

BLOOMFIELD POLICE DEPARTMENT GENERAL ORDERS



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CHAPTER: 4

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SUBJECT: ANTI – NEPOTISM

BY THE ORDER OF:

Chief of Police

ACCREDITATION STANDARDS: N/A

Effective Date:

December 3, 2021

SUPERSEDES ORDER #: Previous Order Rev 09/01/2023

PURPOSE: The purpose of this general order is to mitigate the potential for preferential treatment or unfair advantage for relatives of employees who may be in a position of authority.

POLICY: It is the policy of the Bloomfield Police Department to mitigate an environment where relatives of employees in positions of authority, supervision, management, or command are provided with preferential treatment in employment matters. The hiring, promoting, transferring, disciplining, demoting, or reassigning of relatives is prohibited if the employment of such an individual would result in the creation of a prohibited employment relationship.

PROCEDURE:

I. ANTI-NEPOTISM – GENERAL

- A. For purposes of this general order, the term 'relative' includes two or more persons related by blood or affinity including, but not limited to:
1. Father or mother.
 2. Stepfather or stepmother.
 3. Child or stepchild.
 4. Sibling or stepsibling.
 5. Grandparent.
 6. Grandchild.
 7. Mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
 8. Aunt or uncle (1st or 2nd).
 9. Niece or nephew.
 10. Cousins (1st or 2nd).
 11. Spouse.
 12. Civil union partner.
 13. Domestic partnership partner.
 14. Intimate partner (dating relationship).
 15. Other persons related by blood, adoption or marriage or non-related people residing as family members in the household of another employee or Bloomfield Township government official.
- B. A prohibited employment relationship is created when:
1. One relative would have the authority to supervise (directly or indirectly), appoint, remove, discipline, evaluate or otherwise affect or influence the work or employment of another relative; or
 2. The relative would be responsible for auditing or evaluating the work or performance of another relative; or
 3. Other circumstances exist that could place the relatives in a situation of actual or reasonably foreseeable conflict between the Township's interest and their own.

- C. Any exclusion should be limited to the job, work crew, or unit where the reason for the exclusion exists, and should not bar the person from the whole work force, unless the rationale applies to the whole work force.
- D. Employees who marry or become related by marriage, civil union, or domestic partnership may continue in their employment if the marriage, civil union, or domestic partnership does not result in the creation of a prohibited employment relationship.
 - 1. If the marriage, civil union, or domestic partnership results in the creation of a prohibited employment relationship, the Chief of Police (or Deputy Chief if there is a conflict) will explore potential accommodations including the reassignment of one or both employees to available positions for which the employees are qualified notwithstanding any collective bargaining agreement to the contrary.
 - 2. Reassignment can include, but are not limited to:
 - a. Different shifts.
 - b. Different squads.
 - c. Different divisions.
 - d. Different bureaus.
 - 3. This general order does not grant or imply that any employee may reclaim a former position if the relationship is terminated.
 - 4. Upper command officials (lieutenant or higher rank) with relatives on the Bloomfield Police Department pose issues. Because of the limited number of positions, collective bargaining commitments, or operational needs, upper command officials and/or their relatives may not be subject to reassignment. In these cases, subsection II of this general order provides mechanisms to minimize any potential problems.
- E. Required Disclosure:
 - 1. Prior to employment or appointment, all persons shall disclose, in writing, the names of relatives who work for the Township or who are elected or appointed Township officials.
 - 2. When two (2) BPD employees marry, form a civil union, or domestic partnership or a marriage, civil union, or domestic partnership otherwise potentially creates a prohibited employment relationship, both employees must disclose the marriage, civil union, or domestic partnership to the Chief of Police as soon as practicable, but in no event later than thirty calendar days before the marriage.
 - 3. An individual's failure to disclose may result in rejection of the employment application or the termination of employment.
- F. To the extent possible, the Chief of Police may reassign existing BPD personnel who may be in a prohibited employment relationship.

- G. When in the normal selection process, relatives of Township employees are considered for appointment or promotion, the selection will be deferred to the Township Administrator or his/her designee for final approval.

II. SUPERVISION, EVALUATION, AND DISCIPLINE

- A. Supervisors at all levels of management shall recuse themselves from any employment decisions that may affect a relative. These employment decisions include, but are not limited to:
 - 1. Selection.
 - 2. Hiring.
 - 3. Background investigations.
 - 4. Administrative investigations, including internal affairs investigations.
 - 5. Discipline (minor or major).
 - 6. Recommendations for discipline (minor or major).
 - 7. Performance evaluations.
 - 8. Recommendations for remedial training.
- B. Supervisors at all levels of management shall not interfere or otherwise influence any other supervisor's, manager's, or commander's employment decision or potential employment decision that may affect a relative.
- C. Any interference by a supervisor in any employment decision involving a relative shall be immediately reported to level of command one level above the involved supervisor.
 - 1. Interference in any employment decision involving a lieutenant or higher rank shall be immediately reported to the Chief of Police.
 - 2. Interference in any employment decision involving the Chief of Police shall be immediately reported to the Township Administrator.
 - 3. Investigations into such interference shall be investigated in accordance with current internal affairs guidelines.
- D. Supervisory interference may result in criminal, civil and/or administrative sanctions.