announcement to CSC by responding to e-mail

May 31 – Post June promotional announcement and notify all eligible employees

June 8 – send CSC completed DPF-36 PS form

Please also take this opportunity to review your CAMPS records to confirm whether your eligible employees are in the correct titles in CAMPS to avoid any situations where they may be incorrectly rejected based their current records.

Thank you for your continued cooperation.

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the

e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.state.nj.us/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#)
\$75.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM3794F

TITLE: POLICE CAPTAIN

ISSUE DATE: June 01, 2024

TITLE CODE: 02718/ FHFR3

JURISDICTION: POMPTON LAKES

DEPARTMENT: POLICE

WEIGHT CODE: 20

SALARY: ** See Below

APPLICATION DEADLINE: June 24, 2024

(On-line Applications must be submitted by this date)

JURISDICTION CODE: N16090016

CLOSING DATE: August 31, 2024

(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Police Lieutenant 02727

SPECIAL EXAMINATION INFORMATION

Examination: The examination items will be related to the duties of a Police Captain. Final scores will be calculated as follows:

Parts / Weights

Examination / 70%

Seniority Rating / 30%

Note: The Police Captain examination is tentatively scheduled to be administered in October 2024. To obtain a copy of the 2024 Police Captain Orientation Guide, please refer our website https://nj.gov/csc/jobs/announcements/publicsafety/law_titles.shtml. Please continue to check the Civil Service Commission website at www.nj.gov/csc for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Captain Examination; a listing of supervisory textbooks is included with the Orientation Guide. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Captain Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

****Please contact your Personnel Office for current salary information.**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position. 5. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.



SYMBOL PM3903F

TITLE POLICE LIEUTENANT

ISSUE DATE June 01, 2024

TITLE CODE 02727/ FIIFRR3

JURISDICTION POMPTON LAKES

DEPARTMENT POLICE

WEIGHT CODE 01

SALARY ** See Below

APPLICATION DEADLINE: June 24, 2024

(On-line Applications must be submitted by this date)

JURISDICTION CODE: N16090016

CLOSING DATE: August 31, 2024

(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Police Sergeant 02739

SPECIAL EXAMINATION INFORMATION

Examination: The examination items will be related to the duties of a Police Lieutenant. Final scores will be calculated as follows:

Parts / Weights
Examination / 70%
Seniority Rating / 30%

Note: The Police Lieutenant examination is tentatively scheduled to be administered in October 2024. To obtain a copy of the 2024 Police Lieutenant Orientation Guide, please refer to our website https://nj.gov/csc/jobs/announcements/publicsafety/law_titles.shtml. Please continue to check the Civil Service Commission website at www.state.nj.us/csc for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Lieutenant Examination; a listing of supervisory textbooks is included with the Orientation Guide. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Lieutenant Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

****Please contact your Personnel Office for current salary information.**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position. 5. NJAC 4A-4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08623-0310 or fax it to (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

NOTICE OF PROMOTIONAL EXAMINATION

TITLE OF PROMOTIONAL EXAMINATION	SYMBOL	APPLICATION FILING DEADLINE
JURISDICTION	DEPARTMENT	
APPOINTING AUTHORITY'S NAME	TELEPHONE #	
APPOINTING AUTHORITY'S EMAIL ADDRESS:		
A Promotional Examination has been announced for the above Department. The information provided below requires that you take specific actions. This form must be completed, signed and returned within 10 days of the issue date on the announcement to: NJ Civil Service Commission, Promotional Application Processing Section, P. O. Box 322, Trenton, NJ 08625.		

RESPONSIBILITIES OF THE APPOINTING AUTHORITY

1. A copy of this Promotional Announcement must be posted at the main office of the Jurisdiction - in a visible location readily accessible to employees - from the issue date to the closing date.
2. A copy of the Promotional Announcement must be posted at ALL offices of the department indicated if different from that of the main office.
3. When an announcement is opened to specific titles, the Appointing Authority must provide a copy of the announcement to any **PERMANENT EMPLOYEE WHO MEETS THE TIME-IN-SERVICE REQUIREMENT** stated on the announcement. A copy of the announcement should also be sent to any provisional employee serving in the title and any employee who is on an approved leave of absence and who meets the proceeding criteria.

CERTIFICATION OF APPOINTING AUTHORITY

I certify that this promotional announcement was posted as required and that all permanent employees meeting the requirements listed in #3 above were given a copy of the announcement and an application.

I request that this announcement be processed via a:

- ☐ **Waiver of Competitive Examination per NJAC 4A:4-2.7.**
(You must also complete & sign the section below. A final determination will be made once all applications have been received.)
- ☐ **Formal Examination**

I understand that the NJCSC will determine the appropriate test method for this announcement.

Signature of Appointing Authority or Designee

Date

PROMOTION UPON WAIVER OF EXAMINATION (NJAC 4A:4-2.7)

Following the announcement of a promotional examination, the Chair/Chief Executive Officer may authorize the promotion of a qualified permanent employee in the career service by regular appointment without competitive examination and without the establishment of an eligible list:

I request that a waiver of the competitive examination be granted. Upon approval from the Chair/Chief Executive Officer of NJCSC, I will permanently appoint the following employees:

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Signature of Appointing Authority or Designee

Date

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Wednesday, May 29, 2024 9:19 AM
To: CSC-Promo.Support [CSC]
Cc: Michael Carelli; Chief Derek Clark
Subject: RE: CSC Public Safety Announcements (2)
Attachments: Scanned from a Xerox Multifunction Printer.pdf; Scanned from a Xerox Multifunction Printer.pdf

Importance: High

To whom it may concern,

Please see the attached completed DPF-36 PS forms for the Borough of Pompton Lakes. Should 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

From: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Wednesday, May 15, 2024 12:53 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: CSC Public Safety Announcements (2)

[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.]

Hello,

Attached you will find your *Police Captain and Police Lieutenant* announcement along with the DPF-36 PS form for Public Safety titles only. These announcements will not post to our website until **June 1, 2024**. We ask that you refrain from distributing or posting the announcements until **Friday, May 31st**.

Please complete the DPF-36 PS form and return it on or before **June 10, 2024** via email to promo.support@csc.nj.gov.

Please respond to this email to confirm receipt by Friday, May 24, 2024.

Applicants for the Police promotional exams must file an application via the Online Application System "Click here to file Online" link. Please note we will only accept online applications for Police exams. Paper applications will not be accepted.

If you wish to opt out of these announcements, requests can be emailed to promo.support@csc.nj.gov and must be received by Friday, May 24, 2024.

All requests to opt out must be received by May 24, 2024 and must include justification as to why you are requesting to opt out of the announcement cycle. Requests received after this date may not be considered. You will be notified whether or not your request has been approved.

If you have any questions, please contact promo.support@csc.nj.gov

Summary of Due Dates

May 24 – last day to request "opt out" of promo announcement (include justification) and confirm receipt of promo announcement to CSC by responding to e-mail

May 31 – Post June promotional announcement and notify all eligible employees

June 8 – send CSC completed DPF-36 PS form

Please also take this opportunity to review your CAMPS records to confirm whether your eligible employees are in the correct titles in CAMPS to avoid any situations where they may be incorrectly rejected based their current records.

Thank you for your continued cooperation.

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or

disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.state.nj.us/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

NOTICE OF PROMOTIONAL EXAMINATION

TITLE OF PROMOTIONAL EXAMINATION Police Lieutenant	SYMBOL PM3903F	APPLICATION FILING DEADLINE August 31, 2024
JURISDICTION Borough of Pompton Lakes	DEPARTMENT Police Department	
APPOINTING AUTHORITY'S NAME Michael Carelli, Borough Administrator	TELEPHONE # (973) 835-0143, 239	
APPOINTING AUTHORITY'S EMAIL ADDRESS: administrator@pomptonlakes-nj.gov		
A Promotional Examination has been announced for the above Department. The information provided below requires that you take specific actions. This form must be completed, signed and returned within <u>10 days</u> of the issue date on the announcement to: NJ Civil Service Commission, Promotional Application Processing Section, P. O. Box 322, Trenton, NJ 08625.		

RESPONSIBILITIES OF THE APPOINTING AUTHORITY

1. A copy of this Promotional Announcement must be posted at the main office of the Jurisdiction - in a visible location readily accessible to employees - from the issue date to the closing date.
2. A copy of the Promotional Announcement must be posted at ALL offices of the department indicated if different from that of the main office.
3. When an announcement is opened to specific titles, the Appointing Authority must provide a copy of the announcement to any **PERMANENT EMPLOYEE WHO MEETS THE TIME-IN-SERVICE REQUIREMENT** stated on the announcement. A copy of the announcement should also be sent to any provisional employee serving in the title and any employee who is on an approved leave of absence and who meets the proceeding criteria.

CERTIFICATION OF APPOINTING AUTHORITY

I certify that this promotional announcement was posted as required and that all permanent employees meeting the requirements listed in #3 above were given a copy of the announcement and an application.

I request that this announcement be processed via a:

- ☐ Waiver of Competitive Examination per NJAC 4A:4-2.7.
(You must also complete & sign the section below. A final determination will be made once all applications have been received.)
- ☒ Formal Examination

I understand that the NJCSC will determine the appropriate test method for this announcement.

Signature of Appointing Authority or Designee

May 31, 2024

Date

PROMOTION UPON WAIVER OF EXAMINATION (NJAC 4A:4-2.7)

Following the announcement of a promotional examination, the Chair/Chief Executive Officer may authorize the promotion of a qualified permanent employee in the career service by regular appointment without competitive examination and without the establishment of an eligible list:

I request that a waiver of the competitive examination be granted. Upon approval from the Chair/Chief Executive Officer of NJCSC, I will permanently appoint the following employees:

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Signature of Appointing Authority or Designee

Date

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



Click here to file Online
\$50.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM3903F
TITLE: POLICE LIEUTENANT
ISSUE DATE: June 01, 2024
TITLE CODE: 02727/ FHFR3
JURISDICTION: POMPTON LAKES
DEPARTMENT: POLICE

WEIGHT CODE: 01
SALARY: ** See Below
APPLICATION DEADLINE: June 24, 2024
(On-line Applications must be submitted by this date)
JURISDICTION CODE: N16090016
CLOSING DATE: August 31, 2024
(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Police Sergeant 02739

SPECIAL EXAMINATION INFORMATION

Examinations: The examination items will be related to the duties of a Police Lieutenant. Final scores will be calculated as follows:

Parts / Weights
Examination / 70%
Seniority Rating / 30%

Note: The Police Lieutenant examination is tentatively scheduled to be administered in October 2024. To obtain a copy of the 2024 Police Lieutenant Orientation Guide, please refer to our website https://nj.gov/csc/jobs/announcements/publicsafety/law_titles.shtml. Please continue to check the Civil Service Commission website at www.state.nj.us/csc for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Lieutenant Examination; a listing of supervisory textbooks is included with the Orientation Guide. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Lieutenant Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

****Please contact your Personnel Office for current salary information.**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by 4:00PM on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it in (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email OAS.support@nasc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

NOTICE OF PROMOTIONAL EXAMINATION

TITLE OF PROMOTIONAL EXAMINATION Police Captain	SYMBOL PM3794F	APPLICATION FILING DEADLINE August 31, 2024
JURISDICTION Borough of Pompton Lakes	DEPARTMENT Police Department	
APPOINTING AUTHORITY'S NAME Michael Carelli, Borough Administrator	TELEPHONE # (973) 635-0143, 239	
APPOINTING AUTHORITY'S EMAIL ADDRESS: administrator@pomptonlakes-nj.gov		
A Promotional Examination has been announced for the above Department. The information provided below requires that you take specific actions. This form must be completed, signed and returned within <u>10 days</u> of the issue date on the announcement to: NJ Civil Service Commission, Promotional Application Processing Section, P. O. Box 322, Trenton, NJ 08625.		

RESPONSIBILITIES OF THE APPOINTING AUTHORITY

1. A copy of this Promotional Announcement must be posted at the main office of the Jurisdiction - in a visible location readily accessible to employees - from the issue date to the closing date.
2. A copy of the Promotional Announcement must be posted at ALL offices of the department indicated if different from that of the main office.
3. When an announcement is opened to specific titles, the Appointing Authority must provide a copy of the announcement to any **PERMANENT EMPLOYEE WHO MEETS THE TIME-IN-SERVICE REQUIREMENT** stated on the announcement. A copy of the announcement should also be sent to any provisional employee serving in the title and any employee who is on an approved leave of absence and who meets the proceeding criteria.

CERTIFICATION OF APPOINTING AUTHORITY

I certify that this promotional announcement was posted as required and that all permanent employees meeting the requirements listed in #3 above were given a copy of the announcement and an application.

I request that this announcement be processed via a:

- ☐ **Waiver of Competitive Examination per NJAC 4A:4-2.7.**
(You must also complete & sign the section below. A final determination will be made once all applications have been received.)
- ☒ **Formal Examination**

I understand that the NJCSC will determine the appropriate test method for this announcement.

Signature of Appointing Authority or Designee

May 31, 2024

Date

PROMOTION UPON WAIVER OF EXAMINATION (NJAC 4A:4-2.7)

Following the announcement of a promotional examination, the Chair/Chief Executive Officer may authorize the promotion of a qualified permanent employee in the career service by regular appointment without competitive examination and without the establishment of an eligible list:

I request that a waiver of the competitive examination be granted. Upon approval from the Chair/Chief Executive Officer of NJCSC, I will permanently appoint the following employees:

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Signature of Appointing Authority or Designee

Date

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



Click here to file Online
\$75.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PA13794F
TITLE: POLICE CAPTAIN
ISSUE DATE: June 01, 2024
TITLE CODE 02718/ FHFRJ3
JURISDICTION POMPTON LAKES
DEPARTMENT POLICE

WEIGHT CODE 20
SALARY ** See Below
APPLICATION DEADLINE June 24, 2024
(On-line Applications must be submitted by this date)
JURISDICTION CODE N16090016
CLOSING DATE: August 31, 2024
(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Police Lieutenant 02727

SPECIAL EXAMINATION INFORMATION

Examination: The examination items will be related to the duties of a Police Captain. Final scores will be calculated as follows:

Parts / Weights
Examination / 70%
Seniority Rating / 30%

Note: The Police Captain examination is tentatively scheduled to be administered in October 2024. To obtain a copy of the 2024 Police Captain Orientation Guide, please refer our website https://nj.gov/csc/jobs/announcements/publicsafety/law_files.shtml Please continue to check the Civil Service Commission website at www.nj.gov/csc for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Captain Examination; a listing of supervisory textbooks is included with the Orientation Guide. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Captain Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

****Please contact your Personnel Office for current salary information.**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position. 5. NJAC 4A:4-1.3 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

Michael Carelli

From: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Wednesday, September 11, 2024 12:44 PM
To: Michael Carelli
Subject: CSC Promotional Announcement - Police Sergeant
Attachments: Pompton Lakes - PM4819F Plc Sgt.pdf; DPF-36 Public Safety.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.]

Hello,

Attached you will find your **Police Sergeant** announcement along with the DPF-36 PS form for Public Safety titles only. This announcement will not post to our website until **October 1, 2024**. We ask that you refrain from distributing or posting the announcements until **Monday, September 30th**.

Important Dates:

September 20th – last day to request “opt out” of promo announcement (include justification) and confirm receipt of promo announcement to CSC by responding to e-mail. Requests to opt out received after this date may not be considered.

October 1st – Post October Police Sergeant promotional announcement and notify all eligible employees

October 16th – send CSC completed DPF-36 PS form - submit to promo.support@csc.nj.gov

Applicants for the Police Sergeant promotional exams must file an application via the Online Application System “Click here to file Online” link. Please note we will only accept online applications for Police Sergeant exams. Paper applications will not be accepted.

If you have any questions, please contact promo.support@csc.nj.gov

Please also take this opportunity to review your CAMPS records to confirm whether your eligible employees are in the correct titles in CAMPS to avoid any situations where they may be incorrectly rejected based on their current records.

Thank you for your continued cooperation.

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.state.nj.us/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#) Print
\$50.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM4819F

TITLE: POLICE SERGEANT

ISSUE DATE: October 01, 2024

TITLE CODE: 02739/ JHFRN3

JURISDICTION: POMPTON LAKES

DEPARTMENT: POLICE

WEIGHT CODE: 02

SALARY: ** See Below

APPLICATION DEADLINE: October 21, 2024

(On-line Applications must be submitted by this date)

JURISDICTION CODE: N16090016

CLOSING DATE: December 31, 2024

(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who have an aggregate of three years of continuous permanent service as of the closing date and are currently serving in the following title(s):

Police Officer 02728

SPECIAL EXAMINATION INFORMATION

EXAMINATION: The examination items will be related to the duties of a Police Sergeant. Final scores will be calculated by the following:

Parts / Weights
Examination / 80%
Seniority Rating / 20%

Note: The Police Sergeant examination is tentatively scheduled to be administered in February 2025. To obtain a copy of the 2025 Police Sergeant Orientation Guide, please refer our website <https://www.nj.gov/csc/seekers/jobs/orientation/> Please continue to check the Civil Service Commission website at <https://www.nj.gov/csc/> for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Sergeant Examination. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Sergeant Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

**Please contact your Personnel Office for current salary information.

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. N J A C 4A 4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position. 5 NJAC 4A-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

NOTICE OF PROMOTIONAL EXAMINATION

TITLE OF PROMOTIONAL EXAMINATION	SYMBOL	APPLICATION FILING DEADLINE
JURISDICTION	DEPARTMENT	
APPOINTING AUTHORITY'S NAME	TELEPHONE #	
APPOINTING AUTHORITY'S EMAIL ADDRESS:		
A Promotional Examination has been announced for the above Department. The information provided below requires that you take specific actions. This form must be completed, signed and returned within <u>10 days</u> of the issue date on the announcement to: NJ Civil Service Commission, Promotional Application Processing Section, P. O. Box 322, Trenton, NJ 08625.		

RESPONSIBILITIES OF THE APPOINTING AUTHORITY

1. A copy of this Promotional Announcement must be posted at the main office of the Jurisdiction - in a visible location readily accessible to employees - from the issue date to the closing date.
2. A copy of the Promotional Announcement must be posted at ALL offices of the department indicated if different from that of the main office.
3. When an announcement is opened to specific titles, the Appointing Authority must provide a copy of the announcement to any **PERMANENT EMPLOYEE WHO MEETS THE TIME-IN-SERVICE REQUIREMENT** stated on the announcement. A copy of the announcement should also be sent to any provisional employee serving in the title and any employee who is on an approved leave of absence and who meets the proceeding criteria.

CERTIFICATION OF APPOINTING AUTHORITY

I certify that this promotional announcement was posted as required and that all permanent employees meeting the requirements listed in #3 above were given a copy of the announcement and an application.

I request that this announcement be processed via a:

- ☐ **Waiver of Competitive Examination per NJAC 4A:4-2.7.**
(You must also complete & sign the section below. A final determination will be made once all applications have been received.)
- ☐ **Formal Examination**

I understand that the NJCSC will determine the appropriate test method for this announcement.

Signature of Appointing Authority or Designee

Date

PROMOTION UPON WAIVER OF EXAMINATION (NJAC 4A:4-2.7)

Following the announcement of a promotional examination, the Chair/Chief Executive Officer may authorize the promotion of a qualified permanent employee in the career service by regular appointment without competitive examination and without the establishment of an eligible list:

I request that a waiver of the competitive examination be granted. Upon approval from the Chair/Chief Executive Officer of NJCSC, I will permanently appoint the following employees:

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Signature of Appointing Authority or Designee

Date

Michael Carelli

From: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Tuesday, September 24, 2024 4:50 PM
To: CSC-Promo.Support [CSC]
Subject: CSC Promotional Announcement - Police Sergeant (Receipt Confirmation Reminder)

Importance: High

[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,

The following is being sent as a reminder that you have yet to send a confirmation of receipt for the upcoming *Police Sergeant* announcements which are scheduled to post on October 1, 2024. The announcements were sent out on September 11, 2024, with a confirmation date and "opt out" due date of Friday, September 20, 2024. Please send your confirmation of receipt to Promo.Support@csc.nj.gov by Friday, September 27, 2024. Your cooperation in this matter is greatly appreciated and recommended. Thank you.

Peter Speck (on behalf of CSC Promo Support)

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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.

Michael Carelli

From: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Friday, September 27, 2024 12:15 PM
To: CSC-Local Certifications [CSC]
Cc: Michael Carelli; Geraci, James [CSC]
Subject: Fw: Borough of Pompton Lakes
Attachments: Xerox Scan 240927 10_43_18.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.]

By way of this email, Pompton Lakes wishes to certify the list for Police Sergeant for an appointment.

Thank you, Jennifer (on behalf of Promo Support)

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Friday, September 27, 2024 11:47 AM
To: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] Borough of Pompton Lakes

Good Morning,

I am requesting an updated certification of eligibles for appointment for the Police Sergeant announcement for the Borough of Pompton Lakes. The attached was submitted to Civil Service Commission on July 1, 2024 as a result of an appointment, but the Borough is making an additional appointment and we need the updated list of eligibles. Please let me know.

Thanks,

Mike

Michael Carelli – RMC, CMR, 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

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.state.nj.us/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the Information contained in the e-mail.

Title and Title of Department	Individual Within Time	Rise Code	Title:
08/09/24	05/16/24	02739	POLC SCT
☐ Certification against Provisional		Location of Position: PONTON LAKES POLICE	
Appointing Authority MICHAEL CARELLI BOROUGH OF PONTON LAKES 25 LENOX AVE PONTON LAKES NJ		Code M1699Q016	Special Instructions
From Date Symbol Rank	Name, Address, Social Security Number and Certification Order	Type Unit Vol Status F1 PT E AA Disp.	Appointment Information Disposition Comments
10/20/22 PM6630C 1	KUAGA KEAN J [REDACTED]	F N S AM	Date: SOURCE 10/20/22 JD Dept Code: W160900TC Loc: Ponton Lakes Salary: 137,289 Rate Period: Annual Pos: Sergeant
10/20/22 PM6630C 2	LOGRICO JOHN S [REDACTED]	F N S IQ	Date: JD Dept Code: Loc: Salary: Rate Period:
10/20/22 PM6630C 3	BESPANIC RYLE H [REDACTED]	F N S MM	Date: JD Dept Code: Loc: Salary: Rate Period:
10/20/22 PM6630C 4	CAPOBIANCOS JOSEPH [REDACTED]	F N S IQ	Date: JD Dept Code: Loc: Salary: Rate Period:

Any appointment of an eligible not standing highest in certification has been because of race color sex political beliefs or creed but because of those reasons listed in the Disposition/Comments column

APPOINTING AUTHORITY SIGNATURE: _____ DATE: 11/1/2024

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Friday, October 4, 2024 9:05 AM
To: CSC-Local Certifications [CSC]
Cc: Bystrzycki, Sean [CSC]; Chief Derek Clark; Michael Carelli; Lt. Anthony Rodriguez
Subject: RE: Borough of Pompton Lakes - Request for Certification
Attachments: Xerox Scan 241004 08_02_37.pdf

Importance: High

Please see the attached request for certification for the Borough of Pompton Lakes. Please confirm receipt and let me know the timeframe in which the candidates will receive the notices. If you have any questions or concerns, please let me know.

Regards,

Mike

Michael Carelli – RMC, CMR, 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: CSC-Local Certifications [CSC] <LocalCertifications.Support@csc.nj.gov>
Sent: Tuesday, October 1, 2024 2:54 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: 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.]

Mr. Carelli,

Please complete and sign the attached request for certification.

-local certs

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, September 30, 2024 9:42 PM
To: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>; CSC-Local Certifications [CSC] <LocalCertifications.Support@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>

Subject: [EXTERNAL] RE: Borough of Pompton Lakes
Importance: High

Following up on this.

Regards,

Mike

Michael Carelli – RMC, CMR, 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: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Friday, September 27, 2024 12:15 PM
To: CSC-Local Certifications [CSC] <LocalCertifications.Support@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: Fw: 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.]

By way of this email, Pompton Lakes wishes to certify the list for Police Sergeant for an appointment.

Thank you, Jennifer (on behalf of Promo Support)

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Friday, September 27, 2024 11:47 AM
To: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Cc: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] Borough of Pompton Lakes

Good Morning,

I am requesting an updated certification of eligibles for appointment for the Police Sergeant announcement for the Borough of Pompton Lakes. The attached was submitted to Civil Service Commission on July 1, 2024 as a result of an appointment, but the Borough is making an additional appointment and we need the updated list of eligibles. Please let me know.

Thanks,

Mike

Michael Carelli – RMC, CMR, QPA
Borough Administrator

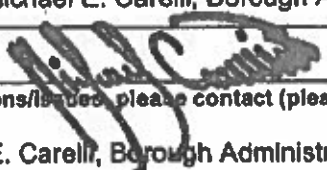
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07457
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.state.nj.us/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

REQUEST FOR CERTIFICATION

New Jersey Civil Service Commission
Division of Agency Services – Local Certification Unit
P.O. Box 314, Trenton, NJ 08625-0314
Phone 609-292-4100
FAX 609-292-7112

INSTRUCTIONS: Complete the appointing authority portion of this form whenever a certification is needed from an open competitive, promotional, or reemployment list. Once completed, please mail or fax this form to the address or fax number listed above. Completed forms may also be scanned & emailed to: LocalCertifications.Support@csc.nj.gov.

APPOINTING AUTHORITY (AA) USE ONLY		
Title: Police Sergeant		Title Code: 02739
Jurisdiction: Borough of Pompton Lakes		Juris Code: 160900
Department: Police Department		
☐ Open ☒ Promotional ☐ Special	Symbol:	☒ Full ☐ Part Time ☐ Both
No. of Provisionals: 0	No. of Vacancies: 1	No. Names Requested: 3
☐ Please check here if the vacancies have been designated as bona fide occupational qualification (BFOQ) positions. Note: BFOQ designations require approval from the Director of NJ CSC Division of EEO/AA which must be attached to this request.		
Comments:		
Print AA Name: Michael E. Carelli, Borough Administrator		
AA Signature: 		Date: October 4, 2024
In case of questions/issues, please contact (please print):		
Name: Michael E. Carelli, Borough Administrator		Telephone: (973) 835-0143, ext. 239
Email: administrator@pomptonlakes-nj.gov		

CIVIL SERVICE COMMISSION USE ONLY		
Personnel Request No.:	Certification No.:	Certification Date:
☐ Special Instructions Required on Certification:		
Comments:		
Action Completed by:		Date:

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, October 14, 2024 1:36 PM
To: igs.support@csc.nj.gov
Cc: Lt. Anthony Rodriguez; Chief Derek Clark; Appleby, Keith; Michael Carelli; Geraci, James [CSC]
Subject: Borough of Pompton Lakes - New Hire Civil Service Commission
Attachments: Xerox Scan 241014 12_09_15.pdf; Xerox Scan 241014 12_09_37.pdf
Importance: High

To whom it may concern,

Please see the attached employer certifications for the Borough of Pompton Lakes for two (2) new hires for the Police Department. My office will submit the required conversion of appointment type DPF743-RLW form once the new hires have completed their basic course of police officers and have obtained their certificate. Should you have any questions or concerns, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, CMR, 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



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: Denis Zekirovski		Social Security Number: [REDACTED]
Jurisdiction Name: Borough of Pompton Lakes		
Address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]
Contact Person Name: Michael 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

10/14/2024

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

16090000

*EFFECTIVE DATE

10/09/2024

MMDDYYYY

EMPLOYEE INFORMATION

*Social Security Number	*First Name	Denis	*Last Name	Zekirovski
-------------------------	-------------	-------	------------	------------

*HOME ADDRESS

*Street1

*Street2

*City

*State

*Zip

EMPLOYEE ID

JOB NO.

CAMP'S Generated Codes - Enter only if known

*Email Address	*Date of Birth	*Gender	*EEO 5B1b 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
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
Annual Salary	0	☒ Yes ☐ No	0	100000

*Base Salary	*Extra Salary	*Max. Appt. Duration
41496.00	0	

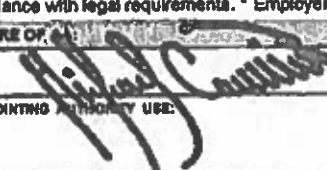
*Work Week Hours	*WTP Start Date	*Special Legislation Citation	*Consented Lft
35		NJSA 11A:4-1.3	☐ Yes ☐ No

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:
	10/14/2024	Borough Administrator

FOR APPOINTING AUTHORITY USE:

X



**BOROUGH OF POMPTON LAKES
PASSAIC COUNTY, NEW JERSEY**



Resolution No: 24-378

TITLE:

**RESOLUTION AUTHORIZING THE ALTERNATE ROUTE APPOINTMENT TO THE BOROUGH OF
POMPTON LAKES POLICE DEPARTMENT (Denis Zekirovski)**

WHEREAS, Chapter 2-42 of the Code of the Borough of Pompton Lakes establishes a Police Department; and

WHEREAS, Chapter 2-42.8 provides the authority to the Mayor with advice and consent of the Borough Council to appoint police officers in accordance with Civil Service Commission regulations; and

WHEREAS, the Mayor and Borough Council authorized the appointment of an alternate route candidates authorized by Borough Resolutions 23-50 and 23-65, and Senate Bill 53672, P.L. 2021, C. 406, which 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 Borough of Pompton Lakes Police Department is in need of a Police Officer to fill a position in the ranks; 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 Borough Administrator that Denis Zekirovski be appointed to the position of Police Officer;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Pompton Lakes, in the County of Passaic, and State of New Jersey, that it hereby confirms the appointment of Denis Zekirovski to the position of Police Officer for the Borough of Pompton Lakes, at an annual salary of \$41,694.00 in accordance with the Pompton Lakes PBA Local 161 Collective Bargaining Agreement, effective October 9, 2024; and

BE IT FURTHER RESOLVED, the Chief Financial Officer has certified that sufficient uncommitted funds are available in the 2024 Borough of Pompton Lakes Municipal Budget for the purposes set forth herein and made a part of this resolution.

RECORD OF COUNCIL VOTE:

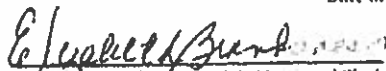
I, Elizabeth Brandsness, R.M.C., Municipal Clerk, hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their Regular Meeting held on Wednesday, October 9, 2024, at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, N.J.

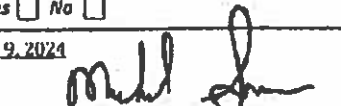
Motion - by: Cruz

Second - by: Polidori

COUNCIL	Yes	No	Absent	Abstain	COUNCIL	Yes	No	Absent	Abstain
Cruz	✓				Kihlberg	✓			
DeLine	✓				Polidori	✓			
Kent	✓				Venin	✓			
MAYOR (Tie-Break Vote): Yes ☐ No ☐									

Date of Adoption: October 9, 2024


Elizabeth Brandsness, R.M.C., Municipal Clerk


Michael Serra, Mayor

CC: Borough Administrator, Police Department, Payroll

OATH OF OFFICE

STATE OF NEW JERSEY

SS.

COUNTY OF PASSAIC

I, DENIS ZEKIROVSKI 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 office of the POLICE OFFICER according to the best of my ability. (So help me God).*

Sworn and subscribed to before me

signature Denis Zekirovski

this 9 day of October

print name DENIS ZEKIROVSKI

A.D. 2024

address [REDACTED]

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

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 Brandness, 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 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

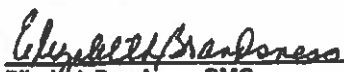
The Borough Administrator is responsible for the administration of this policy. Policy form attached hereto.

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 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: Gafur Ramku		Social Security Number: [REDACTED]
Jurisdiction Name: Borough of Pompton Lakes		
Address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]
Contact Person Name: Michael 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

10/14/2024

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

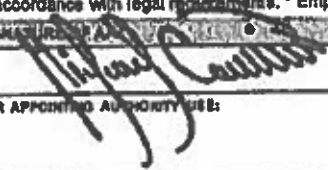
N.J.S.A. 11A:4-1.3

*JURISDICTION CODE

16090000

*EFFECTIVE DATE

10/09/2024

EMPLOYEE INFORMATION							
*Social Security Number		*First Name		*Last Name		*Suffix	
		Gafur		Ramku			
*HOME ADDRESS							
*Street1							
*Street2							
*City		*State		*Zip			
*Email Address		*Date of Birth		*Gender		*Edu. Code	
				☐ Female ☒ Male ☐ Non-Binary			
*US Citizen		*Immigration Number		*Driver's License Number		*Residency Code	
☒ Yes ☐ No						1603	
*Comments							
APPOINTMENT INFORMATION							
*Transaction Code		*Appt. Type		*Title Code		*Title Name	
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 Maximum	
Annual Salary		0		☒ Yes ☐ No		100000	
*Base Salary		*Extra Salary		*Max. Appt. Duration			
41496.00		0					
*Work Week Hours		*WTP Start Date		*Special Legislation Citation		*Convicted List	
35				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				DATE		TITLE	
				10/14/2024		Borough Administrator	
FOR APPOINTING AUTHORITY USE:							
X				X			



BOROUGH OF POMPTON LAKES PASSAIC COUNTY, NEW JERSEY



Resolution No: 24-379

TITLE:

**RESOLUTION AUTHORIZING THE ALTERNATE ROUTE APPOINTMENT TO THE BOROUGH OF
POMPTON LAKES POLICE DEPARTMENT (Gafur Ramku)**

WHEREAS, Chapter 2-42 of the Code of the Borough of Pompton Lakes establishes a Police Department, and

WHEREAS, Chapter 2-42.8 provides the authority to the Mayor with advice and consent of the Borough Council to appoint police officers in accordance with Civil Service Commission regulations; and

WHEREAS, the Mayor and Borough Council authorized the appointment of an alternate route candidates authorized by Borough Resolutions 23-50 and 23-65, and Senate Bill S3672, P.L. 2021, C. 406, which 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 Borough of Pompton Lakes Police Department is in need of a Police Officer to fill a position in the ranks, 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 Borough Administrator that Gafur Ramku be appointed to the position of Police Officer

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Pompton Lakes, in the County of Passaic, and State of New Jersey, that it hereby confirms the appointment of Gafur Ramku to the position of Police Officer for the Borough of Pompton Lakes, at an annual salary of \$41,694.00 in accordance with the Pompton Lakes PBA Local 161 Collective Bargaining Agreement, effective October 9, 2024, and

BE IT FURTHER RESOLVED, the Chief Financial Officer has certified that sufficient uncommitted funds are available in the 2024 Borough of Pompton Lakes Municipal Budget for the purposes set forth herein and made a part of this resolution

RECORD OF COUNCIL VOTE:

I, Elizabeth Brandsness, R.M.C., Municipal Clerk, 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, October 9, 2024, at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, N.J.

Motion - by: K. Kihlberg

Second - by: Polidori

COUNCIL	Yes	No	Absent	Abstain	COUNCIL	Yes	No	Absent	Abstain
Cruz	✓				Kihlberg	✓			
DeLine	✓				Polidori	✓			
Kent	✓				Venin	✓			
MAYOR (Tie-Break Vote): Yes ☐ No ☐									

Date of Adoption: October 9, 2024

Elizabeth Brandsness
Elizabeth Brandsness, R.M.C., Municipal Clerk

Michael Serra
Michael Serra, Mayor

CC : Borough Administrator, Police Department, Payroll

OATH OF OFFICE

STATE OF NEW JERSEY

SS.

COUNTY OF PASSAIC

I, GAFUR RAMKU 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 office of the POLICE OFFICER according to the best of my ability. (So help me God).*

Sworn and subscribed to before me

signature

this 9 day of October

print name

A.D. 2024

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

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

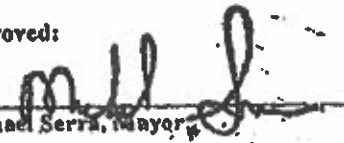
WHEREAS, it is the desire of the Borough to amend Resolution No. 23 -50 to ensure the most recent version of the Senate Bill is effectuated by the Borough for the hiring of Police Officers; and

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 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 Brandness, RMC
Municipal Clerk

cc: all borough employees

Michael Carelli

From: Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>
Sent: Friday, October 18, 2024 2:15 PM
To: Michael Carelli; CSC-IGS Support [CSC]
Cc: Lt. Anthony Rodriguez; Chief Derek Clark; Geraci, James [CSC]
Subject: RE: Borough of Pompton Lakes - New Hire Civil Service Commission

[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 Mike,

The TA requests are approved.

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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at CSCPrivacyOfficer@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: Wednesday, October 16, 2024 3:46 PM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Lt. Anthony Rodriguez <arodriguez@pomptonlakespolice.org>; Chief Derek Clark <dclark@pomptonlakespolice.org>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>; Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: [EXTERNAL] RE: Borough of Pompton Lakes - New Hire Civil Service Commission

Keith,

Please see the attached amended applications. Please let me know if you have any questions or concerns.

Thanks,

Mike

Michael Carelli – RMC, CMR, 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> On Behalf Of CSC-IGS Support [CSC]
Sent: Wednesday, October 16, 2024 8:19 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>; CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Lt. Anthony Rodriguez <arodriguez@pomptonlakespolice.org>; Chief Derek Clark <dclark@pomptonlakespolice.org>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>; Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: RE: Borough of Pompton Lakes - New Hire Civil Service Commission

[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 Michael,

Can you please provide the EEO/Ethnic codes for these employees? The options are below.

EEO Codes

A - Asian
B - Black or African American
D - Decline to Identify
H - Hispanic or Latino
I - American Indian or Alaskan Native
M - Multiple Races/Ethnicities
P - Native Hawaiian or Other Pacific Islander
W - White

Thank you

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

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the email you received 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: Monday, October 14, 2024 1:36 PM
To: CSC-IGS Support [CSC] <IGS.Support@csc.nj.gov>
Cc: Lt. Anthony Rodriguez <arodriguez@pomptonlakespolice.org>; Chief Derek Clark <dclark@pomptonlakespolice.org>; Appleby, Keith [CSC] <Keith.Appleby@csc.nj.gov>; Michael Carelli <administrator@pomptonlakes-nj.gov>; Geraci, James

[CSC] <James.Geraci@csc.nj.gov>

Subject: [EXTERNAL] Borough of Pompton Lakes - New Hire Civil Service Commission

Importance: High

To whom it may concern,

Please see the attached employer certifications for the Borough of Pompton Lakes for two (2) new hires for the Police Department. My office will submit the required conversion of appointment type DPF743-RLW form once the new hires have completed their basic course of police officers and have obtained their certificate. Should you have any questions or concerns, please do not hesitate to contact me.

Regards,

Mike

Michael Carelli – RMC, CMR, 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: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Thursday, October 24, 2024 4:54 PM
To: CSC-Local Certifications [CSC]; Bystrzycki, Sean [CSC]
Cc: Geraci, James [CSC]; Michael Carelli; Chief Derek Clark; Lt. Anthony Rodriguez
Subject: Certification - Borough of Pompton Lakes
Attachments: Xerox Scan 241024 15_49_40.pdf

Importance: High

To whom it may concern,

Please see the attached signed certification of eligibles for appointment for the Borough of Pompton Lakes. Please let me know if you require any additional documentation for this.

Regards,

Mike

Michael Carelli – RMC, CMR, 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

CERTIFICATION OF ELIGIBLES FOR APPOINTMENT

CSCB187

Certification No.

P2201637

Certification Date:

10/04/24

Registration Date of Disposition	Individual Notice Date	Rate Code:	Title				
01/06/25	10/11/24	02739	POLC 807				
☐ Certification against Provisionals		Location of Position					
		POMPTON LAKES POLICE					
Appointing Authority:		Code:	Special Instructions:				
MICHAEL CARELLI BOROUGH OF POMPTON LAKES 25 LENOX AVE POMPTON LAKES NJ		N16090016 07442					
Prom. Date Symbol Rank	Name, Address, Social Security Number and Certification Order	Type List	FT PT	Res Street	AM Dep.	Appointment Information	Disposition / Comments
10/20/22 PM4630C 2	LOGARECO JOHN S [REDACTED] 1	P	M			Date: Loc: Pos:	JD / Dept. Code: 16090000 Salary: Rate Period:
10/20/22 PM4630C 4	CAPORIANCO JOSEPH [REDACTED] 2	P	M			Date: Loc: Pos:	JD / Dept. Code: 16090000 Salary: Rate Period:
10/20/22 PM4630C 5	BARTLETT EDWARD D [REDACTED] 3	P	M			Date: 11/1/25 Loc: Pos: Sergeant	JD / Dept. Code: 16090000 Salary: 137,279.00 Rate Period: Annual
						Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
						Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
						Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
						Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:
						Date: Loc: Pos:	JD / Dept. Code: Salary: Rate Period:

RECEIVED

OCT 8 2024

BOROUGH ADMINISTRATOR

Any appointment of an eligible not standing highest in certification has not been by reason of race, color, sex, political beliefs or creed but because of those reasons listed in the Disposition/Comments column.

APPOINTING AUTHORITY SIGNATURE: *Michael Carelli* DATE: 10/29/2024



**BOROUGH OF POMPTON LAKES
PASSAIC COUNTY, NEW JERSEY**



Resolution No: 24-406

TITLE:

AUTHORIZE PROMOTION OF EDWARD BARTLETT

WHEREAS, the Borough of Pompton Lakes has a vacant Sergeant position due to an organizational restructuring; and

WHEREAS, Patrolman Edward Bartlett has qualified for promotion per the rules and regulations of the New Jersey Civil Service Commission; and

WHEREAS, the Borough Administrator and the Police Chief have recommended that Patrolman Edward Bartlett be promoted to fill the open Sergeant position; and

WHEREAS, the Mayor and Borough Council believes it is in the best interest of the Pompton Lakes Police Department and community to promote Patrolman Edward Bartlett;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Pompton Lakes, in the County of Passaic, and State of New Jersey, that Patrolman Edward Bartlett be promoted to the rank of Sergeant, effective January 1, 2025; and

BE IT FURTHER RESOLVED, that the annual compensation shall be \$137,279.00 pursuant to the PBA Collective Bargaining Agreement.

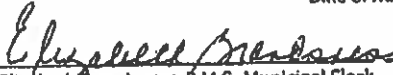
RECORD OF COUNCIL VOTE:

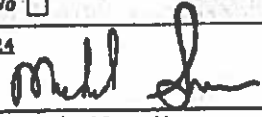
I, Elizabeth Brandsness, R.M.C., Municipal Clerk, hereby certify that the above resolution is a true copy of the resolution adopted by the Mayor and Council at their Regular Meeting held on Wednesday, October 23, 2024 at 7:30 p.m. in the Pompton Lakes Municipal Building, 25 Lenox Avenue, Pompton Lakes, N.J.

Motion - by: DeLine Second - by: Cruz

COUNCIL	Yes	No	Absent	Abstain	COUNCIL	Yes	No	Absent	Abstain
Cruz	✓				Kihlberg	✓			
DeLine	✓				Polidori			✓	
Kent	✓				Venin	✓			
MAYOR (Tie-Break Vote): Yes ☐ No ☐									

Date of Adoption: October 23, 2024


Elizabeth Brandsness, R.M.C., Municipal Clerk


Michael Serra, Mayor

CC: Borough Administrator, Police Department, PBA Local 161, Payroll, Personnel File

Michael Carelli

From: Allen, Nancy [CSC] <Nancy.Allen@csc.nj.gov>
Sent: Tuesday, November 26, 2024 1:39 PM
To: administrator@pomptonlakes-nj.gov
Subject: Eligible Roster
Attachments: POMPTON LAKES - ALL DEP M0373F.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.]

Good Afternoon,

Attached, please find the eligible list (s) issued on November 20, 2024. Eligible lists are available for certification on the promulgate date. At any time there may be an update to the eligible list.

Sincerely,

Nancy

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://Info.csc.nj.gov/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

Michael Carelli

From: Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>
Sent: Monday, March 3, 2025 1:52 PM
To: Kindred, Joanne [CSC]
Cc: Michael Carelli; Geraci, James [CSC]; Bystrzycki, Sean [CSC]
Subject: Fw: Civil Service Entry Exam

[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.]

Hello, as this is related to the Entry Level Law enforcement exam, I'm forwarding to Joanne Kindred, the supervisor of the Open Competitive unit who handles the posting of these announcements.

Thanks, Jennifer
Supervisor/Promotional Unit

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, March 3, 2025 1:45 PM
To: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>; Bystrzycki, Sean [CSC] <sean.bystrzycki@csc.nj.gov>
Subject: [EXTERNAL] FW: Civil Service Entry Exam

All,

Please see below and advise if this can be corrected?

Thanks,

Mike

Michael Carelli -- RMC, CMR, 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: Anthony Rodriguez <arodriguez@pomptonlakespolice.org>
Sent: Monday, March 3, 2025 1:20 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>; Derek Clark <dclark@pomptonlakespolice.org>
Subject: Civil Service Entry Exam

[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,

I hope you're doing well. Congratulations again on the new addition to your family! I hope your wife and baby are doing great and that you're all getting some rest.

I wanted to bring something to your attention that was just brought to mine. Pompton Lakes isn't listed as a participating municipality for the Civil Service Entry Exam. Ptl. Alcantara noticed this while trying to register, and since the application opened on March 1st, I wanted to reach out to see if there's a way to get this corrected.

Let me know if you need anything from our end to help fix this.

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



CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.nj.gov/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

Michael Carelli

From: CSC-OC.Support [CSC] <OC.Support@csc.nj.gov>
Sent: Monday, March 3, 2025 2:37 PM
To: Michael Carelli
Cc: Kindred, Joanne [CSC]
Subject: RE: Civil Service Entry Exam

[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,

An announcement for Police Officer for Pompton Lakes has been posted to the CSC website. The announcement will close at 4pm on 3/31/2025.

Thank you,
OC Support

From: Kindred, Joanne [CSC] <Joanne.Kindred@csc.nj.gov>
Sent: Monday, March 3, 2025 2:25 PM
To: CSC-OC.Support [CSC] <OC.Support@csc.nj.gov>
Subject: FW: Civil Service Entry Exam

Pompton Lakes would like to opt-in.

Thanks,
Joanne

From: Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>
Sent: Monday, March 3, 2025 1:52 PM
To: Kindred, Joanne [CSC] <Joanne.Kindred@csc.nj.gov>
Cc: Michael Carelli <administrator@pomptonlakes-nj.gov>; Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Bystrzycki, Sean [CSC] <sean.bystrzycki@csc.nj.gov>
Subject: Fw: Civil Service Entry Exam

Hello, as this is related to the Entry Level Law enforcement exam, I'm forwarding to Joanne Kindred, the supervisor of the Open Competitive unit who handles the posting of these announcements.

Thanks, Jennifer
Supervisor/Promotional Unit

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, March 3, 2025 1:45 PM
To: Geraci, James [CSC] <James.Geraci@csc.nj.gov>; Robb, Jennifer [CSC] <Jennifer.Robb@csc.nj.gov>; Bystrzycki, Sean [CSC] <sean.bystrzycki@csc.nj.gov>
Subject: [EXTERNAL] FW: Civil Service Entry Exam

All,

Please see below and advise if this can be corrected?

Thanks,

Mike

Michael Carelli – RMC, CMR, 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: Anthony Rodriguez <arodriguez@pomptonlakespolice.org>
Sent: Monday, March 3, 2025 1:20 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>; Derek Clark <dclark@pomptonlakespolice.org>
Subject: Civil Service Entry Exam

[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,

I hope you're doing well. Congratulations again on the new addition to your family! I hope your wife and baby are doing great and that you're all getting some rest.

I wanted to bring something to your attention that was just brought to mine. Pompton Lakes isn't listed as a participating municipality for the Civil Service Entry Exam. Ptl. Alcantara noticed this while trying to register, and since the application opened on March 1st, I wanted to reach out to see if there's a way to get this corrected.

Let me know if you need anything from our end to help fix this.

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



CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.nj.gov/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

Michael Carelli

From: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Sent: Wednesday, March 5, 2025 11:59 AM
To: Michael Carelli
Subject: RE: Civil Service Entry Exam

[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,

So the LEE is active this month, if you need to sign up for it, please email oc.support@csc.nj.gov, explaining that you need to be added and CC me on the email, they are receiving late sign ups until next Monday.

Thank you,
~James

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, March 3, 2025 1:48 PM
To: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] RE: Civil Service Entry Exam

Police.

Michael Carelli – RMC, CMR, 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: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Sent: Monday, March 3, 2025 1:47 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: RE: Civil Service Entry Exam

[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, this is for police or fire?

~James

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, March 3, 2025 1:21 PM

To: Geraci, James [CSC] <James.Geraci@csc.nj.gov>
Subject: [EXTERNAL] FW: Civil Service Entry Exam

Hi James,

Can you help with this?

Thanks,

Mike

Michael Carelli – RMC, CMR, 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: Anthony Rodriguez <arodriguez@pomptonlakespolice.org>
Sent: Monday, March 3, 2025 1:20 PM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>; Derek Clark <dclark@pomptonlakespolice.org>
Subject: Civil Service Entry Exam

[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,

I hope you're doing well. Congratulations again on the new addition to your family! I hope your wife and baby are doing great and that you're all getting some rest.

I wanted to bring something to your attention that was just brought to mine. Pompton Lakes isn't listed as a participating municipality for the Civil Service Entry Exam. Ptl. Alcantara noticed this while trying to register, and since the application opened on March 1st, I wanted to reach out to see if there's a way to get this corrected.

Let me know if you need anything from our end to help fix this.

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



CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.nj.gov/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Monday, March 24, 2025 2:12 PM
To: Geraci, James [CSC]
Cc: Michael Carelli; Chief Derek Clark
Subject: Police Captain - Borough of Pompton Lakes
Attachments: Xerox Scan 250324 13_09_29.pdf

Importance: High

James,

I would like to request an announcement for the position of Police Captain (deadline April 1, 2025) and call for the respective examination. Please let me know what I need to do for this. Please see the attached.

Thanks,

Mike

Michael Carelli – RMC, CMR, 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



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

EXAMINATION INFORMATION ALERT

Police Promotional Announcement and Testing Schedule 2025 (Includes County, Municipal, Palisades Interstate Park, Human Services, and State Park Police titles)

This alert is intended to notify Appointing Authorities (AAs) and police promotional candidates of the timeframes that will apply to the New Jersey Civil Service Commission's (NJSCS) 2025 announcement and testing schedule for in-line police promotional titles. Providing these dates in advance will assist AAs and potential promotional candidates with their respective planning needs. Candidates may also go the NJSCS's website (www.nj.gov/csc) when an announcement is issued, to obtain an orientation guide which will include the specific test date that corresponds to their promotional announcement.

	Employer requests Announcement no later than	NJCSC issues Announcement	Applications must be filed by this Deadline	Eligibility is determined using this Closing Date	Tentative month of Written Exam	Tentative month of Oral Exam
SERGEANT	Aug. 1, 2025	Oct. 1, 2025	Oct. 21, 2025	Dec. 31, 2025	Feb. 2026	NA
LIEUTENANT	Apr. 1, 2025	Jun. 1, 2025	Jun. 23, 2025	Aug. 31, 2025	Oct. 2025	NA
CAPTAIN	Apr. 1, 2025	Jun. 1, 2025	Jun. 23, 2025	Aug. 31, 2025	Oct. 2025	Dec. 2025
INSPECTOR	Dec. 1, 2024	Feb. 1, 2025	Feb. 21, 2025	Apr. 30, 2025	NA	Jun. 2025
	Jun. 1, 2025	Aug. 1, 2025	Aug. 21, 2025	Oct. 31, 2025	NA	Dec. 2025
DEPUTY CHIEF	Dec. 1, 2024	Feb. 1, 2025	Feb. 21, 2025	Apr. 30, 2025	NA	Jun. 2025
	Jun. 1, 2025	Aug. 1, 2025	Aug. 21, 2025	Oct. 31, 2025	NA	Dec. 2025
CHIEF	Dec. 1, 2024	Feb. 1, 2025	Feb. 21, 2025	Apr. 30, 2025	NA	Jun. 2025
	Jun. 1, 2025	Aug. 1, 2025	Aug. 21, 2025	Oct. 31, 2025	NA	Dec. 2025

As the above schedule reveals, NJCSC issues announcements annually for the titles of Police Sergeant, Lieutenant, and Captain, and semi-annually for the titles of Inspector, Deputy Chief, and Chief. Please note that the NJCSC will automatically initiate Sergeant, Lieutenant, and Captain announcements for most jurisdictions based on the expiration date of an existing list for a given municipality. However, if a promotional list is exhausted or is expected to be exhausted or rendered incomplete prior to its expiration date, an AA should initiate a new announcement and submit its request by the appropriate deadline indicated above. The tentative exam dates and formats in this alert may change due to many factors. Candidates should periodically check the Law Enforcement Status Report and orientation guides for updates (Law Enforcement Promotional Titles). Notifications to report to an exam will be emailed/mailed to eligible candidates a minimum of two weeks prior to the exam date. Candidates must notify NJCSC of any changes to contact information (postal/email/phone). Make-up exams for Public Safety titles are only granted as stated in N.J.A.C. 4A:4-2.9.

Approved: Ryan Reinert, Director, Division of Test Development, Analytics, and Administration

Issued: February 2025

Michael Carelli

From: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Friday, April 25, 2025 9:36 PM
To: Geraci, James [CSC]
Cc: Michael Carelli
Subject: Police Chief Announcement - Borough of Pompton Lakes

James,

I would like to request an announcement for the position of Police Chief (deadline June 1, 2025). Please let me know what I need to do for this and what the next steps are. I have a pending retirement of the current Chief and need to promote a new Chief via waiver.

Thanks,

Mike

Michael Carelli – RMC, CMR, 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: Michael Carelli <administrator@pomptonlakes-nj.gov>
Sent: Tuesday, May 20, 2025 8:40 AM
To: Chief Derek Clark; Lt. Anthony Rodriguez
Cc: Michael Carelli
Subject: FW: CSC Public Safety June 2025 Promotional Announcement (1)
Attachments: Pompton Lakes - PM2775G - PC.pdf

Chief,

Please post this after May 30, 2025.

Thanks,

Mike

Michael Carelli – RMC, CMR, QPA
Borough Administrator
Borough of Pompton Lakes
25 Lenox Avenue
Pompton Lakes, N.J. 07442
(973) 835-0143, ext. 239
administrator@pomptonlakes-nj.gov
www.pomptonlakes-nj.gov

From: CSC-Promo.Support [CSC] <Promo.Support@csc.nj.gov>
Sent: Tuesday, May 13, 2025 7:40 AM
To: Michael Carelli <administrator@pomptonlakes-nj.gov>
Subject: CSC Public Safety June 2025 Promotional Announcement (1)

[**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.]

Hello,

Attached you will find your **Police Captain** announcement along with the DPF-36 PS form for Public Safety titles only. This announcement will not post to our website until **June 1, 2025**. We ask that you refrain from distributing or posting the announcements until **Friday, May 30th**.

Please respond to this email to confirm receipt by Tuesday May, 27 2025

Please complete the DPF-36 PS form and return it on or before Friday, June 13th 2025 via email to promo.support@csc.nj.gov.

Applicants for the Police promotional exams must file an application via the Online Application System "Click here to file Online" link. Please note we will only accept online applications for Police exams. Paper applications will not be accepted.

If you wish to opt out of this announcement, requests can be emailed to promo.support@csc.nj.gov and must be received by Tuesday, May 27, 2025

All requests to opt out must be received by May 27, 2025 and should include *justification* as to why you are requesting to opt out of the announcement cycle. Requests received after this date may not be considered. You will be notified whether your request has been approved.

If you have any questions, please contact promo.support@csc.nj.gov

Summary of Due Dates

May 27th – last day to request "opt out" of promo announcement (include justification) and confirm receipt of promo announcement to CSC by responding to e-mail
May 30th – Post promotional announcement and notify all eligible employees
June 13th – send CSC completed DPF-36 PS form

Please also take this opportunity to review your CAMPS records to confirm whether your eligible employees are in the correct titles in CAMPS to avoid any situations where they may be incorrectly rejected based their current records.

Thank you for your continued cooperation.

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, if so, is privileged and/or confidential and not a public document. Any information in this e-mail identifying an employee subject to the jurisdiction of the Civil Service Commission is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender and delete this message. If the e-mail you received in error contained protected employee information, you must also notify CSC's Privacy Officer immediately at <https://info.csc.nj.gov/PrivacyEmail>, confirming in writing that you deleted the e-mail(s)/attachment(s) and that you did not/will not further use or disclose the information contained in the e-mail.



SYMBOL: PM2775G

TITLE: POLICE CAPTAIN

ISSUE DATE: June 01, 2025

TITLE CODE: 02718/ RHFR3

JURISDICTION: POMPTON LAKES

DEPARTMENT: POLICE

WEIGHT CODE: 20

SALARY: ** See Below

APPLICATION DEADLINE: June 23, 2025

(On-line Applications must be submitted by this date)

JURISDICTION CODE: N16090016

CLOSING DATE: August 31, 2025

(Eligibility must be established by this date)

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Police Lieutenant 02727

SPECIAL EXAMINATION INFORMATION

Examination: The examination items will be related to the duties of a Police Captain. Final scores will be calculated as follows:

Parts / Weights
Examination / 70%
Seniority Rating / 30%

Note: The Police Captain examination is tentatively scheduled to be administered in October 2025. To obtain a copy of the 2025 Police Captain Orientation Guide, please refer our website https://www.nj.gov/csc/jobs/publicsafety/law_titles.shtml Please continue to check the Civil Service Commission website at www.nj.gov/csc for updated information concerning test dates and other information concerning the testing process. Applicants admitted to the examination will be emailed/mailed notice(s) of the date, time and place of the examination.

The Orientation Guide will assist you in preparing for the Police Captain Examination; a listing of supervisory textbooks is included with the Orientation Guide. Applicants who are unable to access the Orientation Guide can request a copy of the guide by sending an email with your name, mailing address, and title/symbol to OrientationGuides@csc.nj.gov. Enter "Police Captain Orientation Guide" in the subject line.

Please note: An abbreviated, 1-page application is being used for this announcement. No detailed information regarding your education, experience, training, etc. is required. Please do not send any additional documents (transcripts, resumes, etc.) to the NJCSC.

****Please contact your Personnel Office for current salary information.**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the jurisdiction/department, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the application deadline date. Failure to complete your application properly may cause you to be declared ineligible. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. NJAC 4A-4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician and must include a New Jersey Civil Service Commission Medical Authorization for Public Safety Make-Up Examination Form. Mail all material to NJCSC, Test Development and Analytics, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.