County of Passaic

Administrative Code

Revised: April, 2016

Pursuant to N.J.S.A. 40:20-1.3
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ARTICLE ONE

TITLE, PURPOSE, CONSTRUCTION AND DEFINITIONS

1.1 Title. This document together with all amending and supplementing resolutions thereto may be cited as "The Administrative Code of the County of Passaic."

1.2 Purpose. It is the purpose of this Code to organize the agencies and affairs of the County in the manner most conducive to the efficient and effective delivery of services while ensuring a high level of public confidence in the structure and conduct of the County's government.

1.3 Continuation. As of the effective date of this Code, the inhabitants of Passaic County, shall within the boundaries of Passaic County, continue and remain a body corporate and politic with perpetual succession.

1.4 Governing Laws. As of the effective date of this Code, the County of Passaic shall be governed by: the Constitution of the United States, federal law, the Constitution of the State of New Jersey, New Jersey State statute and accompanying regulations, and all other ordinances and resolutions duly adopted by the Board of Chosen Freeholders. The establishment and adoption of this Code is authorized pursuant to N.J.S.A. 40:20-1.3 and 1.4.

1.5 Interpretive Statement. It is the intent of the Board in enacting this Code:

   a. To fully utilize the powers granted to the County to organize and regulate its internal affairs; create, alter or abolish offices, positions and employments and define the functions, powers and duties thereof; establish qualifications for persons holding offices, positions and employments; and provide for the manner of their appointment and removal and for their term, tenure and compensation.

   b. To provide for the establishment of innovative shared service programs in any area of governance in which another local unit or State agency desires to contract with Passaic County for the more efficient operation of government as permitted by the New Jersey Uniform Shared Services and Consolidation Act. N.J.S.A. 40A: 65-1.

   c. To recognize the Board of Chosen Freeholder's role as both the executive and legislative branches of Passaic County government.

   d. In the event of any inconsistencies between this administrative code and the bylaws of the board of Freeholders, this administrative code shall take precedence and be paramount.
1.6 Construction. For the purposes of the Code, and any other ordinances and resolutions heretofore or hereafter adopted, except as the context may otherwise require:

a. The present tense includes the past and future tenses; the future tense includes the present.

b. The masculine gender includes the feminine and neuter.

c. The singular number includes the plural, and the plural, the singular.

d. The time within which an act is to be done shall be computed by excluding the first day and including the last day, but if the last day be a Saturday, Sunday or a legal holiday, then the next day which is not a Saturday, Sunday or a legal holiday, shall be the last day.

e. The terms "Writing" and "Written" shall include printing, typewriting, word processing, duplicating and any other visual mode of reproducing words or figures on paper or paper-like material, which is in general use.

f. Unless specifically indicated, no statement contained in this Code as to appointment or dismissal of any person in County service is intended to modify or abrogate any provision of Title XI (New Jersey Department of Personnel) of the Revised Statutes of the State of New Jersey or of any regulation issued hereunder.

1.7 Definitions. For the purpose of this Code and in the interpretation and application of all other ordinances and resolutions heretofore or hereafter adopted by the County, except as the context may otherwise require:


b. "Board" shall mean the Board of Chosen Freeholders of the County of Passaic.

c. "Bylaw" – the term "bylaw" shall mean pursuant to any applicable statute, regulation or judicial or administrative precedent that is binding on the County including those statutes set forth in Section 1.4.

d. "Code" shall mean this Passaic County Administrative Code together with any amendments and supplements thereto.

e. "County" shall mean the County of Passaic, State of New Jersey.

f. "Department" shall mean a primary organization unit or group of organization units of the County government.

g. "Department Head" shall mean the administrative head of a department, and its subdivisions, regardless of his title.
h. "Division" shall mean a sub-organization unit of a department established by, or designated as, a division by the Code

i. "Division Head" shall mean the administrative head of a division, regardless of his/her title

j. "Bureau" shall mean a sub-organizational unit of a division of a department established by, or designated as, a bureau by the Code

k. "Office" shall mean a unit of County government whose interaction with other governments or agencies requires a distinct organizational structure

l. "Ordinance" shall mean and include any act or regulation of the Board, except an expense or capital budget, required to be reduced to writing, published after introduction, and considered for final passage after public hearing at a meeting subsequent to the meeting at which it was introduced

m. "Person" shall mean any corporation, firm, partnership, association, organization or other entity, as well as individual

n. "Resolution" shall mean and include any act or regulation of the Board, required to be reduced to writing, but which may be finally passed at the meeting at which it is introduced. The annual budget, adopted pursuant to N.J.S.A. 40A: 4-1, et seq., shall also be deemed to be adopted by resolution, even though it cannot be adopted at the meeting at which it is introduced

o. "Staff" shall mean all personnel of any type of any department, division or bureau

p. "Code of Ethics" shall refer to the Passaic County Code of Ethics adopted by the Passaic County Ethics Board on March 12, 2000, and attached hereto as Exhibit A
ARTICLE TWO

THE BOARD OF CHOSEN FREEHOLDERS ORGANIZATION AND POWERS

2.1 Definitions. Term, Election, Vacancies, Compensation. The Board shall consist of seven (7) members whose terms shall be three (3) years in accordance with the provisions of N.J.S.A. 40:20-23. Freeholders shall be elected at the annual general election in November and any vacancy in the Board not caused by the expiration of a term shall be filled as provided by Title 19. The compensation of members of the Board shall be fixed by the Board in accordance with the provisions of N.J.S.A. 40:20-72.

2.2 The Board shall act in all matters through the appropriate committee subject to the approval of the body through a resolution request of the committee or a majority vote from the Board at the time of a meeting. Individual Freeholders may not direct any employee in the day to day operations of any county Department. This does not prevent any Freeholder from making inquiries of any employee.

Nothing herein shall prevent the Board from appointing committees of its own members or citizens to investigate the conduct of an officer, department, or agency or any matter concerning the welfare of the County, and investing such committees with the appropriate powers of inquiry pursuant to the law.

2.3 Organization. The annual organization of the Board and conduct of Board business and meetings shall be conducted in accordance with those bylaws adopted by the Board during its annual reorganization meeting.

2.4 Director of the Board. The Director and Deputy Director shall serve for a term of one year and until their successor has been duly elected and qualified. Each may be re-elected to successive terms. The Director shall preside over all meetings of the Board, appoint all members to committees of the Board, and by his/her signature thereto authenticate all resolutions and ordinances passed by the Board. Board committee terms shall be for a term of one year ending with the subsequent year's reorganization meeting. In the absence or inability to serve of the Director, the Deputy Director shall act in his place and stead. In the absence or inability to serve of both the Director the Deputy Director, the Board shall elect from among its members, a Director pro tempore for the meeting to serve only so long as the Director and Deputy Director are absent or unable to serve. The Freeholder Director shall have the authority to pull items from said agenda by notifying the appropriate Freeholder Committee chairperson. Director may be overruled by a simple majority of the Board. Resolutions not listed on the written agenda by the Clerk to the Board may be added to the agenda by a simple majority of the Board.

2.5 Committees. There shall be such standing committees of the Board as established by the County's bylaws and their membership shall be determined by the Director. In the
event there is no adoption of bylaws in any year, the previous jurisdiction of the Committees as set forth in the prior bylaws shall continue until and unless a new resolution adopting bylaws is adopted. The Board may, from time to time, establish legislative committees for specific purposes. Such committees shall be established by resolution for a definite period and members of such committees shall be appointed by the Director, for one-year terms ending the subsequent year’s reorganization meeting.

2.6 Board Powers. The Board of Chosen Freeholders, pursuant to N.J.S.A. 40:20-1 et seq. and in its dual role as an area-wide agency of state government empowers to administer state functions within the County, and as an instrumentality of the people to provide area-wide services for their use and benefit shall:

a. Adopt and amend an Administrative Code organizing the administration of County government, setting forth the duties and responsibilities and powers of all County officials, departments, divisions and bureaus and the manner of performance needed.

b. Appoint such officers and employees required by State statute and for the terms set forth by law including a County Administrator, County Counsel, Chief Financial Officer, Treasurer, Clerk to the Board, Purchasing Director, Engineer, Superintendent of Bridges, Adjuster, OEM Coordinator, and Road Supervisor.

c. Prescribe such annual budgetary procedures, accounting controls, central purchasing practices, and central data processing as deemed prudent for the efficient and effective operation of government.

d. Adopt personnel procedures including the establishment of tables or organization for County departments and constitutional officers.

e. Appoint, suspend and remove, subject to the general law and New Jersey Department of Personnel regulations, all officials and employees

f. Pass, in accordance with law, whatever ordinances and resolutions it deems necessary and proper for the good government of the County.

g. Create and appoint members of all Boards and Commissions and other bodies whose manner of appointment is not otherwise specified by law.

h. Approve the annual operating and capital budgets by resolution pursuant to the Local Budget Law, N.J.S.A. 40A: 4-1 et seq

i. Appoint annually a registered municipal accountant licensed by the State of New Jersey to perform an audit of the County's books, accounts and financial transactions pursuant to N.J.S.A. 40A: 9-29
j. Conduct such investigations as authorized by law.

2.7 Resolutions. Any obligation-or expenditure of County funds must be authorized by formal action of the Board, including resolution, bill list approval or other manner authorized by State regulation.

2.8 Advisory Boards. In all instances in which advisory boards are created under this article, they shall consist of such members as determined by the Board. The members may be recommended by any Freeholder or the County Administrator and their appointment shall be subject to the action of the Board:

a. Each advisory board shall have broad authority to organize itself and to study the functions and service in their area of concern and to propose such programs and innovations as they, in their experience, feel would be beneficial to the County and its citizens.

b. The composition of each advisory board, if any, shall be such that it reflects the population of the County and the public served by the agency being advised. To the greatest extent possible, such boards shall reflect the diversity of Passaic County residents.

c. Advisory boards shall be provided with such meeting facilities and secretarial and logistical assistance as is necessary for them to fulfill their function of advising the County Administrator, the Board and the department to which they are attached. Each department shall be responsible for the provision of such assistance as is required herein.

d. The chairman of each board shall report on an ongoing basis its status to the Freeholders and County Administrator.

2.9 Appointments, Transfers and Hiring of Appointed Employees and Agency Members. The following procedure is applicable to resolutions concerning appointments, transfers and hiring of appointed employees or agency members of Passaic County:

a. All such resolutions requested hereafter to be acted upon by the said Board shall identify the sponsoring Freeholder by having his name affixed thereto.

b. In all cases only the Freeholders of Passaic County have authority to request such resolutions in the form above indicated, for placement on any meeting agenda.
ARTICLE THREE

GUBERNATORIAL APPOINTEES AND CONSTITUTIONAL OFFICERS

3.1 Generally. The Offices of County Prosecutor, Sheriff, Surrogate, County Clerk and Register of Deeds, Board of Elections and Superintendent of Elections are subject to direction by the Board of Chosen Freeholders to the maximum extent permitted by law. This Code is not intended to change the powers or duties of these officers, unless specifically authorized herein.

3.2 Department Heads. The officers, employees, property and activities under the jurisdiction of each of the officials enumerated in Section 3.1 above, shall respectively be deemed equivalent to a Department with the Constitutional Officer or Gubernatorial Appointee as its head.

3.3 Administration. Pursuant to N.J. S.A. 40:20-1.3, and unless otherwise prohibited by law, each of the above referenced offices shall be subject to annual budgetary procedures and requirements of the County as well as such financial and accounting controls, purchasing practices, and personnel procedures adopted by the County. Such procedures, controls and practices shall include, but shall not be limited to:

a. Adherence to the County Personnel Policies and Procedures Manual

b. Purchasing goods and services in accordance with the County Purchasing Manual

c. Providing access to the County Administration, and its auditors, of all books and records of the office

d. Adherence to departmental tables of organization including position control numbers as established and/or approved by the Board of Chosen Freeholders annually. Such tables of organizations cannot be changed without approval by the Freeholders and employees may not begin work for Passaic County before approval by the Freeholders.

e. Operating vehicles in accordance with the County Vehicle Policy adopted by the Freeholders
ARTICLE FOUR

DEPARTMENTS

4.1 General. The organization of and responsibility for the County's operations shall be divided among the following:

a. County Administrator
b. Human Resources, Department of
c. Department of Communication and Information Technology
d. Clerk to the Board
e. Department of Law (County Counsel)
f. Finance, Department of
g. Engineering, Department of
h. Public Buildings, Department of
i. Planning and Economic Development, Department of
j. Human Services, Department of
k. Parks and Recreation, Department of
l. Department of Public Safety
m. Health Department
n. Senior, Disability Services and Veterans Affairs
o. Preakness Healthcare Center
p. Camp Hope
q. Cultural & Historic Affairs, Department of
r. Non-Departmental Agencies and Autonomous Bodies

4.2 Unclassified Positions. The Departments above shall be considered to be led by persons in "unclassified" titles pursuant to the requirements of Title 4A of the New Jersey Administrative Code.
ARTICLE FIVE

COUNTY ADMINISTRATOR

5.1 Qualifications. Appointment. Term. The County Administrator shall be qualified by administrative, managerial and executive experience to serve as chief administrative officer for the Board and as the county Budget Officer. He or she shall be appointed by a majority vote of the full membership of the Board and shall serve for a term consistent with the provisions of N.J.S.A. 40A: 9-42 and until the appointment and qualification of his successor.

5.2 Powers. The County Administrator shall be the chief administrative officer of the County, responsible to the Board for carrying out its policies and for the proper administration of all County affairs within the Board's jurisdiction. In furtherance thereof, the Administrator, under the direction and control of the appropriate committee and/or full board of chosen Freeholders:

a. Shall supervise, direct and control all County departments

b. May require reports and examine the accounts, records and operations of any agency of County government

c. May, at his discretion, order any agency under his jurisdiction as specified in the Code to undertake any task for any other agency on a temporary basis if he deems it necessary for proper and efficient administration to do so; with permission of the Freeholders.

5.3 Emergency Powers. The County Administrator may, with the approval of the Director or the Deputy Director, take immediate action, when it is impractical to await the convening of the Board of Chosen Freeholders at a regularly scheduled meeting to hire new and replacement personnel in situations, which affect the health, safety and welfare of the public. Under such circumstances, the County Administrator may hire such personnel on an interim basis, forthwith notifying the Freeholder Director and the Freeholder designated as the Chairman of the Freeholder Finance and Administration Committee. All such hiring shall be placed upon the agenda for the next regularly scheduled meeting and shall be subject to the subsequent ratification of the Board of Chosen Freeholders of Passaic County. In the event no ratification ensues within thirty (30) days subsequent to the initial date of employment of such personnel, then, and in such event, the employment of said personnel shall be forthwith terminated. The County Administrator shall also be empowered to enter into emergency contracts for goods or services needed to preserve the health, safety and welfare of the public in accordance with the provisions of the Local Public Contract Law. N.J.S.A. 40A: 11-6.
5.4 Duties. The County Administrator shall exercise the administrative power of the County. The Administrator shall:

a. Working with the Administration and Finance Committee, or Budget Committee where said committee is appointed by the Freeholder Director, Prepare through the Finance Department and submit to the Board for its consideration and adoption an annual operating budget and a capital budget; establish the schedules and procedures to be followed by all County departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process

b. Enforce the Code and all general laws applicable thereto

c. Supervise the care and custody of all County property institutions and agencies

d. Organize the work of County departments subject to the Code. He shall further review their administration and operation and make recommendations pertaining thereto to the Board through the appropriate committee

e. Review, analyze and forecast trends of County service and finance and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board

f. Review and offer recommendations to the Board regarding the structure; supervision, direction and control of the internal organization of County government

g. Recommend to the Board such measures as he may deem necessary and proper for the efficient, economic and lawful administration of the County

h. Perform such other duties as shall be assigned by the Board

i. Serve as ex-officio nonvoting member of all appointive bodies in County government either directly or through a designated representative

j. The County Administrator is designated as the appointing authority de facto for the purpose of personnel action concerning Passaic County employees and officers;

k. The County Administrator is obligated to provide any and all information requested by any member of the Board
5.5 Collective Negotiations. The County Administrator shall be the representative of and lead negotiator for the County of Passaic with respect to collective negotiations with employees. He may designate one or more officers or employees of the county government to serve with him or in his place and stead in such negotiations. He shall keep the Board informed of the progress thereof and shall be guided in such negotiations by such Board policy as the Board may determine. Upon conclusion of negotiations, the Administrator shall enter into tentative contracts and Memoranda of Agreements. Such contracts and memoranda shall be subject to approval by a resolution of the Board.

5.6 Deputy County Administrator. Subject to the approval of the Board and within the allocations of the County Budget as approved and adopted, the Freeholders may appoint a Deputy County Administrator. The Deputy County Administrator shall assist the County Administrator in carrying out the policies and directives of the Freeholder Board and committees. The Deputy County Administrator shall be authorized to act as the Administrator in his absence.

5.7 Acting Administrator. In the event that both the Administrator and Deputy Administrator are absent or unable to serve, the Freeholder Director shall be authorized to appoint, subject to the Board's approval, one of the Department Directors to act as Administrator. Such temporary designation shall be effective for a maximum period of two (2) weeks before Board approval is required.
ARTICLE SIX

DEPARTMENT OF HUMAN RESOURCES

6.1 Department of Human Resources. There shall be a Department of Human Resources overseen by the County Administrator or his designee. The Freeholders may hire a Director of Human Resources to carry out the day-to-day functions of the Department.

In addition to having general responsibility for the Department's operations and supervision, the Director of Human Resources shall also formulate rules and regulations for the efficient administration and work of the County's Departments. The Department of Human Resources shall maintain responsibility for:

a. Benefits Administration. Benefits administration shall include:
   i. The preparation and maintenance of all records relating to group health, dental and life insurance and the preparation, calculation and payment of all bills associated therewith
   ii. Preparation, documentation and filing of all reports to both the state and federal governments relative to benefits administration on a monthly, quarterly and annual basis

b. Personnel Administration. Personnel administration shall include:
   i. Recruiting, interviewing, and referrals of potential employees. This includes, but is not limited to, prescreening, coordination of background checks and testing of all applicants
   ii. Advising on matters relating to transfers, promotion, demotions, terminations and layoffs
   iii. Maintaining a system of position control numbers whereby staffing of County Departments and Constitutional Offices, is monitored, controlled and reconciled to the County budget
   iv. Maintaining liaisons between all County Departments, as well as handling required notification to New Jersey Department of Personnel and any applicable union
   v. Maintaining all personnel and medical files, both active and inactive and ensure proper filing of all documents on a timely basis
   vi. Informing Payroll of all actions regarding employee status
   vii. Timely preparation of Personnel Agenda for the Board of Chosen Freeholders, including all pertinent resolutions regarding table of organization and positions
   viii. Monitoring and recording of all disciplinary actions against employees of the County and working with Departments to chart progressive disciplinary actions
c. **Wage and Salary Administration.** Wage and Salary Administration shall include:
   
   i. Preparation and maintenance of all salary guides, including all collectively negotiated salary increases
   
   ii. Settlement of all salary disputes
   
   iii. Definition of appropriate salary levels for all job titles, exempt as well as nonexempt, using an acceptable evaluation system wherever applicable
   
   iv. Negotiation of salary levels for all new job titles which fall within the purview of the collective bargaining unit

d. **Training and Organizational Development.** The Training and Organizational Development function shall include:
   
   i. New employee orientation programs
   
   ii. Developing and implementing skills improvement training
   
   iii. Developing and implementing upward mobility programs
   
   iv. Developing and implementing drug testing policies
   
   v. Charting the future organizational needs of various departments and planning for training accordingly

e. **Affirmative Action Administration.** The Director of Human Resources has been previously designated as the County's Designated Affirmative Action Officer pursuant to Resolution R-09-678 adopted on August 25, 2009. In this capacity, the Director, or the County Administrator if the Director position is vacant, shall:
   
   i. Administer an Affirmative Action Program to ensure the equalization of employment opportunities for qualified job applicants and employees
   
   ii. Maintain a working liaison with Equal Employment Opportunity ("EEO") representatives of federal and state governments to ensure that Passaic County meets established compliance standards and proper filing of required EEO forms.
   
   iii. Investigate and resolve complaints of discrimination from employees

f. **Disability Administration.** The Director of Human Resources shall work in conjunction with the County's designated ADA Compliance Officer and other related Departments such as Buildings and Grounds to:
   
   i. Ensure compliance with the requirements of the Americans with Disabilities Act
   
   ii. Work towards establishing a tolerant and compassionate workforce that does not discriminate based on physical disabilities or limitations
   
   iii. Remove barriers to access that might prevent disabled employees and members of the public from fully participating in the governance of Passaic County
g. **Labor Relations.** The Labor Relations function shall, with the advice of Labor Counsel or the Department of Law, be responsible for:

i. All New Jersey Department of Personnel related hearings concerning contested matters between employees and the employer

ii. All initial grievance hearings, which have not been resolved at the department level

iii. Preparing all cases for presentation to either the New Jersey Department of Personnel or the Office of Administrative Law

iv. Assist Labor Counsel and/or the Department of Law with respect to litigation arising as a result of disputed labor contracts or sections of contracts

v. Representing the County at all unfair labor practice hearings, which have been referred to the Public Employees Relations Commission

vi. Acting as County liaison with unions in all third step grievance conferences

vii. Representing the County before an arbitrator when the union contract calls for arbitration of disputes before an impartial officer

viii. Monitor and enforce the terms and conditions of employment as outlined in the collective bargaining agreements
ARTICLE SEVEN

DEPARTMENT OF COMMUNICATION AND INFORMATION TECHNOLOGY

7.1 Department of Communication and Information Technology. There shall be a Department of Communication and Information Technology overseen by the County Administrator or his designee. The Freeholders may hire a Director of Communication/IT to carry out the day-to-day functions of the Department, as well as the County's management information systems. The Department shall be responsible for developing and overseeing:

a. All telephony systems and wireless phone contracts
b. All computer systems and servers
c. The efficient and optimal use of the County owned Fiber-Optic Network
d. Office equipment including copiers, fax machines scanners and related equipment
e. The County website
ARTICLE EIGHT

CLERK TO THE BOARD

8.1 Clerk to the Board. The Board shall appoint a qualified person to serve for a three (3) year term as Clerk of the Board pursuant to the terms of N.J.S.A. 40A:9-26. The Clerk shall:

a. Attend all meetings and conferences of the Board

b. Take and preserve the minutes of the Board, which shall record all actions and votes taken and the substance of discussions and debate relating thereto, and of all other matters

c. Keep and compile all ordinances, resolutions and minutes and retain in his or her custody for safekeeping all papers necessary and appropriate to Board functions;

d. Maintain custody of the County seal and may affix same to appropriate documents without charge

e. Under the direction of the Freeholder Director and Board Committees, and in accordance with the Bylaws, prepare an agenda for each Board meeting and cause same to be delivered to the Board, and the Administrator at least seventy two (72) hours before such meeting or such longer or shorter period as may be required by the New Jersey Open Public Meetings Act. Provide an agenda to the extent possible for special meetings and emergency meetings, giving as much notice as is feasible

f. Provide copies of all meeting notices and agenda pursuant to law

g. Provide for the mailing of all notices and copies of documents to municipalities as required

h. Have responsibility for the County Mailroom and the delivery of interoffice mail throughout the County
ARTICLE NINE

DEPARTMENT OF LAW

9.1 Department of Law. There shall be a Department of Law for the purpose of providing legal advice, representation and assistance to all departments of the County government, the Administrator and the Board, as required. The County Counsel shall be the Head of the Department and shall be responsible to the Board for its operations. County Counsel shall be appointed by the Board and shall serve for a three (3) year term consistent with the provisions of N.J.S.A. 40A: 9-43 and until a successor is appointed and qualified.

9.2 Duties. The County Counsel shall be the chief legal advisor of the County government and the attorney of record in all proceedings wherein the County shall be a party. The Department of Law, under the supervision of the County Counsel shall:

a. Attend meetings of the Board and give opinions and rulings on questions of law which may arise at Board meetings

b. Advise the Board, the Administrator and all County agencies, when requested to do so, with respect to their official responsibilities

c. Prepare and/or supervise the legal form and sufficiency of all contracts, deeds, correspondence and other documents and all resolutions and actions referred to the Department for preparation and review; or passed by the Board at a scheduled public meeting

d. Represent the County in all matters of litigation, appeals in the courts, proceedings before any administrative agency and in other appropriate matters, and recommend to the Board settlement of any matter

e. Maintain records of all actions, suits, proceedings, and matters which relate to the County's interest and report thereon from time to time as the Board may require

f. Render such advisory opinions as are requested by the Board

g. Have the authority to settle matters in dispute in an amount not to exceed seven thousand five hundred dollars ($7,500.00)

h. Attend meetings of the Employees' Retirement System of the County of Passaic and render opinions and rulings as to pertinent questions of law
9.3 County Adjuster. There shall be a County Adjuster as required by N.J.S.A. 30:4-34 who shall represent the County at Civil Commitment hearings and perform such other functions as required by law. The County Adjuster shall be an active member of the New Jersey Bar Association, appointed by the Board of Chosen Freeholders and shall be administratively housed under the Department of Law. Said person shall be, at the time of designation, a County official or employee as set forth by statute. In the event of a vacancy in the Adjuster position, the County Counsel or a designee of his office shall perform the required functions of the Adjuster until a replacement is qualified and appointed.
ARTICLE TEN
DEPARTMENT OF FINANCE

10.1 Department of Finance. The head of the Department of Finance shall be the Department Head designated pursuant to N.J.S.A. 40A:9-28.1, who shall be the Chief Financial Officer of the County and the Deputy Budget Director. Within the Department of Finance, there will be the following Divisions:

a. Treasury
b. Payroll
c. Risk Management
d. Purchasing
e. Motor Pool

10.2 General. The Department of Finance, under the direction and supervision of the Director of Finance shall:

a. Assist the Administrator and Freeholders in the preparation and evaluation of the County's annual operating and capital budgets

b. Maintain a system for financial monitoring of all governmental and private grants

c. Maintain responsibility for financial control of contracts and reporting procedures and compliance for all Federal and State reimbursements of Passaic County

d. Be responsible for updating and monitoring the Passaic County indirect cost allocation rate, fixed asset inventory and developing new applications of said rate; coordinate with Federal and State agencies as to the utilization of said rates

e. Report to the administrator and Freeholders any and all discrepancies or variations which might create budget over-expenditures and any and all information of an unusual nature with regard to the operation and administration of all grants so that the Administrator shall be notified at the earliest possible date of any difficulty in the administration of any grant

f. Maintain the county's accounting system and records

g. Prescribe and enforce a uniform system of accounts for all departments and other budgeted agencies under the County government provided that such system shall, insofar as consistent with sound accounting principles, facilitate the production of records of the cost of performance of each functional program or activity measured in cost units
h. Pre-audit and warrant for payment all bills, claims and demands against the County upon the proper certification of the appropriate department head and in accordance with the results of the pre-audit.

i. Require reports of receipts and disbursements of each department and other budgeted agency to be made daily or at such intervals as the Director of Finance may determine will most efficiently protect the County's interest.

j. Control all expenditures to assure that budget appropriations and periodic allotments are not exceeded and pass upon each proposed expenditure for conformity with the law and Code.

k. Ensure and certify that there is an unencumbered balance of appropriations and funds available before permitting expenditures to be made by any department.

l. Maintain responsibility for Medical Examiner services, and payment thereof, as required by law.

10.3 Budget Operation. Budget appropriations shall be controlled by an encumbrance system, which shall be prescribed and established by the Director of Finance. No payment shall be authorized or made and no obligations shall be incurred against the county except in accordance with appropriations duly made. No obligation shall be incurred against any allotment or appropriations, unless sufficient funds therein are available to meet the obligation as it becomes due and payable.

10.4 Periodic Reports. The Finance Director shall submit to the County Administrator and members of the Finance Committee periodic reports indicating:

a. The total salary cost forecast for the current year, which shall be based on the payroll costs to date, and on a projection of the latest payroll for each agency and unit thereof and shall show any changes from the previous report. No payments shall be made if the total salary forecast is greater than the fiscal year appropriations for salaries and wages for each department.

b. Budget analysis, based on a chart of accounts approved by the Board, showing appropriations and expenditures during the previous month and year-to-date as follows:
   i. By agency
   ii. By program or activity
   iii. By major object
   iv. By minor line item
   v. By percentage of total annual budget

10.5 Methods and Practices. No bill, demand or claim shall be paid unless it contains a detailed statement of the items or demand specifying particularly how the bill or demand is made up, and a certification of the party claiming payment that it is
correct; nor shall any bill, claim or demand be paid unless the voucher on which it is presented carries a certification of the head of the department, office or agency or of his duly designated representative, having personal knowledge of the facts, that the goods have been received by, or the services rendered to the County.

a. All bills, claims and demands against the County shall be deemed approved or disapproved by the Board. A voucher on a form prescribed by the Director of Finance and approved by the Administrator, shall be presented for each bill, claim or demand and shall be approved only upon the audit, warrant of the Director of Finance and signature of the Administrator.

b. All disbursements of any nature whatsoever shall be made by a check or draft signed by the County Treasurer and countersigned by the County Administrator, which shall be issued only after approval of same by the Board of Chosen Freeholders. Said approval shall be predicated upon the Board’s acceptance of requisition issuance by the Clerk of the Board of Chosen Freeholders, and as signed by the County Treasurer and countersigned by the County Administrator. The County Administrator may designate alternative signatories for the County Treasurer and/or County Administrator.

c. The Director of Finance shall prepare for each regular meeting of the Board a certified list of all bills, claims and vouchers which have been paid through the close of business of the second day next preceding the meeting and since the last preceding list was compiled. Such list shall be filed with the Clerk of the Board as a public record. The Director of Finance will act consistent with the provisions of this article, process disbursements in a timely manner that will enable the County to take advantage of discounts provided for timely payments.

10.6 Treasury. There shall be a Division of Treasury within the Department of Finance. The Freeholders shall appoint a Treasurer pursuant to N.J.S.A. 40A:9-27. The Treasurer, under the supervision of the Director of Finance, shall:

a. Monitor the receipt and deposit of all funds of the County in depositories designated by the Board and report quarterly to the Board or more often as provided by law, amounts deposited, the institutions of deposit, and rates of interest

b. Maintain and reconcile records of deposits in and withdrawals from all County depositories

c. Manage the investment of County funds pending their need for disbursement and have custody of all investments and invested funds of the County government, or in the possession of the County in a fiduciary capacity, except as may be otherwise provided by law
d. Administer the County department, and have the safekeeping of all bonds and notes of the County and the receipt and delivery of County bonds and notes for transfer, registration of exchange

e. Each warrant check shall be authorized, signed and countersigned;

f. Access to safe deposit boxes used or rented by the County shall be restricted to the County Treasurer or Acting Treasurer in conjunction with the Administrator or his designee.

10.7 Central Payroll. The functions of a centralized payroll shall be conducted within the Department of Finance. The Freeholders may appoint a Payroll Supervisor who, under the supervision of the Director of Finance shall bear responsibility for the timely payment of salaries, wages and other compensation due all officers and employees of the County.

a. County employees shall be paid biweekly one week after the scheduled work period has been completed

b. The head of each department, office or agency shall certify to the CFO as such times and in such form as the Treasurer shall prescribe, the names and positions of all person employed in or by the department who are entitled to be paid in the next ensuing payroll. Such Department Heads shall sign off on departmental payroll registers to affirm that accuracy of the County's records

c. The CFO shall complete a central payroll for the County and prepare the necessary checks for signature.

10.8 Pensions. The preparation, timely payment of bills and maintenance of all records relating to the various pension programs to which County employees belong shall be conducted within the Department of Finance. The Freeholders may appoint a Pension Supervisor who, under the direction of the Director of Finance, shall be responsible for the day-to-day administration of the County's pension responsibilities.

10.9 Risk Management. There shall be a Division of Risk Management within the Department of Finance. The Commissioners of the County Insurance Fund may appoint a Risk Manager in accordance with the terms of N.J.S.A. 40A:10-8 who shall serve as the division head. The Division shall, with the assistance of the County Administrator and County Counsel, be responsible for administration of the County's Insurance Program and Motor Pool Supervisor. The Division shall:

a. Report to the Insurance Committee established by the Board of Chosen Freeholders and provide financial analysis of claims and payments

b. Administer the finances of the County's self-insurance funds
c. With assistance from the County Administrator and County Counsel obtain, negotiate, review and recommend all commercial insurances, health benefits insurances and similar programs

d. Oversee the County Motor Pool Supervisor and ensure the proper maintenance, insurance and registration of County owned and operated vehicles as well as the licensure of County employees authorized to operate said vehicle

10.10 Division of Purchasing. The County may appoint a Purchasing Agent in accordance with the terms and conditions of N.J.S.A 40A: 9-30. All purchases of any supplies, materials, equipment or contractual services for any department shall be made pursuant to a written requisition from the head of the Department/Division or direct voucher whose appropriation will be charged, and the certification of the Director of Finance that a sufficient unencumbered balance of appropriations is available to pay therefore. All such purchases shall conform to the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) and the Local Public Contract Guidelines and Local Public Contract Regulation, as amended, as promulgated by the New Jersey Division of Local Government Services.

10.11 Division of Grants. (Adopted 4/28/2015 – R20150283) – The Grants Division will provide oversight of all County grants. They will review globally, the revenues and expenses of each of the appropriated grants. They will interact with each of the departments responsible for those grants to ensure that all revenue is collected timely and properly posted. They will also monitor the grant appropriations to ensure they are expended within the timeframe allowed by the grant.

10.12 Motor Pool. The Motor Pool Office is responsible for county fleet records, the fuel vending system and for the county vehicle and equipment auctions.
ARTICLE ELEVEN

DEPARTMENT OF ENGINEERING

11.1 Generally. There shall be a Department of Engineering, the head of which shall be the County Engineer who shall be appointed to a five (5) year term as required by N.J.S.A. 40A: 9-43. The County Engineer's duties and responsibilities are prescribed by law. He shall be a licensed professional engineer of New Jersey with at least five (5) years of responsible civil engineering experience. Under the direction and supervision of the County Engineer, the Department of Engineering shall:

a. Render professional engineering services, advice and assistance to the departments, offices and commissions as the County Administrator and Public Works Committee shall designate

b. Maintain County maps, charts, engineering data, and records as may be required for the proper and efficient administration of County projects or property

c. Perform such surveys, field inspections and such other actions as may be necessary or desirable for County projects

d. Assist the County Planning Board

e. Inspect the work performed under County contracts and certify for payment work, which is approved as in compliance with the contract when required

f. Make application and maintain liaison with Federal Highway Administration, North Jersey Transportation Planning Authority and New Jersey Department of Transportation

g. Inspect all road markings and warning signs along county roads in conformance with New Jersey Department of Transportation standards

h. Supervise the preparation of specifications and construction plans

i. Assist in all County related traffic matters
11.2 **Road Division. (Adopted 7/22/2014 – R20140535)** There shall be a Roads Division overseen by the Director of Engineering. The Freeholders may hire a County Road Supervisor, in accordance with the provisions of N.J.S.A. 40A: 9-44, to carry out the day-to-day functions of the Division. The Road Division shall:

a. Maintain, repair, construct and reconstruct County roads, bridges and culverts

b. Prepare and maintain budgets

c. Maintain County roads and bridges in a clean and safe condition for passage, properly lighted as authorized pursuant to law, free of obstructions and hazards and remove snow and ice there from as required

d. Install, maintain and repair road signs, traffic signs, signals, markers, devices and lines as authorized pursuant to law

e. Regulate, plan and exercise care and control of trees and shrubbery along the right-of-way of County roads

f. Maintain, install and clean storm drainage facilities

g. Perform stream clearance and de-snagging under County bridge and culverts

h. Enforce the requirements of the road opening resolution as promulgated by the Board of Freeholders

i. Repaint road markings on county roads where necessitated by traffic abrasion or weathering

j. Provide mechanical repair and maintain a parts inventory to support the county vehicle fleet and other equipment
ARTICLE TWELVE

DEPARTMENT OF OPERATIONS AND PUBLIC BUILDINGS

12.1 Buildings and Grounds Division. There shall be a Buildings and Grounds Division overseen by the Director of Operations. The Freeholders may hire a Superintendent of Buildings and Grounds, pursuant to the requirements of N.J.S.A. 40A: 9-32, to carry out the day-to-day functions of the Division. The Buildings and Grounds Division shall be responsible for:

a. General maintenance and janitorial services of County owned and occupied buildings and those occupied by the State of New Jersey Judiciary Passaic Vicinage

b. Provide technical and mechanical services required by any Department and the Courthouse Complex for the safe and efficient operation of heating ventilating, air-conditioning, plumbing and electrical systems of same

c. Operate, maintain and repair parking areas and facilities acquired by the County pursuant to law

d. Prepare budget requests and maintain budgets

e. Provide security, other than law-enforcement personnel, for County facilities
ARTICLE THIRTEEN

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

13.1 Generally. There shall be a Department of Planning, the head of which shall be the Director. Within the Department there shall be the following Divisions:

a. Planning Board
b. Community and Economic Development
c. Housing
d. County Historian

13.2 Planning Duties. The Department of Planning shall:

a. Provide administrative staff to the Planning Board and professional assistance to the Board of Chosen Freeholders

b. Engage in long-range planning and preparation of mapping services utilizing geographic information systems relating to the development and conservation of lands and resources within the County, including without limitation thereto, population studies, health, educational, welfare, cultural, environmental, recreation and open space, drainage, protective, traffic and transportation facilities and services and plans relating thereto

c. Act as the liaison to boards and committees designated by the Board of Chosen Freeholders including: Open Space, Farmland Protection, Agricultural Development, Brownfields and History and Tourism

d. Act as the liaison to the Open Space Advisory Committee appointed by the Board of Chosen Freeholders

e. Review subdivision plans and site plans pursuant to law

f. Coordinate local and regional planning activities and perform federal clearinghouse/metropolitan review function

g. Assist other departments to maximize the use of available state and federal grants

h. Assist municipal planning agencies upon request
13.3 Planning Board. Pursuant to the requirements of N.J.S.A. 40:27-1, there shall be a County Planning Board. The Planning Board shall consist of the Freeholder Director and one Freeholder member to be appointed by the Board of Chosen Freeholders, the County Engineer, and six citizen members to be appointed by the Board of Chosen Freeholders to serve for the terms prescribed by law, and shall perform such functions as provided by law. The County Administrator, or his designee, shall serve as a nonvoting member by authority of his office.

13.4 Community and Economic Development. There shall be a Division of Community and Economic Development. The Freeholders may hire a Director of Community and Economic Development who, under the supervision of the Director of Planning shall encourage, promote and stimulate the maximum use of the commercial, industrial, natural, historic and residential resources of the County and its several municipalities. The Division shall:

a. Serve as a liaison between the County and federal, state and municipal agencies and officials, chambers of commerce and other economic/community development organizations throughout the County and region

b. Coordinate special events such as "town hall" meetings and other projects that promote and educate the local community

c. Manage the Community Development Block Grant (CDBG) program for the 12-community "Urban County" area of Passaic County and serve as a community and economic development grant resource center

d. Provide advisory and advocacy services for new and expanding business and coordinate with Planning Board staff to assist new and expanding businesses with application and approval processes

e. Maintain and update County economic and labor statistics

f. Provide promotional programs to inform industry about the benefits of locating within the County

g. Act as a coordinating office between industry and government

h. Assist existing industry to solve current problems and to plan for future development

i. Prepare necessary studies and plans to enable the County and its municipalities to qualify for State and Federal Economic Development Program

j. Expand and diversify the economic base by attracting advanced technological industries, as well as distribution, manufacturing and assembly industries to Passaic County
13.5 Division of Housing. The Passaic County Public Housing Agency shall be considered a non-departmental Division of the County and shall be led by the Executive Director of the Housing Agency. The Agency shall be administratively located under the Planning Department. This Agency shall remain an independent body corporate and politic responsible for the administration of federally funded Housing Choice Vouchers. The Housing Agency:

a. Is charged with performing all functions related to implementing a Housing and Community Development Program, as required by the Housing and Community Development Act of 1974 including the provision of rental assistance to eligible County residents who reside in privately owned rental units

b. Shall be comprised of six (6) Freeholders and one (1) resident member

c. Shall provide technical assistance to the Department of Planning and other agencies and/or municipalities necessary to prepare applications for the Housing and Community Development Programs or other housing programs

d. Establish a data bank for housing statistics and maintain an up-to-date inventory of housing program information

e. Assist County municipalities, the County Development and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities

f. Maintain close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development

g. Shall, to the extent that supported by non-federal dollars (County funds), follow all requirements of this Code as to budget, finance and standard practice in such areas as central purchasing, personnel regulations, accounting controls and data processing services

13.6 County Historian. The Freeholders may appoint a County Historian to promote, coordinate and develop programs and projects concerning matters of Passaic County historical interest. Subject to budgetary appropriations, the County Historian shall:

a. Collect, preserve and make available materials relating to the history of Passaic County, and store such material in such manner as to ensure their preservation

b. Notify the State Archivist, New Jersey Historical Commission and Board of any materials which should be acquired for preservation
c. Make an annual report to the County Administrator and Board stating all the work performed and accomplished during the year.

d. If desired, research, write and cause to have published a County history and other appropriate materials for publication, however, any such writings must receive approval by the Board before dissemination or publication beyond County staff.

e. Advise the Board concerning the acquisition, administration, use and disposition of any landmark, or historic site, including such places in his jurisdiction include on the New Jersey Register of Historic Places.

f. Assist in projects of commemoration, including the erection of monuments, historic markers and guide signs.
ARTICLE FOURTEEN

DEPARTMENT OF HUMAN SERVICES

14.1 Generally. There shall be a Department of Human Services, the head of which shall be the Director. Within the Department, there shall be the following Divisions:
   a. Addiction and Mental Health Services
   b. Workforce Investment Board
   c. Community Outreach and Family Services

14.2 Human Services Duties. The Department of Human Services shall:

   a. Provide temporary shelter and/or assistance in locating permanent shelter for individuals displaced due to emergent circumstances other than natural disasters, and provide appropriate support services

   b. Provide for the direct administration and fiscal monitoring of human services and related funding allocations that include the Social Services Block Grant, Peer Grouping, County Funds for Social Services, Emergency Food and Shelter and Family Court

   c. Coordinate information and referral programs to individuals and families requiring assistance

   d. Coordinate the provision of services with area providers including the Passaic County Board of Social Services, the Workforce Development Center, the Workforce Investment Board, and nonprofit and faith-based community organization

   e. Provide services to the hungry and homeless by coordinating efforts through provider agencies throughout the county

   f. Promote the wellbeing of County Youth and work with the Passaic County Vicinage's Family Court Division and applicable provider agencies to support, monitor, rehabilitate and educate disadvantaged and troubled youth. Such youth related support shall include:
      i. Acting as the County's liaison to the County's Youth Services Commission
      ii. Identifying, applying for, awarding and monitoring grant funds to provider agencies that supply services to juveniles
      iii. Providing for the care of youths awaiting court disposition or serving court imposed sentences in a physically restraining facility in accordance with state law
         1. Ensure that incarcerated juveniles are placed in a facility that conforms with the State of New Jersey's Manual of Standards for Children's Shelter Facilities and Homes
2. Ensure that juveniles in custody are provided with State mandated counseling, education, medical care, recreation and required transportation.
   iv. Maintaining high-supervision and home-detention programs to facilitate the care and rehabilitation of troubled youth without resorting to incarceration
   v. Undertaking such special projects as may be beneficial to the quality of life of Passaic County youth;

14.3 Division of Mental Health and Addiction Services. There shall be a Division of Mental Health and Addiction Services. The Freeholders may hire a Director of Mental Health and Addiction Services who, under the supervision of the Director of Human Services, shall promote the wellbeing of County residents by promoting programs that promote mental health and curb the abuse of alcohol and recreational drugs. The Division shall:
   a. Formulate treatment, psychotherapy, case work, alcoholism, drug treatment and counseling on both an individual and group basis
   b. Supply various mental and public health assistance
   c. Receive, expend, and administer funds made available for public and community health purposes pursuant to law and in the same manner as all other County funds are received and expended
   d. Act as the liaison to advisory boards established by the Freeholders to formulate and enact education and abuse prevention programs
   e. Formulate and implement the annual County Mental Health plan
   f. Direct and plan for coordinated mental health programs in the County
   g. Contract with non-county agencies to provide health services as allowed by law
   h. The County Mental Health Board shall be located in the Division and shall exercise the functions mandated by N.J.S.A. 30:9A-3.
14.4 Division of Community Outreach and Family Services. There shall be a Division of Family Services. The Freeholders may hire a Director of Family Services who, under the direction and supervision of the Director of Human Services, shall work with community providers to create and sustain programs to assist working families in Passaic County. The Division shall be responsible for assessing community needs and providing services to priority populations including veterans, homeless and unemployed. The Division shall:

a. Receive, expend, and administer funds made available from the State of New Jersey, Division of Family Development for Work-First services including WFNJ Transportation services within Passaic County

b. Act as the liaison to advisory boards established by the Freeholders to formulate and enact programs to assist individuals on public assistance by creating programs that eliminate barriers to employment

c. Formulate and implement the annual Municipal Alliance Plan

d. Act as the liaison and coordinator to the all of the Municipalities located in Passaic County that receive Human Service funding

e. Works with the Passaic Transportation Coordinator to administer the JARC funding for Passaic County and to develop appropriate bus routes

f. Provide various community outreach programs to underprivileged families through Freeholder support and/or charitable donations

14.5 Workforce Investment Board. The Passaic County Workforce Investment Board shall be considered a non-departmental Division of the County and shall be led by the Workforce Investment Board Director. The Board shall be administratively located under the Human Services Department. The Board shall remain an independent body subject to its bylaws, the laws of the State of New Jersey and the Federal Workforce Investment Act of 1988.
14.6 Division of Alternatives to Domestic Violence. (Adopted 7/22/2014 – R2014-0530)

There shall be a Division of Alternatives to Domestic Violence. The Freeholders may hire a Director of the Alternatives to Domestic Violence Division who, under the supervision of the Director of Human Services, shall be responsible for the development and implementation of a multifaceted domestic violence nonresidential intervention program. The program shall offer a comprehensive approach to preventing and reducing domestic violence by providing services to individuals and families involved in abusive relationships. The Division shall, to maximum extent practicable, provide services to all members of households experiencing domestic violence. The services to be provided shall include:

a. creation, staffing and operation of a 24-hour hotline for all individuals involved in abusive relationships

b. crisis intervention and counseling

c. legal/victim advocacy, assistance and referrals

d. community education and workshops to raise awareness of the problem of domestic violence in our community with the goal of prevention through education

e. such other services as may be deemed appropriate from time to time
ARTICLE FIFTEEN

DEPARTMENT OF PARKS AND RECREATION

15.1 Generally. There shall be a Department of Parks and Recreation, the head of which shall be the Director of Parks. The Department of Parks shall be responsible for developing and promoting the use of the County Park System. The Department shall:

a. Preserve, care for and improve park and recreational facilities and activities

b. Develop and administer programs to facilitate public use and enjoyment of County parks, playgrounds and places of recreation

c. Maintain a program of active and passive recreational events

d. Coordinate park and recreation programs of the County with other public and private recreational programs, and facilities within the County

e. Protecting historical and prehistoric sites to enhance, attract, and educate park visitors

15.2 Golf Course. There shall be a Division of Golf that shall be responsible for the operation of the county-owned Preakness Valley Golf Course. The Division of Golf shall be overseen by the Director of Parks. Nothing contained herein shall prevent the Freeholders from hiring a Superintendent of Golf to operate, maintain and recommend improvements to the golf facilities.

15.3 Rutgers Extension Services. (Adopted 2/25/2014 – R20140118) The agriculture and well-being programs offered to county residents through the State University of New Jersey shall be administratively housed within the Department of Parks and Recreation and shall have the same standing as a Division within.
ARTICLE SIXTEEN

DEPARTMENT OF PUBLIC SAFETY

16.1 Generally. There shall be a Department of Public Safety for the purpose of planning and coordinating an effective administration of County safety and security operations. The Director of Public Safety shall be appointed by the Freeholder Board. The Director of Public Safety shall be the head of the Department and shall be responsible to the County Freeholders, Law & Public Safety Committee, and County Administrator for its operation. The Department of Public Safety shall include the following divisions:

a. The Division of Emergency management
b. The Division of Police Academy
c. The Division of Weights and Measures

16.2 Division of Police Academy. There shall be a full service NJ State Certified Basic Police, Corrections, and In-Service Training Academy under the direction and in consultation with the NJ State Police Training Commission.

16.3 Division of Weights and Measures/Consumer Protection. (Adopted 4/10/2012 – R12-271) There shall be a Division of Weights and Measures under the direction and supervision of the Director of Public Safety. The functions and responsibilities of the division shall include:

a. Protecting the consumer through:
   i. Calibration of commercial weighing and measuring devices
   ii. Weighing commodities in transit of exposed for sale

b. Investigation complaints
   i. Office enforces all State Statutes and Regulations with regard to heating, motor fuels, inspecting, weighing and measuring devices, including those used for package of commodities for food and fuel
   ii. Investigates complaints of fraud on consumer items

16.4 The Division of Office of Emergency Management. The head of the Office of Emergency Management shall be the County Emergency Coordinator who shall be qualified and appointed in compliance with law. The Coordinator is granted authority to declare a State of Emergency for the entire County if, as a result of natural or unnatural causes, conditions present severe hazards to life or property. The Office shall:

a. Plan, develop, coordinate and activate county-wide mutual aid civil defense and disaster control operations
b. Make available to the county and activate such disaster control and civilian defense facilities and services as are available from the resources of county government

c. Keep the county advised of current or potential disaster situations

d. Exercise and discharge the functions, powers and duties prescribed for such agencies pursuant to law

e. Coordinate and act as liaison with state, county and municipal disaster preparedness and response agencies

f. Prepare a written Emergency Operations Plan with all appropriate annexes necessary to implement the plan

g. Develop an Emergency Operating Center as a site from which key officials can direct and control operations during an emergency

h. Develop training programs for emergency response personnel

i. Develop exercise programs to test response capabilities.
ARTICLE SEVENTEEN

HEALTH DEPARTMENT

17.1 Generally. There shall be a Department of Health under the direction of a licensed Health Officer, known as the County Health Officer. The Department of Health shall monitor public and environmental health activities to assure that the county is satisfying its lawful obligations. The responsibilities of the Health Department shall include:

a. Making sure that the Local Health Agencies in the county comply with Practice Standards for Public Health Activities as required by N.J.S.A. 26:3A2-1 et seq. and N.J.A.C. 8:52-2.1 et seq. by and including:
   i. Frequently meeting with the health officers representing Passaic County municipalities to assure their health agencies are satisfying the requirements of practice standards to determine if the County needs to consider providing direct public health services to meet deficiencies
   ii. Implementing health planning to provide resource allocations to maintain the level of services by those local health agencies in order to sufficiently meet practice standards requirements and to address emergent health needs such as those caused by H.I.V. /A.I.D.S. epidemic, rabies epizootic and any other emergent health hazard
   iii. Inform, educate and empower people regarding health issues in a manner consistent with N.J.A.C. 8:52-6.

b. Ensuring compliance with the County Environmental Health Act as provided by N.J.S.A. 26:A2-21 et seq. and N.J.A.C. 7:1H- 1.1 et seq. which requires updating the work program and maintenance of the County Health Department's State certifications, as well as provide for the administrative and performance standards

c. Updating and monitoring the agreements with the County Health Department's C.E.H.A. Agents: the City of Paterson Division of Health, to carry out all the C.E.H.A. performance standards; and the P.C.U.A. to carry out the Solid Waste Performance Standard; and the Sheriff's Department to carry out the Hazardous Materials Performance Standard each in accordance with the latest approved County Health Department Work Program

d. Enforcing the Statutes, Regulations and County Ordinance related to C.E.H.A. and assure that all fees and fines collected are deposited in the Environmental quality and Enforcement Trust Account. Assure that funds from this account are properly disbursed and are used to maintain an active C.E.H.A. effort in and for Passaic County.
e. The County Health Officer shall provide technical assistance to County Agencies when necessary.

17.2 Division of Mosquito Control. There shall be a Division of Mosquito Control. The Freeholders may hire a Mosquito Control Superintendent who, under the direction and supervision of the Director of Health, shall prevent mosquito infestation and related diseases. The Division of Mosquito Control shall:

a. Reduce the population of nuisance and disease-bearing mosquitoes through the implementation of a comprehensive Integrated Pest Management (IPM) strategy.

b. Conduct surveillance to determine species composition, numbers of mosquitoes, and the potential presence of mosquito-borne infectious disease.

c. Provide information which members of the public can implement to protect themselves against mosquito bites and to reduce or eliminate the presence of mosquito habitat on private property.

17.3 Division of Recycling and Solid Waste. There shall be a Division of Recycling and Solid Waste. The Freeholders may hire a Recycling Coordinator who under the direction and supervision of the Health Officer shall:

a. Participate in the planning, development and evaluation of recycling programs for the efficient disposal of recyclable materials.

b. Encourage municipalities, businesses and institutions to implement recycling compliance policies in order to achieve a more environmentally friendly conscious community.

c. Write and distribute educational material designed to promote the recycling program and encourage participation of residents in the program.
ARTICLE EIGHTEEN.

SENIOR, DISABILITY SERVICES & VETERANS' AFFAIRS DEPARTMENT

18.1 Generally. There shall be a Department of Senior, Disability Services and Veterans' Affairs, the head of which shall be the director. Within the Department there shall be the following Divisions:

a. Aging Services
b. Nutrition Services
c. Adult Day Care Services
d. Disability Services
e. Para Transit
f. Veterans' Affairs
g. Weatherization

18.2 Duties. The Department of Senior, Disability Services and Veterans' Affairs shall provide leadership, guidance and administrative direction in the development and implementation of programs and services designed to improve the quality of life of the County's senior, disabled and veteran populations.

The Director of Senior Services shall recommend members to the County's advisory councils on aging and disabilities. Such recommendations shall be subject to the advice and consent of the Board of Chosen Freeholders. Members shall further the council's goal of ensuring broad representation among all segments of the County's general populace, to gain advice and assistance on program objectives, development and support.

18.3 Division of Aging Services. There shall be a Division of Aging Services. The Freeholders may hire a Director of Senior and Disabled Services who, under the supervision of the department head, shall promote the well-being and quality of life of County's senior populations. The division shall:

a. Provide and coordinate services, and sponsor activities, subject to budgetary appropriations. Such programs may include, but are not limited to, transportation and assisted transportation services, housecleaning assistance, certified home health aide referrals, telephone check-ins, health fairs and related educational activities

b. Act as the lead educational and counseling provider to seniors

18.4 Division of Nutrition Services. There shall be a Division of Nutrition Services. The Freeholders may hire a director who, under the supervision of the department head shall administer the day to day operations of the County's congregate meal sites,
nutrition education programs and home delivered meals through the Meals on Wheels program.

18.5 Division of Adult Day Care Services. There shall be a Division of Adult Day Care Services. The Freeholders may hire a director who, under the supervision of the department head shall administer the day-to-day operations of the County's adult day care programs.

18.6 Division of Disability Services. There shall be a Division of Disability Services. The Freeholders may hire a director who, under the supervision of the department head, shall provide education and advocacy related to issues faced by Passaic County's Disabled population.

18.7 Division of Para Transit. There shall be a Division of Para Transit. The Freeholders may hire a director who, under the supervision of the department head, shall provide transportation to residents of Passaic County who are disabled, financially indigent or receiving sheltered residence, or otherwise unable to use mass transit. The Division of Para Transit shall:

a. Provide and maintain a transit network throughout Passaic County, which provides door-to-door service to treatment centers for dialysis, cobalt and medical transportation for Senior Citizens

b. Process requests and transport Senior Citizens to and from nutrition sites located throughout the County

c. Provide shopping services to Senior Citizens as needed and recreational services as available

d. Strive to coordinate all transportation programs offered by government nonprofit and private agencies within the County for maximum effectiveness with minimum cost

e. Coordinate and act as a liaison to committees formed by the board to promote the division's effectiveness including:

i. United We Ride Transportation Committee. There shall be a Transportation Coordinating Committee whose membership shall include a representative of each municipality designated by the municipality and representatives of public transportation providers and citizens of the County appointed by the board. The Committee shall advise on matters concerning public transportation, road and highway activities and funding, and the transportation for the elderly and handicapped.

ii. Senior and Disabled Transportation Advisory Committee. There shall be a Steering Committee for Elderly and Handicapped Transportation whose membership shall be in accordance with
federal regulations and shall include consumers and representatives from agencies that provide Para-Transit services.

18.8 **Division of Veterans' Affairs.** There shall be a Division of Veterans' Affairs. The Freeholders may hire a director who, under the supervision of the department head shall:

a. Provide guidance to Passaic County military veterans with respect to available medical and educational programs

b. Act as the County's Internment Officer

18.9 **Division of Weatherization.** *(Adopted 4/9/2013 – R-13-222)* There shall be a Division of Weatherization. The Freeholders may hire a Director of Weatherization who, under the supervision of the department head shall provide financial and technical assistance relating to heating assistance and energy efficiency programs to residents of Passaic County who meet certain income eligibility thresholds as currently established by law:

a. Provide and pay for weatherization tactics, which shall improve the energy efficiency of the dwelling

b. Act as a liaison between Passaic County and State of New Jersey in providing information concerning energy effectiveness

c. Apply for State funding to continue to weatherize dwellings in Passaic County

d. Furnish emergency heater replacements pursuant to funding
ARTICLE NINETEEN

Preakness Healthcare Center

19.1 Generally. The Preakness Healthcare Center shall be considered a department of county government. The head of the department shall be the administrator of the facility who shall be a licensed Nursing Home Administrator in the State of New Jersey, pursuant to N.J.A.C. 8:39-9.2. The administrator shall be responsible for the day-to-day operation of the facility in accordance with Title 30 of the Revised Statutes of New Jersey and, under the administrator's direction, healthcare center staff shall:

a. Ensure compliance with Federal and N.J. State Regulatory Requirements (N.J.A.C. 8:39 and 8:43E)

b. Promote and maintain resident rights

c. Ensure each resident attains and maintains the highest practicable level of physical, emotional and social well-being.

d. Act as the County's Internment Officer

19.2 Board of Managers. An advisory board of managers appointed by the Freeholders may provide recommendations to the administrator. Membership on the board shall include three physicians and four non-physicians along with one freeholder who shall act as liaison to the board.

19.3 Capacity and Care. Preakness Healthcare Center provides skilled nursing care for 406 residents. Preakness Healthcare Center is licensed by the State of New Jersey Department of Health and Senior Services as a Skilled Nursing Facility and includes the following levels of care:

a. Sub-acute
b. Long-Term Care
c. Hospice (including inpatient level)
d. Respite
e. Special care including behavior management and ventilator-dependent with hemodialysis services.

19.4 Patient Services. The Preakness Healthcare Center shall, subject to funding and Department of Health rules and regulations, provide services including:

a. Rehabilitation Therapy (Physical Therapy, Occupational Therapy, Speech Therapy)
b. Skilled Nursing  
c. Peritoneal Dialysis  

d. Respiratory (including tracheotomy)  
e. Enteral Nutrition  
f. Mental Health  
g. Alzheimer's and Dementia Care  

19.5 Community Services. The Preakness Healthcare Center shall provide meal preparation services for:  

a. Passaic County Congregate Sites  
b. Passaic County Meals-on-Wheels  
c. Other congregate and meals-on-wheels program entered into by and between the County of Passaic and other local governmental units pursuant to inter-local agreements.
ARTICLE TWENTY

CAMP HOPE

20.1 Generally. Camp Hope shall be considered a department of county government. The head of the department shall be the executive director of the camp who shall be responsible for the day-to-day operation of the facility. Under the executive director’s direction, Camp Hope staff shall:

a. Ensure the safe operation of the 62-acre facility for day campers and overnight guests of the Camp

b. Recruit various youth and senior groups to maximize the use and operation of the facilities

c. Work with the Department of Roads and Public Buildings to ensure the proper maintenance and upkeep of camp facilities

d. Attend meetings and report to the Freeholder Board and Camp Hope Commission as necessary

e. Provide reports to the county administrator as required and perform budgetary and human resource functions as director

20.2 Camp Hope Commission. The Freeholders have previously established the independent Camp Hope Commission to act as stewards of the Camp and advocate its efficient and continuous use.

20.3 Executive Director. The Camp Hope Commission shall recommend a qualified person to serve as the executive director of the camp to the Passaic County Board of Chosen Freeholders. The appointment of the executive director shall require the advice and consent of the board.
ARTICLE TWENTY-ONE

NON-DEPARTMENTAL AGENCIES AND AUTONOMOUS BODIES

21.1 Non-Departmental Agencies. The following boards, commissions, and offices are independent agencies of the County of Passaic, but, as to their dealings with the administrator and the board, shall be deemed to have equal status with departments and shall be governed in the manner prescribed by law. To the extent that such offices, boards or agencies are supported by county funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

a. The County Board of Taxation
b. The County Superintendent of Schools
c. The Passaic County Improvement Authority
d. The Passaic County Utilities Authority
e. Recruit various youth and senior groups to maximize the use and operation of the facilities

21.2 Autonomous Bodies. The following boards, commissions and offices are autonomous bodies of the County of Passaic. To the extent that such offices, boards or agencies are supported by County funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

a. The Board of Social Services
b. The Workforce Development Center
c. The Passaic County Community College
d. The Passaic County Vocational and Technical High School
e. The County Superintendent of Schools
ARTICLE TWENTY-TWO

Article 22.1. Department of Cultural and Historic Affairs. There shall be a Department of Cultural and Historic for the purpose of supporting cultural and historic affairs in the County, including the responsibility of providing technical assistance in maintaining and programming for the County's historic assets. The Director of Cultural and Historic Affairs shall be the Head of the Department and be responsible for its operations. The Director shall be appointed by the Board and serve as an at-will employee.

Article 22.2. Duties. The Director shall be responsible for the County's historic sites, including the Dey Mansion, Lambert's Tower, Lambert's Castle, John W. Rea House, Vanderhoof House, Historic Passaic County Court House, and any other County-owned property that is nominated and placed on the New Jersey or National Register of Historic Places. The Department of Cultural and Historic Affairs, under the Director, shall:

a. Develop a yearlong series of cultural and historic affairs events, including but not limited to, tours, exhibits, and workshops at County historic sites.
b. Advise the Board, the Administrator, and all County agencies, when requested to do so, with respect to their official responsibilities.
c. Act as a liaison to the New Jersey Secretary of State, New Jersey Historic Sites Council New Jersey Historic Preservation Office, New Jersey Historic Trust, 1772 Foundation, New Jersey Council on the Arts, Passaic County Historical Society, and any other Historic Preservation Commission created pursuant to New Jersey State law in the County.
d. Provide technical expertise to the Open Space Advisory Committee on any grant applications submitted by qualified municipalities or non-profit groups for a historic preservation project.
e. Create and publish academic research papers on the County's historic assets.
f. Cataloging, storing, and researching the County’s historic assets.
g. Development and administration of a Historic Marker’s Program to commemorate historic sites, events, and people in the County.
h. Rendering advisory opinions on historic and cultural issues, as requested by the Board.
i. Attend all meetings of the Board and give opinions and testimony on issues raised on cultural and historic affairs.
Separabilities
Should any provision of this Administrative Code be held unlawful or unenforceable by any court of competent jurisdiction, such decision of the court shall only apply to that specific portion of this Administrative Code. All other sections of the code shall remain in full force and effect.