

**BOROUGH OF PEAPACK AND GLADSTONE  
SOMERSET COUNTY, NEW JERSEY**

**ORDINANCE NO. 1155-2025**

**AN ORDINANCE AMENDING CHAPTER 2, SECTION 31, SUBSECTION 17 OF THE GENERAL ORDINANCES OF THE BOROUGH OF PEAPACK AND GLADSTONE, TITLED “OFF-DUTY ASSIGNMENTS FOR POLICE OFFICERS,” TO PERMIT THE POLICE DEPARTMENT TO ENTER A SERVICE AGREEMENT WITH A THIRD-PARTY ENTITY TO OUTSOURCE THE ADMINISTRATION AND MANAGEMENT OF OFF-DUTY ASSIGNMENTS FOR POLICE OFFICERS.**

**WHEREAS**, Chapter 2, Section 31.17, General Ordinances of the Borough of Peapack and Gladstone (“Code”), titled “Off-Duty Assignments for Police Officers[,]” currently permits and provides procedures for off-duty police officers to accept and be assigned to temporary, police-related employment by private employers during off-duty hours and at such times as will not interfere with the efficient performance of regularly scheduled or emergency duty for the Borough.

**WHEREAS**, the Borough desires to amend Section 31.17 to permit the Police Department to enter a service agreement with a third-party entity to outsource the administration and management of off-duty assignments for police officers.

**BE IT HEREBY ORDAINED** by the Borough Council of the Borough of Peapack & Gladstone, Somerset County, State of New Jersey, as follows:

**SECTION 1.** Chapter 2, Section 31, Subsection 17, titled “Off-Duty Assignments for Police Officers[,]” of the Code is hereby amended, as follows:

[Text that appears bolded and underlined has been added. (Example: **Text.**)]

[Text that appears stricken through has been removed (Example: ~~Text.~~)]

[Plain text that does not appear bolded, underlined, or stricken through remains unchanged. (Example: Text.)]

**§ 2-31.17. Off-Duty Assignments for Police Officers.**

- a. Members of the Police Department shall be permitted to accept police related employment on behalf of private employers only during off-duty hours and at such times as that will not interfere with the efficient performance of regularly scheduled or emergency duty for the Borough.
- b. Any person or entity wishing to employ off-duty police shall first obtain the approval of the Chief of Police or his designee, which approval shall be granted if, in the opinion of the Chief, such employment would not be inconsistent with the efficient functioning and good reputation of the Police Department and would not unreasonably endanger or threaten the safety of the officer or officers who are to perform the work.

- c. Any person or entity requesting the services of an off-duty law enforcement officer shall estimate the numbers of hours such services are required, which estimate shall be approved in writing by the Chief of Police or his designee, and shall establish an escrow account with the Borough Treasurer, or third-party entity as described in paragraph j below, by depositing an amount sufficient to cover the rates of compensation and administrative fees set forth in paragraph h below for the total estimated hours of service.
- d. Prior to posting any request for services of off-duty officers, the Chief of Police or his designee shall verify that the balance in the escrow account of the person or entity requesting services is sufficient to cover the compensation and fees for the number of hours specified in the request for services, except as set forth in paragraph e below. If the escrow account is managed by a third-party entity, a statement, signed by an officer of such entity, shall be provided to the Borough indicating that sufficient funds to cover the compensation and fees have been deposited with that firm and are being held in an escrow account in accordance with this Section. No service shall be performed unless all fees and compensation required in the manner described above have been deposited with the Treasurer or third-party entity as described in paragraph j below. No officer shall provide any such services for more hours than are specified in the request for services.
- e. The person or entity requesting such services shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services.
- e.f. In the event that the funds in such an escrow account should become depleted, services of off-duty officers shall cease, and requests for further or future services shall not be performed or posted until additional funds have been deposited in the escrow account in the manner prescribed above. In the event that emergent circumstances arise which require an officer working an off-duty assignment for a period in excess of the estimated hours of service, the Police Chief or his designee may authorize an officer to continue the off-duty assignment even though the escrow account has been depleted. In the event that additional hours are worked, the person or entity contracting for the services of a Borough Police Officer shall be billed for the additional hours and an administrative fee, as described in paragraph j below.
- f. ~~The person or entity requesting such services shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services.~~
- g. All requests for the services of off-duty law enforcement officers in the Borough of Peapack and Gladstone Police Department for a period of one (1) week or longer shall be forwarded to the Chief of Police at least ten (10) days before such services are required whenever possible.
- h. Any officers, when so employed by the Borough, shall be treated as an employee of the Borough; provided, however, that wages earned for outside employment shall not be applied toward the pension benefits of law enforcement officers so employed nor shall hours worked for outside employment be considered in any way compensable as overtime.
- h.i. Rates for compensation for contracting off-duty police officers shall be ~~eighty (\$80.00) dollars per hour~~ eighty dollars per hour (\$80.00/hr.), plus an additional ~~twenty-five (\$25.00) dollars per hour~~ thirty dollars per hour (\$30.00/hr.) for administrative fees, and an additional ~~thirty (\$30.00) dollars per hour~~ thirty dollars per hour (\$30.00/hr.) for the use of a police car ~~(total one hundred~~

~~thirty five (\$135.00) dollars per hour), for a total of one-hundred-forty dollars per hour (\$140.00/hr.).~~ For any detail requiring three (3) or more officers or sixteen (16) hours, the entity will be billed one (1) additional hour for every sixteen (16) scheduled hours. There will be a minimum billing charge of three (3) hours per officer per detail. The entity contracting for off-duty services will be charged the minimum fee per officer for any cancellation less than twelve (12) hours prior to the scheduled start time.

j. While officers are welcome to take any qualified off-duty work, the use of Borough Police vehicles shall be limited to a 12-mile radius measured in a linear distance (as the crow flies). In the case of an extraordinary event, the Chief of Police with the Borough Administrator or Mayor may jointly grant special permission to use Borough Police vehicles outside of the permitted 12-mile radius.

i.k. The entity or person shall provide the Borough with proof of general liability insurance in an amount not less than one million (\$1,000,000.00) dollars combined single limit per occurrence.

l. Upon a Resolution approved by the governing body, the Mayor, Administrator, or Chief of Police, as Officers of the Borough, or their designees shall be permitted, on behalf of the Police Department, to enter a service agreement with a third-party entity to outsource the administration and management of off-duty assignments for police officers.

1. Such third-party entity, in accordance with a duly approved and executed service agreement, may provide the following services in furtherance of this subsection:

i. Engage with representatives, organizations, and institutions desiring off-duty police officer assistance.

ii. Manage off-duty payment processing in conjunction with the Police Department's payroll system.

iii. Manage escrow and pre-payment accounts as well as invoice and follow up of all collection activities as necessary to ensure an effective payment processing system. When a third-party entity manages escrow and pre-payment accounts, such third-party entity shall make payment to the Borough no later than five (5) business days following the conclusion of each work week, so as to allow sufficient time for Borough payroll processing and to ensure that Borough police officers are promptly paid for off-duty work in a timely manner.

iv. Charge such representatives, organizations, and institutions, which retain the services of off-duty police officer pursuant to this subsection, a fee equal to no more than eight percent (8%) of the total computation of costs charged to such representatives, organizations, and institutions, in accordance with paragraph h above. Such fee shall be charged in addition to the costs set forth in paragraph h above.

**2. Any such third-party entity shall be bound to provide such services in accordance with this subsection.**

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be unconstitutional or unenforceable, such decision shall not affect the remaining portion of this ordinance.

**SECTION 3.** All ordinances of the Borough of Peapack & Gladstone which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4.** This ordinance shall take effect upon final passage and publication thereof as provided by law.

Introduced: May 6, 2025


Motion	Seconded	Borough Council	Aye	Nay	Abstain	Absent
		Jamie Murphy	X			
	X	Eric L. Quartello	X			
		Sergio Silva				X
		Julie Sueta	X			
X		John Sweeney	X			
		Jill Weible				X

**Ordinance No. 1155-2025**

Adopted: May 27, 2025

Motion	Seconded	Borough Council	Aye	Nay	Abstain	Absent
		Jamie Murphy	X			
		Eric L. Quartello	X			
		Sergio Silva				X
	X	Julie Sueta	X			
X		John Sweeney	X			
		Jill Weible	X			

Attest:

  
NANCY A. BRETZGER  
CLERK

  
MARK A. CORIGLIANO  
MAYOR