



**UNION COUNTY BOARD OF COUNTY COMMISSIONERS**

**ORDINANCE NUMBER:** 830-2021  
**DATE OF INTRODUCTION:** 6/10/2021  
**DATE OF ADOPTION:**

6/24/2021

**AN ORDINANCE TO AMEND PART 1-THE UNION COUNTY ADMINISTRATIVE CODE, CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE BY AMENDING ARTICLE XIV-DEPARTMENTS. DIVISIONS, BUREAUS §1-71. DEPARTMENTS ENUMERATED; DELETING ARTICLE XX-DEPARTMENT OF CORRECTIONS; and, AMENDING CHAPTER 140, CONTRACTED OFF-DUTY EMPLOYMENT OF LAW ENFORCEMENT OFFICERS.**

**BE IT ORDAINED**, by the Union County Board of County Commissioners that the "Laws of Union County" are hereby amended, effective July 1, 2021, as outlined in the attached Schedule A; and

**BE IT FURTHER ORDAINED**, that Resolution 1981-368, adopted June 25, 1981 and effective September 15, 1981, exercising the authority of the Board to assume control of the Union County Jail and of the prisoners therein, pursuant to N.J.S.A. 30:8-19, is hereby revoked as of June 30, 2021; and

**BE IT FURTHER ORDAINED**, there is established within the Office of the Union County Sheriff, the "Division of Corrections"; and

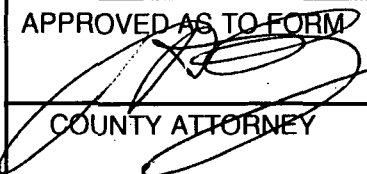
**BE IT FURTHER ORDAINED**, that any and all functions previously conducted by the Union County Department of Corrections, including but not limited to, responsibility for all correctional functions and those responsibilities formerly within the Bureau of Juvenile Detention within the Department of Corrections, are effectively transferred to the Union County Sheriff's Office, effective July 1, 2021.

Continued...

**NO SUFFICIENCY  
OF FUNDS REQUIRED**

*End Motion 06/10/2021*

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
COMMISSIONER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	COMMISSIONER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
GARRETSON							✓	GARRETSON							
GRANADOS	✓							GRANADOS							
HUDAK	✓							HUDAK							
KOWALSKI	✓					✓		KOWALSKI							
LEON	✓							LEON							
PALMIERI-MOUEDED	✓							PALMIERI-MOUEDED							
STATEN	✓							STATEN							
WILLIAMS VICE CHAIR	✓				✓			WILLIAMS VICE CHAIR							
MIRABELLA CHAIRMAN	✓							MIRABELLA CHAIRMAN							

<p>APPROVED AS TO FORM</p>  <p>COUNTY ATTORNEY</p>	<p>I hereby certify the above is an original ordinance adopted by the Board of County Commissioners of the County of Union on the aforementioned date.</p> <p align="right">_____ CLERK</p>
	<p>I hereby certify the above is an original ordinance adopted by the Board of County Commissioners of the County of Union on the aforementioned date.</p> <p align="right">_____ CLERK</p>

## SCHEDULE A

### PART I - ADMINISTRATIVE CODE

#### Chapter 1: UNION COUNTY GOVERNMENT STRUCTURE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-1984. Subsequent amendments noted where applicable.]

#### ARTICLE XIV, Departments, Divisions, Bureaus

[Amended 6-20-2002 by Ord. No. 553; Amended 12-20-2007 by Ord. No. 664; Amended 12-19-2013 by Ord. 2013-755]

##### § 1-71. Departments enumerated.

[Amended 7-7-1988 by Ord. No. 299; 7-18-1991 by Ord. No. 337; 6-20-02 by Ord. No. 553; 3-10-2005 by Ord. No. 611; 12-20-2007 by Ord. No. 664; 12-19-2013 by Ord. 2013-755; 3-10-2016 by Ord. 2016-772]

The following are hereby established as the departments of the government of the County of Union:

- A. Administrative Services.
- B. Finance.
- C. Human Services.
- D. Public Safety.
- E. Engineering, Public Works and Facilities Management.
- F. Parks and Recreation.
- G. Economic Development.

#### ARTICLE XX, Department of Corrections

[Amended 3/10/05 by Ord. No. 611; 3/27/08 by Ord. No. 667; 7/20/2017 by Ord. 2017-785; 12/7/2017 by Ord. 789-2017; Amended 10-11-2018 by Ord. 798-2018; Amended 12-13-2018 by Ord. 802-2018; Amended 6-24-21 by Ord. [        ]]

[NOTE: Ordinance [        ], adopted June 24, 2021, eliminated the Department of Corrections, and transferred all of the functions previously encompassed thereby, including responsibility for all correctional functions and those responsibilities formerly within the Bureau of Juvenile Detention within the Department of Corrections, to the newly created Division of Corrections within the Office of the Union County Sheriff.]

##### § 1-119 through § 1-122. (Reserved)

#### CHAPTER 140, CONTRACTED OFF-DUTY EMPLOYMENT OF LAW ENFORCEMENT OFFICERS

[Adopted 3-10-2016 by Ord. No. 2016-772; amended 12-19-2020 by Ord. 811-2019]

##### § 140 OFF-DUTY WORK BY LAW ENFORCEMENT OFFICERS

The County of Union ("County") establishes the following policy and procedures relating to the performance of services by off-duty law enforcement officers.

###### A. General Provisions

1. Officers shall be permitted to perform Law Enforcement-related services for private entities or persons ("applicants") during off-duty hours and at such times that such

services will not interfere with the efficient performance of regularly scheduled or emergency duties for the County.

2. Law Enforcement related services shall be defined as providing for Security and Traffic Control.
3. Only those Law Enforcement Officers who have been trained in the enforcement of the Title 39 (Motor Vehicle and Traffic Regulation) shall be permitted to accept off-duty assignments which require traffic control.
4. Law Enforcement Officers employed by the County of Union shall be permitted to perform Law Enforcement related services at events held on County Property and throughout the County, in Municipalities, which have entered into a formal agreement with the County of Union for the provision of Law Enforcement related services for private entities or persons, where the services are requested exceed the capacity of those officers to provide such services.
5. All services performed by off-duty officers serving in the Union County Police or the Union County Sheriff's Office, shall be in their official capacity as an employee of the County and shall be subject to the control and supervision of the Director of the Department of Public Safety, the Union County Sheriff, or their designees, as applicable.
6. Officers performing off-duty police-related services shall be in full uniform unless otherwise approved by the Director of the Department of Public Safety, the Union County Sheriff, or their designees, as applicable.
7. The Director of the Department of Public Safety, the Union County Sheriff, or their designees, may preclude any officer in their charge from working any such off-duty assignment. The Director of Public Safety, the Union County Sheriff or their designees, shall also have the right to order any off-duty assignment to be terminated.

**B. Costs and Fees**

1. To assure the timely payment of wages to officers who perform off-duty services, the Director of the Department of Finance shall establish a trust fund known as the "Jobs in Blue Employment Trust Account," which trust fund shall be dedicated for the receipt of costs and fees collected from applicants. The Jobs in Blue Employment Trust Account ("Trust Account") shall be administered by the Department of Finance, or by an authorized Third Party Administrator (TPA), should the Board of County Commissioners determine that such a Third Party Administrator, would be in the best interest of the County.
2. Applicants seeking Law Enforcement related services for events to be held on county property shall estimate the number of hours of service required, which estimate must be approved or disapproved in writing by the Director of the Department of Public Safety, the Union County Sheriff, or their designees. A copy of said approval or disapproval shall be forwarded to the Director of the Department of Finance or the TPA. If services are approved, the applicant shall forward payment to the Department of Finance for the total estimated hours of service prior to the commencement of any work. The Director of the Department of Finance shall deposit said payment into the Trust Account. Any unused portion of the deposit shall be returned or credited. Any amounts owed for services in excess of the estimate shall be paid within 48 hours of the event.
3. No officer shall provide any services for more hours than are estimated without the prior approval of the Director of the Department of Public Safety, the Union County Sheriff, or their designees, as applicable.

4. For services performed on County property or otherwise requested for directly with the County, officers shall be paid, at a rate of \$55 per hour. Payment shall be made through the County's payroll process in accordance with its regular practices. No officer shall be paid directly by any applicant.
5. For services performed off County property, in accordance with the agreements with the Municipalities, Officers shall be paid in accordance with the fee schedules adopted by those municipalities.
6. The County shall charge an additional 10% administrative fee for such work performed by its employees.
7. County vehicles shall not be used during the performance of off-duty police-related services unless authorized by the Director of Public Safety, the Union County Sheriff, or their designees. The County shall impose a vehicle use fee of \$50 for a patrol vehicle and \$100 for an ambulance.