



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: *772-2016*
 DATE OF INTRODUCTION: *2/18/2016*
 DATE OF ADOPTION: *3/10/2016*

2/18/2016



AN ORDINANCE TO AMEND "THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION" BY AMENDING PART 1, CHAPTER 1, ARTICLE XIV, DEPARTMENTS; DIVISIONS; BUREAUS; ARTICLE XVI, DEPARTMENT OF HUMAN SERVICES; ARTICLE XVII- ADMINISTRATIVE SERVICES; ARTICLE XVIII, DEPARTMENT OF PARKS AND RECREATION; CHAPTER 44, DEPARTMENT HEAD QUALIFICATIONS; CHAPTER 138, VEHICLES AND TRAFFIC; DELETING CHAPTER 64, HEALTH CARE SERVICES AND ADDING CHAPTER 140, CONTRACTED OFF-DUTY EMPLOYMENT OF LAW ENFORCEMENT OFFICERS; AND, ADOPTING THE 2016 DEPARTMENT OF PARKS AND RECREATION, FEES FOR RECREATION FACILITIES.

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as follows:

Continued...

NO SUFFICIENCY OF FUNDS REQUIRED
Ernie Mason 02/18/2016

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
CARTER	<i>f</i>				<i>X</i>			CARTER	<i>✓</i>				<i>✓</i>		
ESTRADA	<i>f</i>							ESTRADA	<i>✓</i>						
HUDAK	<i>f</i>							HUDAK	<i>✓</i>						
JALLOH	<i>f</i>							JALLOH	<i>✓</i>						
KOWALSKI	<i>f</i>					<i>X</i>		KOWALSKI	<i>✓</i>						
MIRABELLA	<i>f</i>							MIRABELLA	<i>✓</i>					<i>✓</i>	
WRIGHT	<i>f</i>							WRIGHT							<i>✓</i>
GRANADOS VICE CHAIRMAN							<i>f</i>	GRANADOS VICE CHAIRMAN							<i>✓</i>
BERGEN CHAIRMAN	<i>f</i>							BERGEN CHAIRMAN	<i>✓</i>						

APPROVED AS TO FORM  COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date. <div style="text-align: right;">  _____ CLERK </div>
I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date. <div style="text-align: right;"> _____ CLERK </div>	

PART I - ADMINISTRATIVE CODE

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]

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. Correctional Services.
- H. Economic Development.

ARTICLE XVI, Department of Human Services

[Amended 7-18-1991 by Ord. No. 337; 6-20-2002 by Ord. No. 553; 4-10-2003 by Ord. No. 569; 9-14-2006 by Ord. No. 636; 4-30-2015 by Ord. 2015-764]

§ 1-90. General purpose; departmental organization.

- A. There shall be a Department of Human Services for the purpose of promoting the coordination, integration, maximization and development of human services and providing for the planning, monitoring and administration of select human services. Such resources and services shall include, but not be limited to, those mandated by federal and state law and rules and regulations appertaining thereto. The Director of Human Services shall be the head of the Department and shall be responsible to the County Manager for its operation. The office staff of the Director shall include, but not be limited to, the Office of Paratransit, the George W. Herlich Juvenile Detention Center, the Office of Employment Services and Training, the Cornerstone Behavioral Health Hospital of Union County and the Union County Office on Women.
- B. George W. Herlich Juvenile Detention Center. The Superintendent of the Juvenile Detention Center shall be the head of this facility and shall be responsible to the Director of Human Services for its operation. Under the direction of the Superintendent, the Juvenile Detention Center's functions and responsibilities shall include:
 - (1) Providing for the temporary care (detention), in a physically restricting facility, of juveniles awaiting court disposition, in accordance with state law and rules and regulations appertaining thereto.
- C. Under the direction and supervision of the Director of Human Services, the Office of Employment Services and Training's functions and responsibilities shall include:
 - (1) Providing job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons and assuring that training and other services lead to maximum employment opportunities and enhanced self-sufficiency pursuant to authorizing federal legislation and rules and regulations appertaining thereto.

- (2) Collecting, compiling and analyzing statistical data relating to programmatic activity of the Division.
- (3) Preparing all mandated statistical programmatic reports.
- (4) Disseminating programmatic reports to appropriate agencies and officials.
- (5) Recruiting eligible participants to ensure compliance with authorizing federal legislation.
- (6) Initial screening and intake of individuals eligible for participating in the program.
- (7) Counseling of program participants for development of prospective employability plans, development of said plans and monitoring of program participants' progress in meeting said plans.
- (8) Developing jobs, including location and negotiation of employment positions for program participants.
- (9) On-the-job training (OJT) including development and negotiation of OJT contracts.
- (10) Directing placement of program participants in employment positions.
- (11) Educating and training of program participants to facilitate their employability and eventual unsubsidized employment.
- (12) Performing such other duties as may be required by the Director of Human Services.

D. Assistant Director. The Assistant Director of the Department of Human Services shall:

- (1) Under the direction and supervision of the Director of Human Services, assist in the orderly and efficient administration of the Department of Human Services, performing whatever supervisory or administrative duties the Director of the Department of Human Services deems necessary and proper.
- (2) Assure that all contract procurement and contract monitoring conforms to state and federal requirements.
- (3) Serve as the Acting Director of the Department of Human Services during the temporary absence or disability of the Director of the Department of Human Services.

E. Under the direction and supervision of the Assistant Director of Human Services, the Bureau of Veteran's Affairs' functions shall include:

- (1) Providing information and advocacy for veterans and their families.
- (2) Coordinating flag placement on all veterans' graves.

F. The Department of Human Services shall consist of the following divisions:

- (1) The Division of Aging.
- (2) The Division of Youth Services.
- (3) The Division of Planning.
- (4) The Division of Social Services.
- (5) The Division of Cornerstone Behavioral Health Hospital.

G. Under the direction and supervision of the Director of the Department of Human Services, the Union County Office on Women functions and responsibilities shall include:

- (1) Providing information to women in need of access to government services and resources.
- (2) Shall serve as a referral source, an advocate and to coordinate programming such as "UC Women Means Business", the Rape Crisis Center and the UC Commission on the Status of Women.

ARTICLE XVII, Department of Administrative Services

[Added 7-18-1991 by Ord. No. 337, Amended 12-19-2013 by Ord. 2013-755]

§ 1-98. General purpose; departmental organization.

[Amended 12-11-1997 by Ord. No. 458; 6-20-2002 by Ord. No. 553; 3-10-2005 by Ord. No. 611; Amended 12-19-2013 by Ord. 2013-755]

There shall be a Department of Administrative Services for the purpose of conducting personnel management and labor relations, purchasing, coordinating and monitoring the administration of all County insurance programs, motor vehicle fleet management, mailroom & messenger services and telecommunication services. The Director of Administrative Services shall be the head of the Department and shall be responsible to the County Manager for its operation. There may be a Deputy Director of the Department of Administrative Services who shall under the direction and supervision of the Director of the Department of Administrative Services assist in the orderly and efficient administration of the Department, performing whatever supervisory or administrative duties the Director deems necessary and proper.

A. The Department of Administrative Services shall include the following:

- (1) The Division of Personnel Management and Labor Relations.
- (2) The Division of Purchasing.
- (3) The Division of Motor Vehicles and Telecommunications.
- (4) The Bureau of Asset Management and Labor Compliance.

§ 1-99.4. Bureau of Asset Management and Labor Compliance

[Added 12-19-2013 by Ord. 2013-755]

A. There shall be under the direction and supervision of the Director of the Department of Administrative Services, the Bureau of Asset Management and Labor Compliance. The functions of the Bureau of Asset Management and Labor Compliance shall be:

- (1) To document the requirements and responsibilities necessary for the effective management of assets required to support departmental objectives within Union County Government.
- (2) To inventory County assets which will be subject to its jurisdiction; maintain a central data base wherein assets will be inventoried; provide a mechanism for identification of assets and their location within the County and account for all additions and subtractions to County assets to prevent the loss of County assets.
- (3) To ensure that the County vendor's comply with all applicable Federal, State and Local Government labor standards and requirements.
- (4) To administer and manage the equipment maintenance service contract(s).

B. Bureau head. The Bureau Chief of Asset Management and Labor Compliance shall be the head of the Bureau and shall be responsible to the Director of the Department of Administrative Services for its operation.

ARTICLE XVIII, Department of Parks and Recreation

[Adopted 6-26-1997 by Ord. No. 452; Amended 12-20-2007 by Ord. No. 664; Amended 12-15-2011 by Ord. 726-2011; Amended 10-11-2012 by Ord. 2012-742; Amended 12-19-2013 by Ord. 2013-755]

§ 1-100. Department established; purpose; organization.

[Amended 6-20-2002 by Ord. No. 553; 9-14-2006 by Ord. No. 636; 12-20-2007 by Ord. No. 664; 6-25-09 by Ord. No. 686; Amended 6-10-2010 by Ord. 704-2010; Amended 8-19-2010 by Ord. 709-2010; Amended 12-15-2011 by Ord. 726-2011; Amended 12-19-2013 by Ord. 755]

- A. General Purpose; Departmental Organization. There shall be a Department Parks and Recreation for the purpose of the development of recreational programs and the development and maintaining of public parks, playgrounds, recreational places and facilities, the Watchung Reservation and open space within the County of Union. The Director shall be fully responsible for the Department's operation.
- B. There may be a Deputy Director who shall be responsible to the Director of the Department of Parks and Recreation.
- C. The Department shall have an Office of Cultural and Heritage Affairs.

The Office of Cultural and Heritage Affairs functions and responsibilities shall include:

- (1) Create, support and encourage programs promoting public interest and participation in local arts, history and culture.
- (2) Maintain an annual preservation awards program commending noteworthy historic preservation.
- (3) Educate the public on local, state and municipal efforts to preserve historical sites.
- (4) Maintain an historic inventory as a resource for federal and state agencies and local planners.

Chapter 44, DEPARTMENT HEAD QUALIFICATIONS

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 8-26-1976 as Res. No. 472-76. Title amended 4-10-2003 by Ord No. 569. Other amendments noted where applicable.]

§ 44-1. Enumeration of qualifications.

The Board of Chosen Freeholders of the County of Union hereby sets forth below the qualifications for persons to be appointed as department heads in the County of Union:

- A. *County Counsel.* The County Counsel shall be an attorney admitted to practice law in the State of New Jersey and shall have at least five years' experience in the practice of law in New Jersey.
- B. *Administrative Services.* The Director of the Department of Administrative Services shall have attained a degree from an accredited college institution in the field of personnel or public administration or a law degree or, in lieu thereof, shall have at least five years of responsible professional supervisory experience
- C. *Economic Development.* The Director of the Department of Economic Development shall have attained an educational equivalent of a bachelor's degree in economics, business, urban or regional planning, or a related field from an accredited college institution and shall be able to organize, develop, coordinate and administer the economic development and planning objectives and activities of the County. [Amended 9-9-1976 by Res. No. 534-76; 4-10-2003 by Ord. No. 569]
- D. *Correctional Services.* The Director of the Department of Correctional Services shall have proven background in adult corrections with at least seven (7) years progressively responsible leadership, with at least four (4) of those years in a managerial or supervisory capacity. The Director of Correctional Services shall have attained a college or university degree in the areas of Criminal Justice, Social Science, Public or Business Administration or related areas from a recognized and accredited institution, or an equivalent combination of education and experience may be substituted.
- E. *Human Services.* The Director of the Division of Human Services shall have attained a bachelor's degree from an accredited college institution in the field of psychology, sociology, social work, public administration or in any other field related to the administration of social service programs or shall have at least five years of commensurate experience in a supervisory capacity in related fields. [Amended 4-10-2003 by Ord. No. 569]

- F. *Finance.* The Director of the Department of Finance shall have attained a college degree from a recognized and accredited college institution and shall have at least five years' experience in which supervision of fiscal affairs shall have been his major responsibility and shall possess a Certified County Finance Officer' License. He shall likewise possess a working knowledge and understanding of modern accounting and auditing plans and the law relating to the budgetary process of government.
- G. *Engineering, Public Works and Facilities Management.* The Director of the Department of Engineering, Public Works and Facilities Management shall have attained a college degree from a recognized and accredited institution, or shall have had five years' management experience in this area, and shall have at least five years' supervisory experience in the function and operations of public works or be a registered professional engineer with at least three years' experience in such fields. [Amended 11-29-1984 by Res. No. 743-84; 4-10-2003 by Ord. No. 569]
- H. *Public Safety.* The Director of the Department of Public Safety shall have a college degree from a recognized accredited institution or, in lieu thereof, have at least five years' proven demonstrable ability in security, public safety, public works or building security, security systems or commensurate training and experience.
- I. *Parks and Recreation.* The Director of the Department of Parks and Recreation shall have attained a bachelor's degree from an accredited college or university in the field of public administration, recreational management or any other field related to the management of public park and recreation systems, and shall have at least five years of commensurate experience in a supervisory capacity. The Director shall have a thorough working knowledge and understanding of public park and recreational systems, supported by understanding of and training or education in related fields of business management, modern business practices and enterprise management. [Amended 6-24-1982 by Res. No. 349-82; 2-24-2000 by Ord. No. 511; amended 3-10-2005 by Ord. No. 611].

Chapter 64, (RESERVED)

Chapter 138, VEHICLES AND TRAFFIC

§ 138-7. Reserved parking.

[Amended 12-10-1992 by Ord. No. 371; amended 1-28-2009 by Ord. No 681-2009]

- A. The locations as provided for in Schedule V (§ 138-35) are hereby designated as reserved parking spaces. Reserved parking spaces as may be established by the Department of Public Safety shall be used only by persons who have been issued special vehicle identification cards. No other person shall be permitted to park in these spaces as shown on the sketches attached to and made a part of this chapter.
- B. Unauthorized parking; restricted access.
 - B1. The practice of persons parking in spaces under the Union County Administration Building produces the potential for a most serious safety hazard in the event of a fire or accident in this area. This location is hereby designated as an area which may be used only by persons who have been issued special vehicle identification cards issued by the Department of Public Safety and/or Clerk of the Board, No other persons are authorized to utilize such area. Any person who shall violate the provisions of this section shall, upon conviction, be punished by a fine not to exceed \$100 for each and every offense. [Added 6-25-1998 by Ord. No. 474]

ARTICLE XIV, Schedules

§ 138-35. Reserved

[Amended 12-10-1992 by Ord. No. 371]

§ 138-36. Schedule VI: Vehicle Weight Limits.

In accordance with the provisions of § 138-8, trucks over four tons' gross weight are hereby excluded from all streets in the Union County park system except for the pickup and delivery of materials as excepted:

Location

ASH BROOK GOLF COURSE

All streets

ASH BROOK RESERVATION

All streets

BRIANT PARK

All streets

BLACK BROOK PARK

All streets

CEDAR BROOK PARK

All streets

ECHO LAKE PARK

All streets

ELIZABETH RIVER PARKWAY

All streets

GALLOPING HILL GOLF COURSE

All streets

GREEN BROOK PARK

All streets

HIDDEN VALLEY PARK

All streets

MATTANO PARK

All streets

NOMAHEGAN PARK

All streets

OAK RIDGE GOLF COURSE

All streets

PASSAIC RIVER PARKWAY

All streets

RAHWAY PARK

All streets

RAHWAY RIVER PARKWAY

All streets

UNAMI PARK

All streets

WARINANCO PARK [Added 12-21-1982 by Ord. No. 176]

All streets

WATCHUNG RESERVATION

Cataract Hollow Road: entire length

Sky Top Drive: entire length

Wood Road: between Valley Road (Berkely Heights) and Glenside Avenue (Scotch Plains)

WHEELER PARK

All streets

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

[Adopted 3-10-2016 by Ord. No.]

§ 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 at events held on County Property.

A. General Provisions

1. Officers shall be permitted to perform police-related services for private entities or persons (“applicants”) at events held on County property 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. All services performed by off-duty officers serving in the Union County Police, the Union County Sheriff’s Office, or the Union County Department of Corrections shall be in his/her official capacity as an employee of the County and shall be subject to the control and supervision of the Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees, as applicable.
3. Officers performing off-duty police-related services shall be in full uniform unless otherwise approved by the Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees, as applicable.
4. The Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees, may preclude any officer in his or her charge from working any such off-duty assignment. The Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, 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.
2. Applicants shall estimate the number of hours of service required, which estimate must be approved or disapproved in writing by the Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees. A copy of said approval or disapproval shall be forwarded to the Director of the Department of Finance. 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 Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees, as applicable.
4. Services shall be performed, and 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. The County shall charge an additional 10% administrative fee for such work performed by its employees.
6. 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

the Director of Correctional Services, or their designees. The County shall impose a vehicle use fee of \$50 for a patrol vehicle and \$100 for an ambulance.

C. Public Emergency

The Director of Public Safety, the Union County Sheriff, or the Director of Correctional Services, or their designees, shall have the authority to order any officer engaged in off-duty assignments within the County to respond to an emergency situation within the County. In the event that an officer is assigned to an emergency situation in the County, the applicant shall not be responsible for the payment of the officer's hourly rate, administrative fee or any other fees to the County until such time as said officer returns to the off-duty assignment.

D. Indemnification

To the fullest extent permitted by law, the applicant shall indemnify, defend, and hold harmless the County, its agents and employees, from and against all claims, damages, losses, liabilities, and expenses, including but not limited to attorney's fees and court costs arising out of, resulting from or in any way relating to either directly or indirectly the services of the officer.

ARTICLE IV, Fees for Recreation Facilities

2016 PROPOSED NEW FEES

*** Note all fees not included herein will remain the same as 2015

DESCRIPTION		2015	PROPOSED 2016
INFLATABLE(s) AT PICNICS, SPECIAL EVENTS	NEW		\$25.00
GOLF			
Player's Card - 7 day	Non-resident	\$150.00	\$175.00
Player's Card - 7 day Senior	Non-resident	\$125.00	\$150.00
Player's Card - 14 day	Non-resident	\$400.00	\$425.00
GREEN FEES: 18 Holes		Weekdays	
Player's Card Open (until 11AM)		\$29.00	\$31.00
Player's Card Midday (11AM- 3PM)		\$27.00	\$29.00
Player's Card Twilight (3PM - Close)		\$25.00	\$27.00
Gold/Black Card Open till 3pm		\$26.00	\$28.00
Gold/Black Card Open 3pm on		\$19.00	\$20.00
Non Card Holder Open		\$60.00	\$62.00
Non Card Holder Midday		\$53.00	\$55.00
Non Card Holder Twilight		\$47.00	\$49.00
9 hole rate seasonal w/ card		\$18.00	\$19.00
9 hole rate seasonal w/o card		\$18.00	\$21.00
Senior Reciprocity Mon to Fri only		\$31.00	\$33.00
Tee time Pass		\$55.00	\$60.00
NJSGA		\$55.00	\$60.00
GREENS FEES- 9 Holes (Learning Center 9)			
Player's Card Holder		\$14.00	\$15.00
Non Card Holder		\$19.00	\$20.00
League 18 holes		\$45.00	\$49.00
league 9 holes		\$35.00	\$39.00
League 9 holes on 9 hole course		\$25.00	\$29.00
Weekends/Holidays (holiday defined as MAY 1st to September 30th)			
Player's Card Open (until 3pm)		\$31.00	\$33.00
Player's Card Twilight (3PM - Close)		\$26.00	\$28.00
Gold/Black Card Open till 3pm		\$28.00	\$30.00
Gold/Black Card Open 3pm on		\$24.00	\$26.00
Non Card Holder Open		\$64.00	\$66.00
Non Card Holder Twilight		\$49.00	\$51.00
GREENS FEES- 9 Holes (Learning Center 9)			
Player's Card Holder		\$15.00	\$16.00
Non Card Holder		\$20.00	\$21.00
Outing Price AB		\$95.00	\$105.00
Outing Price GH		\$99.00	\$109.00
Range Balls			
Small		\$5.00	\$6.00
Medium		\$10.00	\$11.00
Large		\$15.00	\$16.00