

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: 2018 YEAR END REPORTS	NUMBER: LED - 2019-001	EFFECTIVE DATE: January 4, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: OCEAN COUNTY LAW ENFORCEMENT DEPARTMENTS AND THE OCEAN COUNTY SHERIFF'S DEPARTMENT		

2018 END OF THE YEAR REPORTS

Reminder:

Below please find a list of the 2018 year end reports that are to be submitted by your department to this Office on or before February 15, 2019:

- **Use of Force Report** - See attached fillable form
- **Vehicle Pursuit Report** - See attached fillable form
- **Random Drug Testing Report** - See attached fillable form
- **Weapons Qualifications Annual Report** - Previously requested
- **Internal Affairs Report** - Previously requested

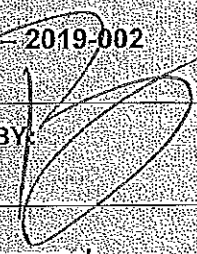
Please mail or email the annual reports to:

Ocean County Prosecutor's Office
1 Mott Place
Toms River, New Jersey 08754
Attention: Marisa Kaniuk or
Email to mkaniuk@co.ocean.nj.us

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Immigrant Trust Directive (NJ Attorney General's Law Enforcement Directive 2018-6	NUMBER: LED - 2019-002	EFFECTIVE DATE: January 11, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

Please refer to the attached Memorandum from the Attorney General concerning Directive 2018-6, Immigrant Trust Directive.

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE**

MEMORANDUM

TO: Chiefs of County Detectives
Chiefs of Police

FROM: Joseph F. Walsh, Deputy Attorney General
Special Assistant to Attorney General

DATE: January 10, 2019

SUBJECT: Training Materials for Immigrant Trust Directive (2018-6)

The training materials required by Section VII of the *Immigrant Trust Directive (NJ Attorney General's Law Enforcement Directive 2018-6)* have been posted on NJ LEARN and are available for viewing by your officers.

There are two narrated courses, one intended for police officers and the other for corrections officers. Each is approximately 40 minutes long. Officers will only need to view the course relevant to their position. There are also eight Resources posted with the courses to assist law enforcement officers in understanding the Directive.

Once your officer has logged into NJ LEARN, they should go to the Search Box on the upper right corner of the screen, enter the word IMMIGRATION, and click Enter or Search. The Courses and Resources will appear.

The exact names of the two courses are:
Police Officer Training on Immigration Directive 2018-6
Correctional Officer Training on Immigration Directive 2018-6

For agencies that prefer to utilize other LMS systems, such as Power DMS, we expect to have the two courses posted as Resources on NJ LEARN (in narrated PowerPoint format) in the very near future.

Once that is accomplished, agencies may download the courses and materials from NJ LEARN and load them into agency LMS systems.

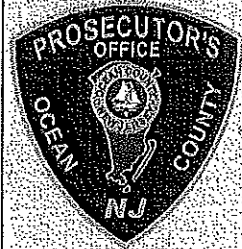
We will send a follow-up email once the courses have been posted in PowerPoint format.

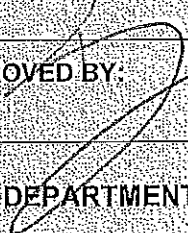
Officers must complete the training **before March 15, 2019, the effective date of the Immigrant Trust Directive.**

Joseph F. Walsh, DAG, Special Assistant
609-376-2448
joseph.walsh@lps.state.nj.us

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: 2018 YEAR END REPORT – REVISED DRUG REPORTING FORM	NUMBER: LED – 2019-003	EFFECTIVE DATE: January 17, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: OCEAN COUNTY LAW ENFORCEMENT DEPARTMENTS AND THE OCEAN COUNTY SHERIFF'S DEPARTMENT		

Attached please find a revised 2018 Drug Reporting form for 2018.

In order to comply with the Attorney General's Directive on Drug Testing, the Number of Sworn Officers block was added to the form.

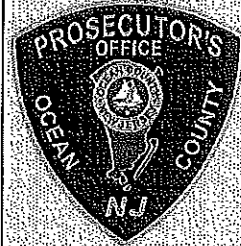
Please email the Drug Reporting Form for 2018 by January 18, 2019 to:

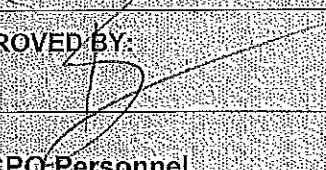
Ocean County Prosecutor's Office
1 Mott Place
Toms River, New Jersey 08754
Attention: Marisa Kaniuk or
Email to mkaniuk@co.ocean.nj.us

Thank you for your cooperation to this request.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Animal Cruelty Investigation Protocol	NUMBER: LED-2019-004	EFFECTIVE DATE: January 22, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

Animal Cruelty Investigation Protocol

The following Animal Cruelty Investigation Protocol shall become effective immediately.

A. DESIGNATION OF HUMANE LAW ENFORCEMENT OFFICERS

Effective May 1, 2018, N.J.S.A. 4:22-14.1 required that each governing body of a municipality with a municipal police department submit at least one applicant for designation as a Municipal Humane Law Enforcement Officer (HLEO) who shall be responsible for animal welfare within the jurisdiction of the municipality, and who shall enforce and abide by the provisions of Chapter 22 of Title 4 and who shall be authorized to investigate and sign complaints, arrest violators, and otherwise act as an officer for detection, apprehension, and arrest of offenders against the animal welfare and animal cruelty laws of the State and ordinances of the municipality.

While the statute allowed municipalities to designate any qualified individual to serve as the municipal HLEO, the Ocean County Prosecutor's office directed each police department to name two law enforcement officers on their force as their municipal HLEO's. It remains the belief of the Ocean County Prosecutor's Office that the public is best served by having these crimes handled by experienced police officers who have the background, training, and resources to investigate these crimes in a complete and effective manner.

B. NOTIFICATION REQUIREMENTS

Pursuant to N.J.S.A. 4:22-14.2, HLEO's shall refer all complaints for violations of 4:22-17(c) to the Ocean County Prosecutor's Office designated Animal Cruelty Prosecutor ("animal cruelty prosecutor") for investigation and prosecution, or any other appropriate legal action. This includes complaints that an individual purposely, knowingly, or recklessly:

1. Tormented, tortured, maimed, hanged, poisoned, unnecessarily or cruelly beat, cruelly abused, or needlessly mutilated a living animal or creature;
2. Caused bodily injury (or serious bodily injury or death) to a living animal or creature by failing to provide the living animal or creature with necessary care;
3. Caused or procured the above described acts to be done by any direct or indirect means, including but not limited to through the use of another living animal or creature; or
4. Used, or caused or procured the use of, an animal or creature in any kind of sexual manner or initiated any kind of sexual contact with the animal or creature.

HLEO's shall also provide notice to the animal cruelty prosecutor within five business days after the receipt of any complaint of a violation of any provision of article 2 of chapter 22 of Title 4 of the Revised Statutes.

HLEO's are not required to notify the animal cruelty prosecutor of municipal ordinance violations or licensing violations.

The notification requirements set forth above do not preclude HLEO's from taking necessary action to respond to emergency situations.

C. ON-SCENE INVESTIGATION

1. Communication

Initial notification of animal cruelty complaints shall be directed to the on-duty animal cruelty prosecutor. HLEO's may contact the on-duty prosecutor directly or through the Ocean County Sheriff's Department Radio Room. Upon notification of the complaint, the on-duty animal cruelty prosecutor will consult with the Chief HLEO to determine whether a HLEO from the Ocean County Prosecutor's Office will be responding to the scene. Unless directed to the contrary by the animal cruelty prosecutor, municipal HLEO's will retain responsibility for conducting and completing the investigation. Municipal HLEO's shall communicate directly with the animal cruelty prosecutor throughout the course of the investigation. The animal cruelty prosecutor shall authorize all charges stemming from an animal cruelty investigation.

2. Documentation of Crime Scene

Thorough and proper documentation of the crime scene will be critical for successful prosecution of animal cruelty cases. In all cases, photographs shall be taken of the crime scene to document all items of evidentiary value, including but not limited to, animals that are sick, injured, or deceased. In each case, the municipal HLEO shall consult with the animal cruelty prosecutor to determine whether the Crime Scene Investigation Unit (CSI) of the Ocean County Sheriff's Department will be requested to respond and process the scene. When a determination is made that CSI will not be requested to respond to and process the scene, the aforementioned photography shall be the responsibility of the municipal HLEO. When deceased animals are discovered, they are to be placed in a sealed evidence bag.

3. Veterinary Records

It shall be the responsibility of the HLEO to request that all veterinary examinations and treatment of an animal undertaken as part of an animal cruelty investigation be documented. The HLEO shall obtain any and all photographs, reports, and documentation related to said examination and treatment.

D. PLACEMENT AND FORFEITURE OF LIVING ANIMALS

Animal cruelty investigations often involve the recovery and seizure of live animals. The Southern Ocean County Animal Facility (Manahawkin), Northern Ocean County Animal Facility (Jackson), and Popcorn Park Zoo have agreed to aid in the placement of animals recovered and seized as a result of these investigations. Therefore, when living animals are seized as part of an investigation, HLEO's shall transport said animals, with the necessary assistance of the municipal animal control officer(s), to one of these three facilities.

While a criminal case is pending, these facilities cannot adopt an animal out unless the owner has voluntarily forfeited ownership of that animal. Therefore, upon seizure of an animal, HLEO's shall advise the owner of the right to voluntarily forfeit ownership of the animal. Should the owner be willing to do so, the HLEO shall complete the Voluntary Forfeiture Form with the owner.

E. NECROPSY PROCEDURES

In cases that result in death to an animal, the HLEO shall confer with the animal cruelty prosecutor to determine whether a necropsy should be performed. When it is determined that a necropsy should be performed, the following protocol shall apply:

Animals shall be transported to the New Jersey Animal Health Diagnostic Laboratory (AHDL), located in the NJ State Police Division Headquarters at 3 Schwarzkopf Drive in Ewing, NJ 08628. The HLEO, or other law enforcement officer acting at the direction of the HLEO, may either transport the animal to the AHDL himself/herself, or accompany an animal control officer that has agreed to assist with transportation to the AHDL. An animal control officer shall never transport an animal to the AHDL without a law enforcement officer.

The AHDL is accessible 24 hours a day and 7 days a week. The specimen drop-off vestibule is located in the rear of the building. There is a sign over the entrance, "Agricultural Loading Dock Animal and Plant Submissions." The HLEO shall place the animal in the appropriate refrigerator (see below) and sign the Specimen Delivery Logbook. The HLEO shall also submit the Forensic Necropsy Submission Form and the Animal Submission Acknowledgement Form, both completed and signed by the transporting HLEO.

If dropping off an animal during business hours (8:45 a.m. to 4:45 p.m.), the HLEO shall inform the receiving staff of animal delivery via the vestibule telephone, following the posted instructions. The HLEO shall submit the Forensic Necropsy Submission Form and the Animal Submission Acknowledgement Form to the receiving staff.

If dropping off an animal after business hours or on weekends and holidays, the HLEO shall first leave a message with the AHDL prior to delivering the animal by calling (609) 671-4797. Upon arrival, the HLEO shall call the guard using the number posted on the vestibule door to gain access to the vestibule. The HLEO shall leave the Forensic Necropsy Submission Form and the Animal Submission Acknowledgement Form with the animal.

For smaller sized animals, (e.g. puppies, small dogs, pocket pets, cats, etc.) HLEO's shall use the refrigerator in the vestibule. For medium size animals (e.g. large dogs, goats, sheep, deer), HLEO's shall use the outside refrigerator (gray color walk-in style) to the right of the drop-off vestibule. For large size animals, HLEO's shall coordinate drop-off by calling (609) 671-4797.

All animals, with the exception of animals that require coordination with the AHDL, are to be transported to the AHDL immediately after crime scene documentation is complete.

F. LIVESTOCK INVESTIGATIONS

The Department of Agriculture, through its Division of Animal Health, trains certified livestock investigators (CLI's) to investigate allegations of livestock abuse. CLI's are trained specifically to analyze the condition of livestock and their environment to determine if they meet the minimum levels of care (as opposed to "Best Management Practices"). CLI's work with HLEO's for a complete evaluation of the circumstances in an investigation. CLI's also ensure that proper biosecurity measures are taken. Each humane investigation carries with it the possibility of a reportable disease from the livestock, or possible emergency situation. The removal and movement of animals out of a premises is usually not recommended as the origin of the animals cannot always be confirmed, which can raise questions of illegal importation and diseases.

All complaints involving domestic livestock shall be immediately reported to the animal cruelty prosecutor and to the Division of Animal Health. Complaints may be reported by email (state.veterinarian@ag.nj.gov), phone (609-671-6400) or fax (609-671-6413). The official complaint form can be found at:

http://www.state.nj.us/agriculture/divisions/ah/news/complaintformonline_Feb2017.pdf

Whenever possible, HLEO's shall refrain from removing livestock from the premises prior to consulting with the Division of Animal Health. When livestock must be removed from the premises prior to consultation with the Division of Animal Health, (emergency situations, etc.) HLEO's shall contact Popcorn Park Zoo and arrange for the animals to be transported to that facility, where proper biosecurity and quarantine measures can be taken.

G. DUAL INVESTIGATIONS

Many animal cruelty investigations involve both domestic companion animals and livestock. In the event that an investigation into animal cruelty involves both domestic companion animals and livestock, the procedures for each category of animal outlined above shall be followed.

H. SEARCH AND SEIZURE

HLEO's are to adhere to established New Jersey search and seizure laws when investigating animal cruelty cases. As such, all applications for search warrants shall be based upon probable cause.

I. ANIMAL CONTROL OFFICERS

Effective February 1, 2019, municipalities are stripped of the authority to authorize animal control officers/animal control investigators to exercise law enforcement powers. Thus, investigations into, and searches related to, violations of animal cruelty laws are to be conducted by HLEO's or other municipal law enforcement officers. Notwithstanding the above, HLEO's may request the assistance of an animal control officer/investigator when investigating complaints of animal cruelty and transporting animals seized as a result of violations of animal cruelty laws. However, at all times, HLEO's will retain responsibility for conducting and completing the investigation.

J. STATISTICS

Pursuant to N.J.S.A. 4:22-14.2, municipal HLEO's shall submit, by October 1 of each year, a report to the animal cruelty prosecutor, which shall include, for the most recently concluded State fiscal year, the number of complaints received for each offense under article 2 of chapter 22 of Title 4 of the Revised Statutes and the number of cases referred to the county prosecutor, and may contain any policy recommendations or concerns of the municipal HLEO related to animal cruelty law enforcement in the municipality.

K. PRESS INQUIRIES

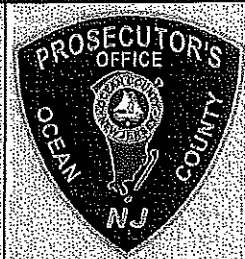
Requests for release of law enforcement information to the press shall be forwarded to the Ocean County Prosecutor's Office Press Officer Bryan Huntenburg.

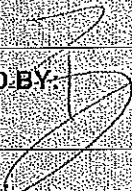
L. CONTACTS

Effective January 2, 2019, the Ocean County Prosecutor's Office designated Animal Cruelty Prosecutors are Assistant Prosecutor Kim Carr and Assistant Prosecutor Kate Burke. The Ocean County Prosecutor's Office Chief Humane Law Enforcement Officer is Sgt. Kim Trujilloovar.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: ARSON RESPONSE POLICY	NUMBER: LED - 2019-005	EFFECTIVE DATE:
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #: LED-2015-001
DISTRIBUTION TO: All Ocean County Law Enforcement / Bureau of Fire Prevention Chiefs/Fire Officials/Fire Marshals and OCPO's Arson Unit		

ARSON RESPONSE POLICY

This Directive establishes a response policy regarding arson investigations conducted by the Ocean County Prosecutor's Office in conjunction with state, county and local law enforcement and fire officials. Effective immediately, all Ocean County law enforcement, arson and fire personnel shall be subject to the following arson response policy.

OCEAN COUNTY PROSECUTOR'S OFFICE ARSON RESPONSE POLICY

All municipal or county law enforcement agencies or fire officials will immediately notify the Ocean County Prosecutor's Office, Arson Unit, of any event in which one or more of the following criteria are present:

- 1) A fire, wildland fire, or explosion, which involves a death or serious bodily injury.
- 2) A fire, wildland fire, or explosion involving public structures or buildings (i.e., school, place of worship, hospitals, shopping malls, retirement home.)
- 3) Any catastrophic or large loss fire or explosion.
- 4) A fire or explosion involving a residential structure, commercial structure, multi-family dwelling, vehicle, or boat that is determined by the local law enforcement agency to be suspicious in nature.
- 5) A fire or explosion involving any property, structure, or vehicle, owned by a local, county, state, or federal governing body or agency.
- 6) A fire or explosion in which a public official, law enforcement officer, or a member of the fire service is a potential suspect.
- 7) Any fire or explosion in which a suspect has been identified or is already in police custody.
- 8) Any wildland fires involving multiple fires or of a large scale.

- 9) Any suspicious package or explosion involving an improvised explosive device (IED), pipe bomb, mailbox bomb, chemical reaction bomb (CRB) or any other incendiary or explosive device, whether or not the device has functioned.

Notification to the Ocean County Prosecutor's Office Arson Unit shall be made through the Ocean County Prosecutor's Office, Monday through Friday, 8:30 a.m. 4:30 p.m., at telephone number (732) 929-4760. Direct contact should be made with a detective assigned to the Arson Unit.

****DO NOT LEAVE VOICEMAIL MESSAGES ****

After hours and weekends, notification shall be made through the Ocean County Sheriff's Department Communications Center at telephone number (732) 349-2010, with a request for a return call from the on-call arson detective. If for whatever reason the on-call arson detective cannot be reached, notification shall be made to Detective Thomas Haskell Jr. through the Communications Center.

The individual initiating the notification procedure should be prepared to provide the following:

- 1) The exact location of the fire or explosion, including municipality, street address, or rural location.
- 2) An explanation of which of the above-specified categories the fire or explosion satisfies.
- 3) Whether any injuries or deaths have resulted or are expected.
- 4) The name and contact information for the requesting Detective, Police Officer, or Fire Official at the scene.
- 5) Whether the fire poses any potential environmental risk which may necessitate involvement of the County or local Health Department.

Detectives from the Ocean County Prosecutor's Office Arson Unit will respond based upon the circumstances of the aforementioned incidents on a case-by-case basis. The Arson Unit's on-call detective will assess the information provided and determine if additional assistance is required from additional members of the Ocean County Prosecutor's Office Arson Task Force.

It will be the duty of the Ocean County Fire Marshal's Office or the local fire official to assist the local law enforcement agency in determining whether or not a fire should be deemed suspicious in nature prior to the involvement of the Prosecutor's arson detective.

It will also be the continuing responsibility of the local law enforcement agencies to provide security at the crime scene until such time as the fire investigator can respond. In instances where an improvised explosive device or suspicious package is located, it will be the responsibility of the local law enforcement agency to maintain a safe perimeter from said device. If any dangerous conditions, weather or nightfall impedes the scene examination, the fire investigator will determine if work at the scene will temporarily cease.

The scene of a potential arson fire is no less a crime scene than the house where a murder was committed, the automobile where a sexual assault was committed, or the bank in which an armed robbery was committed. Recent scientific and technological developments have greatly enhanced the degree to which criminal investigations can be furthered through the use of trace evidence. In addition, when the fire investigators, who are charged with determining the origin and cause of the fire, examine the fire scene, and uncover any evidence, which would deem said fire suspicious, notification will be made to the Ocean County Prosecutor's Office Arson Unit. The fire scene in that case should be treated as a crime scene. The primary concern of all involved will continue to be the ultimate suppression of the fire and the prevention or minimalization of the loss of life, personal injury or property damage. The integrity of the fire scene should nonetheless be preserved until such time as

the qualified origin and cause investigators have completed their examination. Only that overhauling which is necessary to permit the prompt and safe suppression of the fire should be conducted prior to examination of the fire scene by the origin and cause investigators.

Access to the fire scene is limited to those persons whose presence is absolutely necessary. Therefore, only firefighters actively engaged in the fire suppression efforts, first aid personnel, qualified origin and cause investigators or other persons designated by the ranking law enforcement officer at the scene will be permitted access to the fire scene. The ranking officer responsible for the fire scene will be the ranking local police officer up and until the arrival of the Prosecutor's arson detective. Please note that the category of persons to whom entry should be denied includes people who might otherwise have a legitimate interest in entering the property, for instance, the owners of the property, or people who reside or work there. The local police officers at the scene will be responsible for restricting access to the fire scene. All members of the fire services shall familiarize themselves with this policy, and shall notify the responsible police agency or police officer on the scene of any potential or actual unauthorized entry to the fire scene.

The local police officers responsible for restricting access to the fire scene will also ensure that only authorized persons, including personnel from the Ocean County Sheriff's Department CSI Unit, the local police department, or the Ocean County Prosecutor's Office, shall be permitted access to the scene to take a photographic, video or other electronic record of the scene. Photographs taken with cellular telephones or other personal electronic devices will be taken by law enforcement personnel only on an emergent basis and only when immediately necessary to preserve evidence. Such photograph(s) or other electronic records must be preserved, turned over to CSI and/or the Ocean County Prosecutor's Office, saved and properly logged into evidence.

As a matter of routine, the investigators conducting the origin and cause investigation will interview the person who first reported the fire, as well as the responding firefighters, and in particular the firefighters and/or emergency personnel who made first entry to the structure. These witnesses will be asked to describe the fire as they first observed it and as it progressed. This information will be of substantial assistance to the origin and cause investigators.

Reports containing origin and cause determinations relating to arsons, fatal fires and fires having an undetermined cause with suspicious circumstances shall be authored by the Ocean County Prosecutor's Office arson detective or individual(s) designated by the Prosecutor's staff.

Practical experience is a large component of a fire investigator's expertise. The Ocean County Prosecutor's Office Arson Unit accordingly anticipates and relies upon the assistance of local police officers and detectives in investigating origin and cause, conducting interviews and identifying potential suspects. This policy also recognizes the specialized training and experiences of many local, county and state fire officials upon whom we depend on to complete an origin and cause investigation.

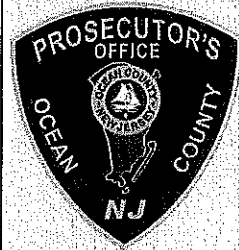
Many of the types of fires which will result in notification of the Ocean County Prosecutor's Office Arson Unit will also be the subject of media interest, even if the fire is ultimately determined to have been non-incendiary. It is important that media relations be handled uniformly throughout the County.

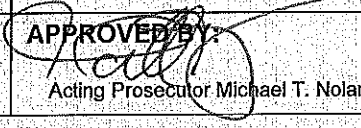
Accordingly, all media inquiries shall be handled by the Ocean County Prosecutor's Office, and referred to the Ocean County Prosecutor's Office Public Information Officer, Bryan Huntentburg, or his designee, at telephone number (732) 929-2027 ext. 2911, or (732) 288-6734.

Your cooperation in familiarizing all departmental personnel with this guideline is, as always, greatly appreciated.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: CLEAR Training for 2019 – Law Enforcement Response: Sexual Assault Investigations Train-the-Trainer	NUMBER: LED - 2019-006	EFFECTIVE DATE: February 1, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY:  Acting Prosecutor Michael T. Nolan Jr.	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement / OCPO Personnel		

DETAILS:

The mandated CLEAR Training for calendar year 2019 is Law Enforcement Response: Sexual Assault Investigations Train-the-Trainer.

This is a CLEAR Institute course that every law enforcement officer is required to take in 2019.

Attached are two flyers outlining course dates, locations, and times:

Morris County Public Safety Training Academy – Parsippany
Thursday – February 7, 2019 - 8:30 a.m. – 1:00 p.m.

Stockton University – Campus Center Theater – Galloway
Monday, March 11, 2019 – 9:30 a.m. – 1:30 p.m.

You can register for the training courses through the survey monkey link indicated on the attached flyers.

You will have the option of having your officers take the course in a classroom setting or online. The online program is currently being developed and that information will be sent to you as soon as it is received.

There will be another session at the National Guard Training Center in Sea Girt on Tuesday, March 19, 2019. As soon as the flyer is received, I will send it to you.

Again, the County Prosecutor will need to certify to the AG's Office that all sworn personnel have received this training in 2019. Therefore, it is requested that each Chief or CEO send a memo to the County Prosecutor certifying that all your personnel have attended this training **on or before January 17, 2020.**

Thank you for your continued cooperation.

COMMUNITY LAW ENFORCEMENT AFFIRMATIVE RELATIONS

CLEAR

CONTINUING EDUCATION INSTITUTE

Law Enforcement Response: Sexual Assault Investigations Train-the-Trainer

Morris County Public Safety Training Academy
Parsippany, New Jersey
Thursday, February 7, 2019 – 8:30 AM – 1:00 PM

PRESENTED BY:

The New Jersey Office of the Attorney General
Camden County Prosecutors Office
Middlesex County Prosecutors Office
Morris County Prosecutors Office
New Jersey State Police
Rutgers University

New Jersey Division of Criminal Justice
Hudson County Prosecutors Office
Ocean County Prosecutors Office
Gloucester County Corrections
New Jersey Coalition Against Sexual Assault

DESCRIPTION: **Mandatory Training for All Law Enforcement Officers for 2019 through the CLEAR Institute – 3 CLEAR Credits**

This training will provide New Jersey first responders with the knowledge and skills needed to effectively address the complexities of cases involving sexual violence. The course is designed to enhance the officer's training on the handling, investigation, and response procedures for reports of sexual assault.

AUDIENCE: **Law enforcement officers who plan to be trainers for this program**

DATE: **Thursday, February 7, 2019**
Registration: 8:30 AM – 9:00 AM
Training starts promptly at 9:00 AM – 1:00 PM
Morris County Public Safety Training Academy, Auditorium
500 West Hanover Avenue, Parsippany, New Jersey

Register for this training by using the survey monkey link <https://www.surveymonkey.com/r/SA02072019TTT>

For questions or further information contact DAG Marie McGovern, CLEAR Institute, Prosecutors Supervision & Training Bureau at (609) 376-3255 or mcgovernm@njdcj.org



STAY TUNED! There will be additional Train the Trainer Events at Stockton University and The National Guard Training Center at Sea Girt. Keep an eye out for the flyers for those events!

COMMUNITY LAW ENFORCEMENT AFFIRMATIVE RELATIONS

CLEAR

CONTINUING EDUCATION INSTITUTE

Law Enforcement Response: Sexual Assault Investigations Train-the-Trainer

Stockton University - Campus Center Theater

Galloway, New Jersey

Monday, March 11, 2019 - 9:30 AM - 1:30 PM

PRESENTED BY:

The New Jersey Office of the Attorney General
Camden County Prosecutors Office
Middlesex County Prosecutors Office
Morris County Prosecutors Office
New Jersey State Police
Rutgers University

New Jersey Division of Criminal Justice
Hudson County Prosecutors Office
Ocean County Prosecutors Office
Gloucester County Corrections
New Jersey Coalition Against Sexual Assault

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AUDIENCE: **Law enforcement officers who plan to be trainers for this program**

DATE: **Monday, March 11, 2019**
Registration: 9:30 AM - 10:00 AM
Training starts promptly at 10:00 AM - 1:30 PM
Stockton University, Campus Center Theater
101 Vera King Farris Drive, Galloway, New Jersey 08205-9441

Register for this training by using the survey monkey link <https://www.surveymonkey.com/r/SA03112019TTT>

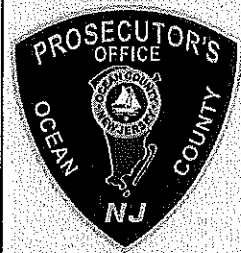
For questions or further information contact DAG Marie McGovern, CLEAR Institute, Prosecutors Supervision & Training Bureau at (609) 376-3255 or mcgovernm@njdcj.org

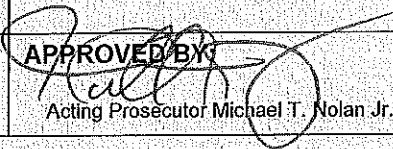


STAY TUNED! There will be an additional Train the Trainer Event at The National Guard Training Center at Sea Girt. Keep an eye out for the flyer for that event!

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: AG Directive 2018-3 – Early Warning System Reporting Requirement	NUMBER: LED - 2019-007	EFFECTIVE DATE: February 5, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY:  Acting Prosecutor Michael T. Nolan Jr.	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement Departments and the Ocean County Sheriff's Department		

DETAILS:

The Ocean County Prosecutor is required to submit an annual report to the New Jersey Attorney General indicating those agencies under the County Prosecutor's supervision that are in compliance with this Directive and those that are not.

The Directive provides that all state, county, and municipal law enforcement agencies shall adopt and/or revise their existing Early Warning System policies, consistent with the Directive, either by rule, regulation, or standard operating procedure ("SOP").

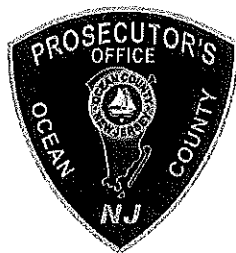
Please complete and return the attached form indicating that your department is or is not in compliance.

Please email the completed form to Marisa Kaniuk at mkaniuk@co.oceanh.nj.us on or before Thursday, February 7, 2019.

Thank you for your continued cooperation.

BRADLEY D. BILLHIMER
Ocean County Prosecutor

VINCENT A. PETRECCA
Chief of Detectives



MICHAEL T. NOLAN JR.
First Assistant Prosecutor

ROBERT J. ARMSTRONG
Deputy First Assistant Prosecutor

OFFICE OF THE PROSECUTOR
Courthouse Annex Building
119 Hooper Avenue
P.O. Box 2191
Toms River, New Jersey 08754-2191
732-929-2027

**ATTORNEY GENERAL DIRECTIVE 2018-3
STATEWIDE MANDATORY EARLY WARNING SYSTEM (EWS)
ANNUAL REPORTING REQUIREMENT**

CALENDAR YEAR: 2018

LAW ENFORCEMENT AGENCY NAME: _____

INTERNAL AFFAIRS SOFTWARE USED: _____

EARLY WARNING SYSTEM IN PLACE: YES _____ NO _____

IS YOUR AGENCY IN COMPLIANCE
WITH A.G. DIRECTIVE 2018-3 YES _____ NO _____

Executive Officer, Badge # (PRINT)

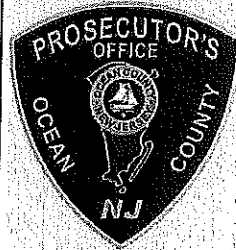
Executive Officer Signature, Date

PLEASE EMAIL TO THE ATTENTION OF:

MARISA KANIUK
MKANIUK@CO.OCEAN.NJ.US

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Temporary Procedure for Evidential Breath Test	NUMBER: LED - 2019-008	EFFECTIVE DATE: February 15, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement Departments/Municipal Prosecutors/OCPO Personnel		

DETAILS:

Please see the attached correspondence from the Attorney General's Office regarding the Temporary Procedure for Evidential Breath Test Utilizing Alcotest Instrument for Daylight Savings Time Period March 10 – April 7, 2019 which is self-explanatory.

Pursuant to the Cassidy order, the Attorney General has directed the Breath Test Coordinators to use the attached form entitled "Alcotest 7110 MKIII-C Calibration NIST-Traceable Digital Thermometer Readings" to record the temperature readings from the NIST-traceable digital thermometer during the Calibration Check Procedure. Coordinators started using this form on January 25, 2019. This form shall be provided to defendant/defense counsel as part of discovery.

Thank you for your continued cooperation.



State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
PO Box 085
TRENTON, NJ 08625-0085
TELEPHONE: (609) 984-6500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

VERONICA ALLENDE
Director

February 4, 2019

TO: All County Prosecutors
Colonel Patrick Callahan, Acting Superintendent, New Jersey Division of State Police
All Municipal Prosecutors
All Law Enforcement Executives

Re: Temporary Procedure for Evidential Breath Test Utilizing
Alcotest Instrument for Daylight Savings Time Period March 10 - April 7, 2019

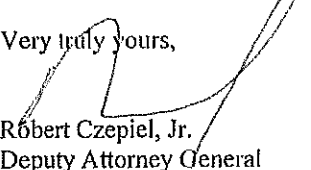
In 2007, the federal Energy Policy Act, 42 U.S.C. §15801, changed the dates of Daylight Savings Time to begin on the second Sunday in March (March 10, 2019) instead of the first Sunday in April (April 7, 2019).

The Alcotest 7110 MKIII-C New Jersey firmware version 3.11 is configured to automatically convert to Daylight Savings Time based on the pre-2007 timetable. Instead of changing to Daylight Savings Time on March 10, 2019, the Alcotest 7110 MK III-C will change on April 7, 2019. Prior to April 7, 2019, the instrument will continue to record all times, both printed and electronic, with an "S" suffix, indicating Standard Time. At 02:00 hours (2:00 a.m.) on April 7, 2019, the instrument's time recording will automatically change to a "D" suffix, indicating Daylight Savings Time.

The instrument's recordation of Standard Time rather than Daylight Savings Time does not affect the method of analysis or the accuracy of the readings. All current procedures for the processing of arrested intoxicated drivers are to continue, including the 20 minute observation period currently part of the regular protocol. However, because the Alcotest is set to read in Standard Time during the period of time between March 10 and April 7, Breath Test Operators should enter the time of arrest in the Alcotest instrument in Standard Time (one hour earlier than Daylight Savings Time). Entries on all other documents related to the arrest (e.g., police reports) should reflect Daylight Savings Time effective March 10, 2019.

Any questions regarding this procedure can be directed to your New Jersey State Police Breath Test Coordinator or the Municipal Prosecutor Supervisor within the County Prosecutor's Office.

Very truly yours,


Robert Czepiel, Jr.
Deputy Attorney General
Chief, Prosecutors Supervision & Training Bureau

c: Assistant Attorney General Veronica Allende, Director, Division of Criminal Justice
Lieutenant Thomas Snyder, Unit Head, NJSP Alcohol & Drug Testing Unit



**Alcotest 7110 MKIII-C Calibration
NIST-Traceable Digital Thermometer Readings**

Coordinator:

Name

Badge No.

Location:

Agency

Alcotest Serial No.

Equipment:

Digital NIST Temperature Measuring System Serial No.

Simulator Solution Concentration	CU-34 Simulator Serial No.	Time Simulators Started to Heat	Time Temp. Reading Obtained	Temp. Reading on NIST Traceable Thermometer
0.04%				
0.08%				
0.10%				
0.16%				

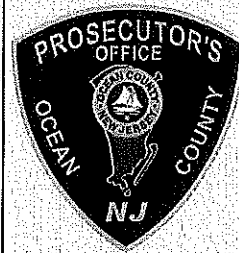
Pursuant to law and the "Chemical Breath Testing Regulations" established at N.J.A.C. 13:51, I am a duly appointed Breath Test Coordinator/Instructor. In my official capacity and consistent with the "Calibration Check Procedure for Alcotest 7110" as established by the Chief Forensic Scientist of the Division of State Police, I perform calibration checks on Alcotest 7110 MKIII-C instruments. Pursuant to and consistent with the current "Calibration Check Procedure for Alcotest 7110", I performed a Calibration Check Procedure on the Alcotest 7110 MKIII-C instrument identified on this certificate. Pursuant to the current "Calibration Check Procedure for Alcotest 7110", I used the Digital NIST-traceable Temperature Measuring System identified on this certificate to confirm that the temperatures of the 0.10%, 0.04%, 0.08%, and 0.16% Simulator Solutions used in the respective CU-34 Simulators identified on this certificate, were 34.0 degrees Celsius $\pm$ 0.2 degrees Celsius. I hereby certify that I truthfully recorded on this certificate the temperatures of each of the simulator solutions as shown on the Digital NIST-traceable Temperature Measuring System thermometer. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

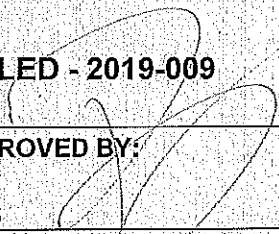
Coordinator's Signature

Date

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Possession and Ownership of Stun Guns by Private Citizens	NUMBER: LED - 2019-009	EFFECTIVE DATE: February 15, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement Departments/OCPO Personnel		

DETAILS:

Please see the attached correspondence from the Attorney General's Office regarding the Possession and Ownership of Stun Guns by Private Citizens and recirculation of Attorney General Porino's October 20, 2017 Memorandum.

Thank you for your continued cooperation.



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lieutenant Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
PO BOX 085
TRENTON, NJ 08625-0085
TELEPHONE: (609) 376-2401

GURBIR S. GREWAL
Attorney General

VERONICA ALLENDE
Director

TO: All County Prosecutors
Superintendent, New Jersey State Police
All Police Chiefs
All Law Enforcement Chief Executives

FROM: Veronica Allende, AAG
Director, Division of Criminal Justice

DATE: February 7, 2019

SUBJECT: Possession and Ownership of Stun Guns by Private Citizens;
Recirculation of Attorney General Porrino's October 20, 2017 Memorandum

I take this opportunity to recirculate Attorney General Christopher Porrino's October 20, 2017 Memorandum to Law Enforcement addressing the possession and ownership of stun guns by private citizens, which is attached.

Please be reminded that as of October 22, 2017, in accordance with a Consent Order entered in the United States District Court in *New Jersey Second Amendment Society v. Porrino*, No. 16-4906 (U.S.D.Ct.), certain provisions of law pertaining to the possession or sale of stun guns in New Jersey have been declared unconstitutional in violation of the Second Amendment and shall no longer be enforced. These provisions are N.J.S.A. 2C:39-3(h), which makes it a crime of the fourth degree for any person to knowingly have in his possession any stun gun, to the extent this statute outright prohibits, under criminal penalty, individuals from possessing electronic arms; and N.J.S.A. 2C:39-9(d), which makes it a crime of the fourth degree to manufacture, transport, ship, sell or dispose of certain weapons, to the extent this statute prohibits the sale or shipment of stun guns such as Tasers or other electronic arms in New Jersey. Note that these provisions continue to prohibit the possession of stun guns or sale of stun guns to minors under the age of 18. Please see the attached Memorandum from Attorney General Porrino for more details.

Questions concerning the interpretation of this guidance should be directed to the Division of Criminal Justice, Prosecutors Supervision and Training Bureau, at (609) 376-2401.





CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0080

CHRISTOPHER S. PORRINO
Attorney General

MEMORANDUM

TO: Director, Division of Criminal Justice
Superintendent, New Jersey State Police
All County Prosecutors
Insurance Fraud Prosecutor
All County Sheriffs
All Police Chiefs
All Law Enforcement Chief Executives

FROM: Christopher S. Porrino, Attorney General

DATE: October 20, 2017

SUBJECT: Alert for Prosecutors and Law Enforcement as to the Constitutionality of Certain Criminal Prohibitions on the Sale and Possession of Stun Guns in New Jersey.

This is an update of informal guidance previously provided by e-mail on December 16, 2016, which we issued following the United States Supreme Court's decision in Caetano v. Massachusetts, 136 S.Ct. 1027 (2016) (invalidating on Second Amendment ground a state law establishing an absolute prohibition against stun gun possession), advising of the impact of that decision on our ability to enforce New Jersey's absolute criminal prohibition against stun gun possession set forth in N.J.S.A. 2C:39-3(h). Consistent with that prior advice, please be advised that, as of October 22, in accordance with a Consent Order entered in the United States District Court in New Jersey Second Amendment Society v. Porrino, No. 16-4906 (U.S.D.Ct.), certain provisions of law pertaining to the possession or sale of stun guns in New Jersey have been declared unconstitutional in violation of the Second Amendment and shall no longer be enforced. Specifically, these provisions include:

- N.J.S.A. 2C:39-3(h), which makes it a crime of the fourth degree for any person to knowingly have in his possession any stun gun, to the extent this statute outright prohibits, under criminal penalty, individuals from possessing electronic arms; and



- N.J.S.A. 2C:39-9(d), which makes it a crime of the fourth degree to manufacture, transport, ship, sell or dispose of certain weapons, to the extent this statute prohibits the sale or shipment of stun guns such as Tasers® or other electronic arms in New Jersey.

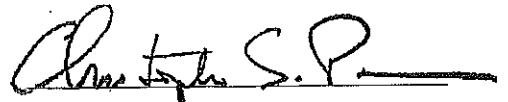
In response to the Consent Order, the Superintendent of State Police proposed a rule, published at 49 N.J.R. 2765(a) (August 21, 2017), that would maintain the prohibition on sale and possession of stun guns to minors under the age of 18. This approach is consistent with public safety, and the Consent Order does not preclude prohibiting the sale to or possession of stun guns by minors. Accordingly, we advise that, consistent with the Consent Order and the proposed rule:

- The prohibition under N.J.S.A. 2C:39-3(h) of possession of a stun gun may still be enforced against possession by minors under the age of 18; and
- The prohibition under N.J.S.A. 2C:39-9(d) of the sale or shipment of stun guns in New Jersey may still be enforced against the sale or shipment of stun guns to minors under the age of 18.

Other provisions of the Criminal Code pertaining to stun guns remain in force and effect and shall continue to be enforced, including:

- N.J.S.A. 2C:39-4(d) – possession of a weapon (which is defined to include a stun gun) with a purpose to use it unlawfully against the person or property of another;
- N.J.S.A. 2C:39-4.1 – possession of a stun gun with a purpose to use it unlawfully against the person or property of another (subsection b.) or under circumstances not manifestly appropriate for such lawful uses as it may have (subsection c.), while in the course of committing certain drug offenses;
- N.J.S.A. 2C:39-5(d) - possession of a stun gun under circumstances not manifestly appropriate for such lawful uses as it may have;
- N.J.S.A. 2C:39-5(e)(2) – possession of a stun gun while in or upon any part of the buildings or grounds of any school, college, university or other educational institution without the written authorization of the governing officer of the institution; and
- N.J.S.A. 2C:39-7(a) – prohibition against “certain persons” purchasing, possessing, or controlling a stun gun.

The foregoing guidance sets forth the extent under current law to which law enforcement may regulate the sale and possession of stun guns under the Criminal Code. Should the law be amended to establish new, additional, or alternate criminal or regulatory provisions, we will so advise.



Christopher S. Porrino
Attorney General



OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Consensual Authorizations <u>N.J.S.A. 2A:156A-4c</u>	NUMBER: LED -- 2019-10	EFFECTIVE DATE: February 21, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #: LED-2014-036 - LED-2016-033 - LED 2017-005 - LED-2017-021 - LED-2017-22 - LED-2017-30 - LED-2017-033 - LED-2018-005 - 2018-022 & LED 2018-032
DISTRIBUTION TO: All Ocean County Law Enforcement / OCPO Personnel		

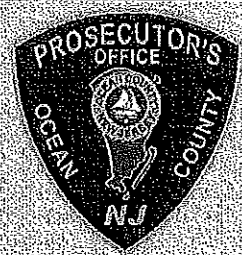
DETAILS:

Effective this date, pursuant to N.J.S.A.2A:156A-4c, I hereby designate the following Assistant Prosecutors to authorize Consensual Interceptions:

First Assistant Prosecutor Michael T. Nolan Jr.
Deputy First Assistant Prosecutor Robert J. Armstrong
Executive Assistant Prosecutor Michelle K. Armstrong
Chief of Special Litigation Anthony V. Pierro
Chief Trial Attorney Michel R. Weatherstone
Supervising Assistant Prosecutor William A. Porter
Supervising Assistant Prosecutor Bridget J. Coughlin
Supervising Assistant Prosecutor Michael Abatemarco
Supervising Assistant Prosecutor William W. Scharfenberg
Supervising Assistant Prosecutor Christine S. Lento
Sr. Assistant Prosecutor Kristin L. Pressman
Sr. Assistant Prosecutor Jill G. O'Malley
Sr. Assistant Prosecutor Mara Brater
Sr. Assistant Prosecutor Jamie L. Schron
Sr. Assistant Prosecutor Meghan M. O'Neill
Sr. Assistant Prosecutor Robert J. Cassidy
Assistant Prosecutor Christopher P. Heisler
Assistant Prosecutor Stephen E. Burke

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Immigrant Trust Directive (NJ Attorney General's Law Enforcement Directive 2018-6 Forms and Training Materials)	NUMBER: LED – 2019-011	EFFECTIVE DATE: February 25, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

Please refer to the attached Memorandum from the Deputy Attorney General concerning Templates of the two forms necessary for compliance with Sections II.B.4 and VI.A of the Immigrant Trust Directive. The attached forms are in nine additional languages.

1. "ICE" Interview Request Consent Form (Section II.B.4)
2. Notification to Detained Individual of "ICE" (Section VI.A)

All officers must complete the training required by the Immigrant Trust Directive by the effective date of March 15, 2019.

The Training courses are posted on NJ Learn along with a number of related Resources. The courses can be downloaded from NJ LEARN for use on Power DMS or other in-house systems.

Thank you for your continued cooperation.

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE**

MEMORANDUM

TO: Chiefs of County Detectives
Chiefs of Police

FROM: Joseph F. Walsh, Deputy Attorney General
Special Assistant to the Attorney General

DATE: February 21, 2019

SUBJECT: Forms and Training Materials for Immigrant Trust Directive (2018-6)

Attached to this memo, please find templates of the two forms necessary for compliance with Sections II.B.4 and VI.A of the Immigrant Trust Directive (AG Directive 2018-6). The attached files contain translations of the forms into nine additional languages (Arabic, Creole, Korean, Polish, Portuguese, Spanish, Tagalog, Mandarin and Hindi). The first form, the *ICE Interview Consent Form*, is to be utilized when ICE seeks to interview a detainee (see Section II.B.4 of Directive), and may be necessary for use at police departments.

The second form, the *Notification to Detained Individual of ICE Actions*, is for notification to detained individuals of ICE requests for interviews, release date notification, or continued detention past the time the detainee would otherwise be eligible for release (see Section VI.A of Directive), and will generally be used at correctional facilities. Both forms are provided in ten languages and in both pdf and Word format, in an effort to assist agencies seeking to adapt the forms for local use by adding logos or letterhead, or by creating dual-sided forms (English on one side, second language on reverse side). Questions regarding the forms should be directed to Project Manager Kelly Lukacs at Kelly.Lukacs@njoag.gov or (609)376-3261.

Please be reminded that officers must complete the training required by the Immigrant Trust Directive by the effective date of **March 15, 2019**. The training courses are posted on NJ LEARN along with a number of related Resources. The courses can be downloaded from NJ LEARN for use on Power DMS or other in-house LMS systems. The forms mentioned above will also be posted as Resources on NJ LEARN. Please do not hesitate to contact me with questions or if I may be of assistance.

Joseph F. Walsh, DAG, Special Assistant
609-376-2448
joseph.walsh@lps.state.nj.us

**IMMIGRATION & CUSTOMS ENFORCEMENT ("ICE")
INTERVIEW REQUEST CONSENT FORM**

Name of Inmate: _____ County Jail ID #: _____

DOB: _____

Date of ICE Request: _____ Transmitted via: _____
Email Fax In Person

This notice is to inform you that Immigration and Customs Enforcement ("ICE") wants to interview you. During this interview, you may be asked about your immigration status so that ICE can determine whether you are deportable. This interview is voluntary. Anything you say to the ICE agent at the interview may be used in immigration proceedings and possibly in other legal proceedings.

You have three choices: you can refuse this interview; you can agree to be interviewed but only with your lawyer present; or you can agree to be interviewed without your lawyer present.

Please check only one option below:

_____ I do not agree to speak with ICE.

_____ I agree to speak with ICE, but only with my attorney present.

_____ I agree to speak with ICE, without an attorney present.

Inmate Signature: _____ Date: _____

Jail Staff Witness: _____
(Print Name) (Signature)

ICE Interview Request Consent Form - English

استمارة موافقة تتعلق بطلب إجراء مقابلة مع دائرة الهجرة والجمارك

اسم السجين: _____ رقم سجن المقاطعة: _____

تاريخ الميلاد: _____

تاريخ طلب دائرة الهجرة والجمارك: _____ المرسل عبر _____

البريد الإلكتروني الفاكس شخصيا

الهدف من هذا الاشعار هو اعلامك بان دائرة الهجرة ترغب في اجراء مقابلة معك. خلال هذه المقابلة قد تتم مسألتك بشأن اقامتك بحيث يمكن لدائرة الهجرة والجمارك ان تقرر ما اذا كان سيتم ترحيلك ام لا. هذه المقابلة طوعية ويمكن استخدام اي شيء تقوله لضابط دائرة الهجرة والجمارك في المقابلة في اجراءات الهجرة وربما في اجراءات قانونية اخرى.

لديك ثلاث خيارات: يمكنك رفض هذه المقابلة أو يمكنك اجراء المقابلة بحضور محاميك فقط أو يمكنك الموافقة على اجراء المقابلة بدون حضور محاميك.

الرجاء تحديد واحدة من الخيارات التالية:

_____ لا أوافق على التحدث مع دائرة الهجرة والجمارك

_____ أوافق على التحدث مع دائرة الهجرة والجمارك بحضور محامي فقط.

_____ أوافق على التحدث مع دائرة الهجرة والجمارك بدون محامي

توقيع السجين: _____ التاريخ: _____

موظف السجن الشاهد: _____

(التوقيع)

(الاسم)

Fòm de Konsantman
Demann pou Intèvyou Imigrasyon ak Ranfòsman de Douane (ICE)

Non prizonnye a: _____ Kanton Prizon ID#: _____

Dat de Naissance: _____

Dat de Demann ICE: _____ Transmet pa: _____
Email Fax En Person

Avi sa pou infòm ou ke Imigrasyon ak Ranfòsman de Douane ("ICE") vle intèvyou ou. Nan intèvyou sa, yo ka mande ou ki estati imigrasyon ou pou ICE ka detemine si yap depòte ou. Sa se yon intèvyou volontè. Men nimpot ki sa ou di bay agen ICE yo, nan intèvyou sa, yo kapab itilize li nan pwosedi imigrasyon epi petèt nan lòt pwosedi legal.

Ou gen twa chwa: Ou ka refuze intèvyou sa. Ou ka dakò pou yo intèvyoue ou, men selman ak avoka ou prezan. Oswa ou ka dakò pou yo intèvyoue ou san ke avoka ou prezan.

Tanpri tcheke yon sel option:

_____ Mwen pa dakò pou mwen pale ak ICE.

_____ Mwen dakò pou mwen pale ak ICE, men selman si avoka mwen prezan

_____ Mwen dakò pou mwen pale ak ICE san avoka mwen

Siyatur prizonnye: _____ Dat: _____

Anplwaye prizon temwen : _____
(Ekri non ou an lèt detache) (Siyati)

이민 세관 집행국 ("ICE") 면담 요청 동의서

수감자 성명: _____ 카운티 교도소 신분증 #: _____

생년월일: _____

ICE 요청일: _____ 전달 방법 : _____
이메일 팩스 직접 전달

이 통지서는 귀하에게 이민 세관 집행국 ("ICE")가 귀하와의 면담을 원한다는 것을 알려드리는 것입니다. 이 면담을 하는 동안 귀하는 ICE가 귀하를 추방 할수 있는지를 결정하기 위하여 귀하의 이민 신분에 대하여 질문을 받으실수 있습니다. 이 면담은 자발적으로 하는 것입니다. 이 면담에서 귀하가 ICE 요원에게 하신 말은 이민 법적 절차나 다른 가능한 법적 절차에 사용 될수 있습니다.

귀하는 세가지 선택을 하실수 있습니다: 귀하는 면담을 거부하실 수있고; 귀하의 변호사 입회하 에서 만의 면담에 동의 하실 수있으며; 또는 귀하의 변호사 없이 면담 하는데 동의 하실 수 있습니다.

아래의 선택 사항중 한가지만 선택하여 주십시오:

_____ 저는 ICE와의 대화를 거부합니다.

_____ 저는 ICE와의 대화를 저의 변호사 입회하에만 동의 합니다.

_____ 저는 ICE와의 대화를 저의 변호사 없이 함에 동의 합니다.

수감자 성명: _____ 작성일: _____

교도소 직원 증인: _____
(성명) (서명)

FORMULARZ (WYRAŻENIA) ŚWIADOMEJ ZGODY NA PRZESŁUCHANIE PRZEZ FEDERALNĄ AGENCJĘ IMIGRACYJNO-CELNĄ ("ICE")

Imię i Nazwisko Zatrzymanego: _____

Numer Identyfikacyjny Więzienia Okręgowego: _____

Data Urodzenia: _____

Data Wniosku ICE: _____

Doręczone: _____

Emaillem Faxem Osobiście

Niniejsze powiadomienie ma za zadanie poinformowania Pana/i/ o tym że Federalna Agencja Imigracyjno-Celna ("ICE") chce przeprowadzić przesłuchanie z Panem/ią/. Podczas tego przesłuchania może Pan/i/ zostać zapytany/a/ o swój status imigracyjny aby Federalna Agencja Imigracyjno-Celna ("ICE") mogła ustalić czy może Pana/ia deportować. Udział w tym przesłuchaniu jest dobrowolny. Cokolwiek Pan/i/ powie agentowi ICE podczas tegoż przesłuchania może zostać użyte w postępowaniach imigracyjnych i ewentualnie innych postępowaniach prawnych.

Pan/i/ ma trzy opcje to wyboru: Pan/i/ ma prawo do odmówienia stawienia się na to przesłuchanie; Pan/i/ może wyrazić zgodę na to przesłuchanie, ale jedynie w obecności swojego prawnika; Pan/i/ także ma prawo zgodzić się na udział w tym przesłuchaniu bez obecności swojego prawnika.

Proszę zaznaczyć tylko jedną z poniżej podanych opcji:

_____ Nie wyrażam zgody na rozmowę z ICE.

_____ Wyrażam zgodę na rozmowę z ICE, ale jedynie w obecności mojego prawnika.

_____ Wyrażam zgodę na rozmowę z ICE, bez obecności mojego prawnika.

Podpis Zatrzymanego: _____ Data: _____

W Obecności Funkcjonariusza Placówki: _____

Imię i Nazwisko
Drukowanymi Literami

Podpis

**IMIGRAÇÃO E EXECUÇÃO ALFANDEGÁRIA ("ICE")
FORMULÁRIO DE CONSENTIMENTO DE
SOLICITAÇÃO DE ENTREVISTA**

Nome do Presidiário: _____ N° da Unidade Prisional: _____

Data de Nascimento: _____

Data do Requerimento do ICE: _____ Transmitido via: _____
Email Fax Pessoalmente

Este aviso é para informá-lo que a Imigração e Execução Alfandegária ("ICE") quer entrevistá-lo. Durante esta entrevista, você pode ser questionado sobre seu status de imigração para que o ICE possa determinar se você deverá ser deportado. Essa entrevista é voluntária. Qualquer informação que você passe para o agente da ICE durante a entrevista poderá ser usada em procedimentos de imigração e, possivelmente, em outros procedimentos legais.

Você tem 3. (três) opções: você pode recusar esta entrevista; você pode concordar em ser entrevistado, mas somente na presença do seu advogado; ou você pode concordar em ser entrevistado sem a presença do seu advogado.

Por favor, marque somente umas das opções abaixo:

_____ Eu não concordo em falar com o ICE.

_____ Eu concordo em falar com o ICE, mas somente na presença do meu advogado.

_____ Eu concordo em falar com o ICE sem a presença do meu advogado.

Assinatura do Presidiário: _____ Data: _____

Testemunha da Unidade Prisional: _____
(Nome) (Assinatura)

SERVICIO DE INMIGRACIÓN Y CONTROL DE ADUANAS (ICE)

FORMULARIO DE CONSENTIMIENTO PARA SOLICITUD DE ENTREVISTA

Nombre del recluso: _____ N.º de identificación de la cárcel del
Condado: _____

Fecha de nacimiento: _____

Fecha de la solicitud de ICE: _____ Transmitido vía: _____
Email Fax En persona

Esta notificación es para informarle que el Servicio de Inmigración y Control de Aduanas (ICE) desea entrevistarle. Durante la entrevista, se le podrán hacer preguntas acerca de su situación migratoria a fin de que ICE pueda determinar si usted reúne las condiciones para ser deportado. Esta entrevista es voluntaria. Cualquier información que provea al agente de ICE durante la entrevista se podría usar en procedimientos migratorios y posiblemente en otros procesos legales.

Usted tiene tres opciones: puede rehúrsarse a participar en esta entrevista; puede aceptar ser entrevistado pero con la presencia de su abogado; o puede aceptar ser entrevistado sin la presencia de su abogado.

Por favor marque solo una opción:

_____ No estoy de acuerdo con hablar con los representantes de ICE.

_____ Estoy de acuerdo con hablar con los representantes de ICE, solo si mi abogado está presente.

_____ Estoy de acuerdo con hablar con los representantes de ICE, sin la presencia de un abogado.

Firma del recluso: _____ Fecha: _____

Testigo del personal de la cárcel: _____
(Nombre en letra de molde) (Firma)

IMMIGRATION AT CUSTOM NA PAGPAPATUPAD ("ICE")
PORMA NG PAGHILING NA PAHINTULOT NA MAKAPANAYAM

Pangalan ng Bilanggo: _____ Bilangguan Pagkakakilanlan ID# _____

Kapanganakan: _____

Petsa ng kahilingan ng ICE: _____ Ipinadala sa pamamagitan ng: _____

Ang paunawang ito ay upang ipaalam sa iyo na nais kang makapanayam ng Immigration and Customs na Pagpapatupad ("ICE"). Sa interbiyu na ito, maaari kang tanungin tungkol sa katayuan ng iyong imigrasyon upang ang ICE at tukuyin kung ikaw ay kailangang pauwiin sa iyong bansa. Ang panayam na ito ay kusang-loob. Anumang bagay na sasabihin mo sa ahente ng ICE sa panayam na ito ay maaaring gamitin sa mga paglilitis sa imigrasyon at marahil sa iba pang mga legal na paglilitis.

Mayroon kang tatlong pagpipilian: maaari mong tanggiin ang panayam na ito; maaari kang sumang-ayon na makapanayam ngunit kasama ang iyong kasalukuyang abogado; o maaari kang sumang-ayon na makapanayam nang wala ang kasalukuyan mong abogado.

Mangyaring suriin at tsekan ang isang pagpipilian sa ibaba:

_____ Hindi ako sumasang-ayon na makipag-usap sa ICE.

_____ Sumasang-ayon ako na makipag-usap sa ICE, ngunit kasama ko ang aking abogado na dapat naroroon sa pakikipanayam ko.

_____ Sumasang-ayon ako na makipag-usap sa ICE, kahit hindi ko kasama ang aking abogado sa aking pakikipanayam.

Pirma ng Bilanggo: _____ Petsa: _____

**美國移民及海關執法局 (ICE)
訪談要求同意書**

受刑人姓名: _____ 所屬郡級監獄受刑人編號: _____

出生日期: _____

移民及海關執法局通知日期: _____ 傳遞方式: 電郵 / 傳真 / 當面交遞

本通知旨在於告知您，移民及海關執法局 (ICE) 要求與您訪談。在訪談期間，您可能被詢問到有關您移民身分的問題，相關資訊將被移民及海關執法局 (ICE) 用於決定您是否會被驅逐出境。此訪談要求屬於自願性質。任何您向移民局及海關執法局探員所透露的內容，將不排除用於移民程序或者其他法律程序上。

您擁有三項選擇：您可以拒絕接受訪談要求；您可以接受訪談要求，但必須有代表律師在場；您可以接受訪談要求，放棄有代表律師在場。

請只選擇下列一項：

- _____ 我不同意接受移民及海關執法局 (ICE) 訪談要求
- _____ 我同意接受移民及海關執法局訪談 (ICE) 要求，但必須有代表律師在場
- _____ 我同意接受移民及海關執法局 (ICE) 訪談要求，但放棄有代表律師在場

受刑人簽名: _____ 日期: _____

所屬監獄工作人員

見證者: (姓名) _____ (簽名): _____

आप्रवास एवं सीमा प्रवर्तन ("आ. सी. प्र")

अन्तर्वार्ता निवेदन सहमति फार्म

कैदी का नाम -----

काउंटी जेल आई डी # -----

जन्म तिथि -----

आ. सी. प्र (ICE) की निवेदन तिथी -----

प्रेषित : -----

इ-मेल

फैक्स

और व्यक्ति स्वयम्

यह सूचना आपको यह सूचित करने के लिए है कि आप्रजन और सीमा प्रवर्तन ("ICE") आपको साक्षात्कार करना चाहता है। इस साक्षात्कार के दौरान, आपसे आपकी आप्रजन स्थिति के बारे में पूछा जा सकता है ताकि ICE निर्धारित कर सके कि आप निर्वासित हैं या नहीं। यह साक्षात्कार स्वैच्छिक है। साक्षात्कार में आप ICE एजेंट से जो कुछ भी कहते हैं उसका उपयोग आप्रजन कार्यवाही और संभवतः अन्य कानूनी कार्यवाही में किया जा सकता है।

आपके पास तीन विकल्प हैं: आप इस साक्षात्कार को मना कर सकते हैं; आप साक्षात्कार में उपस्थित होने के लिए सहमत हो सकते हैं लेकिन केवल आपके वकील के साथ; या आप अपने वकील के बिना साक्षात्कार के लिए उपस्थित होने के लिए सहमत हो सकते हैं।

कृपया नीचे केवल एक विकल्प देखें:

_____ मैं आ. सी. प्र (ICE) के साथ बात करने के लिए सहमत नहीं हूँ।

_____ मैं आ. सी. प्र (ICE) के साथ बात करने के लिए सहमत हूँ, लेकिन केवल मेरे वकील के साथ।

_____ मैं आ. सी. प्र (ICE) के साथ बोलने के लिए सहमत हूँ, बिना किसी वकील के मौजूद।

कैदी हस्ताक्षर: _____ दिनांक: _____

जेल कर्मचारी गवाह: _____

(नाम लिखें)

(हस्ताक्षर)

**NOTIFICATION TO DETAINED INDIVIDUAL OF ACTIONS BY
IMMIGRATION & CUSTOMS ENFORCEMENT ("ICE")**

Name of Inmate: _____

County Jail ID #: _____

DOB: _____

Date of ICE Request: _____

Transmitted via: _____
Email Fax In Person

This notice is to inform you that Immigration and Customs Enforcement ("ICE") has filed a request (Check all that apply):

_____ To interview you.

_____ To be notified of your upcoming release from custody.

_____ To have the detention facility continue to hold you past the time you would otherwise be eligible for release from custody.

A copy of ICE's request is attached to this form.

Inmate Signature: _____

Date: _____

Jail Staff Witness: _____
(Print Name) (Signature)

Notification to Detained Individuals of Actions by ICE - English

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

اشعار الفرد المحتجز بالإجراءات المتخذة من طرف دائرة الهجرة والجمارك

اسم السجين: _____ رقم سجن المقاطعة: _____
تاريخ الميلاد: _____
تاريخ طلب دائرة الهجرة والجمارك: _____ المرسل عبر _____
شخصيا الفاكس البريد الالكتروني

(هذا الاشعار هو ابلاغك بان دائرة الهجرة والجمارك قد تقدمت بطلب (ضع علامة على كل ما ينطبق

_____ لإجراء مقابلة معك

_____ لإشعارك بالافراج عنك المرتقب من الحجز

_____ كي يستمر حجزك الى ما بعد الفترة التي انت مؤهل فيها للافراج عنك من الحجز

تم ارفاق نسخة من طلب دائرة الهجرة والجمارك بهذه الاستمارة

توقيع السجين: _____ التاريخ: _____
موظف السجن الشاهد: _____
(الاسم) (التوقيع)

Notification to Detained Individuals of Actions by ICE - Arabic

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

**Avi pou Moun Ke Yo Arete
de Aksyon Imigrasyon ak Anfòsman Douane (ICE)**

Non Prizonye a: _____ ID #: Canton Prizon _____

Dat Nesans: _____

Dat Demann pou ICE: _____ Transmèt via: _____
Email Fax An Pèson

Avi sa pou infòmè ou ke imigrasyon ak enfòsman de Douane ("ICE") ranpli yon demann

(Tcheke tou sa ki aplike):

_____ Pou fè entèvyou avèk ou

_____ Pou yo fè ou konnen ke yo pral lage ou soti nan prizon.

_____ Pou yo fè etablisman detansyon an kontinye kenbe ou depase tan ke ou te kalifye pou yo
te lage ou soti nan prizon an

Yon kopi demann ICE la taché la

Siyati Prizonye: _____ Dat: _____

Temwen Prizon: _____
(Ekri non ou an lèt detache) (Siyati)

Notification to Detained Individuals of Actions by ICE - Creole

**A copy of all documents provided by ICE in connection with this request should be
attached to this form when it is provided to the detainee.**

이민 세관 집행국(“ICE”)에 의해 구금된 개인을 위한 통지서

수감자 이름: _____ 카운티 교도소 신분증 #: _____

생년월일: _____

ICE 요청일: _____ 전달 방법: _____
이메일 팩스 직접 전달

이 통지서는 이민 세관 집행국(ICE)가 요청서를 접수 시켰다는 것을 귀하에게 통보하는 것입니다 (모든 해당 사항에 체크하여 주십시오):

_____ 귀하와 면담하기.

_____ 귀하의 다가올 구류로 부터의 석방을 고지 받기.

_____ 귀하가 구류로 부터 석방 자격이 있음에도 불구하고 귀하를 계속 구류 시설에 있게 하기.

이 양식에 ICE 요청서 사본 첨부 하였음.

수감자 서명: _____ 작성일: _____

교도소 직원 증인: _____
(서명) (서명)

Notification to Detained Individuals of Actions by ICE - Korean

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

**NOTIFICAÇÃO AO INDIVÍDUO DETIDO DE AÇÕES TOMADAS
PELA IMIGRAÇÃO E EXECUÇÃO ALFANDEGÁRIA ("ICE")**

Nome do Presidiário: _____ N° da Unidade Prisional: _____

Data de Nascimento: _____

Data do Requerimento do ICE: _____ Transmitido via: _____
Email Fax Pessoalmente

Este aviso é para informá-lo que a Imigração e Execução Alfandegária ("ICE") apresentou um requerimento (Marque todos que se aplicam):

_____ Para entrevistá-lo.

_____ Para ser notificado da sua próxima libertação da custódia.

_____ Para que o centro de detenção o mantenha detido após o tempo servido, a não ser que você seja legível para ser liberado da custódia.

Uma cópia do requerimento do ICE está anexado a este aviso.

Assinatura do Presidiário: _____ Data: _____

Testemunha da Unidade Prisional: _____

(Nome)

(Assinatura)

Notification to Detained Individuals of Actions by ICE - Portuguese

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

**NOTIFICACIÓN A LA PERSONA DETENIDA SOBRE LAS ACCIONES
DEL SERVICIO DE INMIGRACIÓN Y CONTROL DE ADUANAS**

Nombre del recluso: _____

N.º de identificación de la cárcel del
Condado : _____

Fecha de nacimiento: _____

Fecha de la solicitud de ICE: _____ Transmitido vía: _____
Email Fax En persona

Esta notificación es para informarle que el Servicio de Inmigración y Control de Aduanas (ICE) ha emitido una solicitud (Marque todas las que aplican):

_____ Para entrevistarlos.

_____ Para notificarle acerca de su próxima liberación del centro de detención.

_____ Para que el centro de detención lo tenga detenido más allá del tiempo en el que sería elegible para ser puesto en libertad.

Se anexa una copia de la petición de ICE a este formulario.

Firma del recluso: _____

Fecha: _____

Testigo del personal de la cárcel: _____
(Nombre en letra de molde) (Firma)

Notification to Detained Individuals of Actions by ICE- Spanish

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

**ABISO SA MGA DINETINANG INDIBIDWAL NA AKSYON NG IMMIGRATION AT
CUSTOM NA PAGPAPATUPAD ("ICE")**

Pangalan ng Bilanggo: _____ Bilangguan PagkakakilanlanID#

Kapanganakan: _____

Petsa ng kahilingan ng ICE: _____ Ipinadala sa pamamagitan ng: _____

Itong abiso ay para ipaalam sa inyo ng Immigration at Custom na Pagpapatupad ("ICE") para mag-file ng kahilingan (Tsekan lahat ng ukol na nalalapat):

____ Para makapanayam ka sa interbyu

____ Upang maabisuhan ka ng iyong darating na paglabas sa pag-iingat

____ Upang ipagpatuloy ng pasilidad ng detensyon sa nakalipas na panahon na hawakan ka kung kailan ka maaaring maging karapat-dapat para sa paglaya mo mula sa pag-iingat nila

Ang isang kopya ng kahilingan ng ICE ay naka-attach sa form na ito

Pirma ng Bilanggo: _____ Petsa: _____

Notification to Detained Individuals of Actions by ICE- Tagalog

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

美國移民及海關執法局 (ICE)
拘留通知書

受刑人姓名: _____ 所屬郡級監獄受刑人編號: _____

出生日期: _____

移民及海關執法局通知日期: _____ 傳遞方式: 電郵 / 傳真 / 當面交遞

本通知旨在於告知您，移民及海關執法局 (ICE) 已提出下列請求 (勾選所有合適項目)：

- ☐ 要求訪談您
- ☐ 要求優先被知會您即將由典獄機構獲釋
- ☐ 要求典獄機構延長您原本的羈押期限

隨函附上移民及海關執法局 (ICE) 請求之副本

受刑人簽名: _____ 日期: _____

所屬監獄工作人員

見證者: (姓名) _____ (簽名): _____

Notification to Detained Individuals of Actions by ICE - Mandarin

A copy of all documents provided by ICE in connection with this request should be attached to this form when it is provided to the detainee.

**आप्रवास एवं सीमा प्रवर्तन ("आ. सी. प्र") ICE द्वारा
दियसत में लिए गए व्यक्ति को अधिसूचित करना**

कैदी की नाम -----

कारंटी जेल आई डी # -----

जन्म तिथि -----

आ. सी. प्र (ICE) की निवेदन तिथि -----

प्रेषित : -----

इ-जेल

फैक्स

और व्यक्ति स्वयम्

यह सूचना आपको सूचित करने के लिए है कि आप्रजन और सीमा प्रवर्तन आ. सी. प्र ("आईसीई") ने एक अनुरोध दायर किया है
(सभी लागू होने वाली जांचें):

_____ आपका साक्षात्कार करने के लिए

_____ दियसत से अपनी आगामी रिहाई की सूचना दी जाए

_____ दियसत में रखने की सुविधा आपको उस समय तक जारी रखने के लिए है जब आप अन्यथा दियसत से मुक्त होने के लिए
पात्र होंगे।

इस फॉर्म में आ. सी. प्र (ICE) के अनुरोध की एक प्रति संलग्न है।

इनगेट हस्ताक्षर: _____

दिनांक: _____

जेल कर्मचारी गवाह: _____

(नाम कर्मचारी)

(हस्ताक्षर)

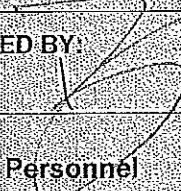
Notification to Detained Individuals of Actions by ICE - Hindi

**A copy of all documents provided by ICE in connection with this request should be
attached to this form when it is provided to the detainee.**

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Military Interaction Investigation Standards	NUMBER: LED - 2019-012	EFFECTIVE DATE: February 26, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

It is hereby directed that Military Interaction Investigation Standards, Policy and Procedures for all Ocean County Law Enforcement is hereby set forth below and all Ocean County agencies shall incorporate such standards into their agencies policies and procedures.

1. In the manner and at the times provided in the Military Interaction Standards, all Ocean County Law Enforcement agencies shall report all suspected and confirmed incidents involving criminally affiliated interactions with individuals who have current or prior military service involvement to the Office of Special Offenders Unit of Ocean County Prosecutors Office before charging the individual and within 24 hours of said interaction using the telephone or email provided below.
 - a. The address, email, and telephone numbers for the office of Ocean County Special Offenders Unit is as follows:

Ocean County Prosecutors Office Special Offenders Unit
119 Hooper Avenue
Toms River, New Jersey 08753
Telephone: 732-929-2027 ext. 2467
Email: Rnauyoks@co.ocean.nj.us
2. In the manner and at the times provided in the Military Interaction Standards, all Ocean County Law Enforcement agencies shall report all suspected and confirmed incidents involving non-criminally affiliated interactions with individuals who have current or prior military service involvement to Ocean Mental Health within 24 hours of said interaction using the email provided below.

- a. The address, and telephone numbers for the office of Ocean Mental Health is as follows:

Ocean Mental Health Services, Megan Magahan
687 Atlantic City Blvd. #1
Bayville, New Jersey 08721
Email: Mmagahan@oceanmhs.org
Telephone: 908-670-1658

3. All Ocean County Law Enforcement agencies handling military interactions shall:

- Inquire whether the individual currently has or has had military service involvement.
- If individual has or has had military service involvement:
 - Document in police report the individual involved in the interaction who has or has had military service involvement.
 - Report said criminally affiliated interaction to the Ocean County Prosecutors Office Special Offenders Unit using the telephone or email provided above within 24 hours.
 - Report said non-criminally affiliated interaction to Ocean Mental Health using the telephone or email provided above within 24 hours.

4. Nothing in this directive deters your obligation to adhere to the New Jersey Screening Law pursuant to N.J. Rev. Stat. §30:4-27.6 (2014).
5. Each Ocean County Law Enforcement agency shall designate a point of contact for their agency regarding military interactions and will be required to attend quarterly meetings regarding such.

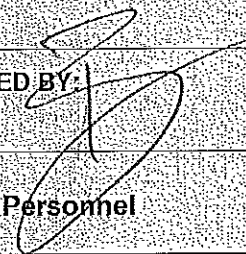
Please email Sgt. Renee Nauyoks at rnauyoks@co.ocean.nj.us the name, phone number and email address of the person in your department you have designated as "veterans liaison officer" on or before Friday, March 8, 2019.

Thank you for your continued cooperation.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Guidelines to Request a Financial Investigation Conducted by the OCPO Narcotic Strike Force/Asset Forfeiture Unit	NUMBER: LED – 2019-013	EFFECTIVE DATE: March 5, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

The Ocean County Prosecutor's Office has a newly formed Asset Forfeiture Unit within the Narcotic Strike Force.

The primary goals of the newly formed Asset Forfeiture Unit are to build financial intelligence, to provide assistance and expand criminal investigations, and to seize illegal assets obtained by criminal enterprises.

The Asset Forfeiture Unit will do the following:

1. Maintain a database that tracks and details the financial institutions utilized by criminal enterprises to hide and transfer illegal proceeds domestically and on a global scale.
2. Provide the financial crimes knowledge and support necessary to pursue charges pertaining to financial facilitation of criminal activity and violations of New Jersey State Tax Law related to the obtaining, transacting and failing to report illegal proceeds generated from narcotics distribution.
3. Provide the knowledge and tools needed to assist in authoring and securing the probable cause to file seizure affidavits and seizure orders for financial institution accounts, investment accounts, cash valued insurance policies, prepaid credit/debit cards, vehicles and additional tangible assets.
4. Provide the knowledge and professional contacts needed to assist in authoring and securing the probable cause to file search warrants for safe deposit boxes held at financial institutions and investment companies.

The Asset Forfeiture Unit understands and recognizes the complex and fast-moving nature of narcotic investigations. However, for the financial investigation to have a chance of being successful, a financial request must be submitted as soon as possible (i.e. at the beginning of the investigation or the day of the first UC/CI purchase). It must be stressed that the further into the narcotics investigation you are when you make a request for a parallel financial investigation, the more difficult it will be for the detectives of the Asset Forfeiture Unit to be successful in assisting your department or agency.

The Asset Forfeiture Unit is aware that narcotic investigations can occur last minute or unexpectedly during a traffic stop so the Unit will attempt to adjust to assist all departments and agencies based on the availability of the Unit's personnel. The Unit will continue to work on our relationships with local bank representatives with the goal of having contacts to obtain valuable bank account information that will enhance law enforcement's ability to seize accounts that contain illegal proceeds of narcotic distribution operations and criminal enterprises.

Procedurally, any time a request is submitted to the Asset Forfeiture Unit to conduct a parallel financial investigation, the following documentation is **REQUIRED**:

1. Name, address, date of birth, social security number, telephone numbers
(For each target)
2. New Jersey Driver's License printout with picture
(If another state, just driver's license printout)
3. Printout of all known registered vehicles with VIN and license plate number
(For each target)
4. CCH printout (For each target)
5. If a business is involved in your investigation include the business's full name and address
6. Case Agent's name, department, case number and cellphone number
(Also, indicate if you are working the case with another law enforcement agency)

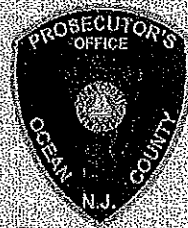
Please send **ALL** of the following documents in a **PDF file** to **both** listed below:

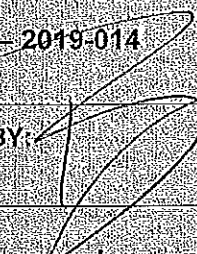
Sergeant Mark Malinowski – mmalinowski@co.ocean.nj.us

Detective Brianne Pluta – bpluta@co.ocean.nj.us

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Amended Death Response Policy of the Ocean County Prosecutor's Office	NUMBER: LED - 2019-014	EFFECTIVE DATE: March 21, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement / OCPO Personnel		

DETAILS:

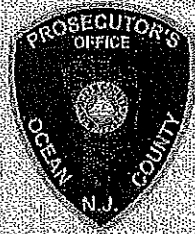
Effective immediately, members of the Ocean County Prosecutor's Office Night Duty Response Team and Major Crime Unit / Homicide Squad will not respond to Unattended Death cases within the county unless there is an articulable suspicious reason requiring a response such as visible unexplained injury and or trauma, evidence of a robbery / burglary, or any other reason that may deem the case suspicious in nature. The mere lack of a documented medical history or primary care physician does not constitute suspicion. If initial responding police personnel are unsure as to whether a response by the Ocean County Prosecutor's Office is warranted, police personnel should contact the Night Duty Supervisor or Major Crime Unit / Homicide Squad Supervisor for guidance and direction.

All Unattended Death cases must be reported to the Major Crime Unit / Homicide Squad utilizing the Death Investigation Report (Attached), via e-mail or fax prior to the end of shift.

All remaining response guidelines and notifications concerning all other cases will remain in place.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Military Interaction Investigation Standards	NUMBER: LED - 2019-015	EFFECTIVE DATE: March 20, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #: LED-2019-012
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

It is hereby directed that Military Interaction Investigation Standards, Policy and Procedures for all Ocean County Law Enforcement is hereby set forth below and all Ocean County agencies shall incorporate such standards into their agencies policies and procedures.

1. In the manner and at the times provided in the Military Interaction Standards, all Ocean County Law Enforcement agencies shall report all suspected and confirmed incidents involving criminally affiliated interactions with individuals who have current or prior military service involvement to the Office of Special Offenders Unit of Ocean County Prosecutors Office before charging the individual and within 24 hours of said interaction using the telephone or email provided below.
 - a. The address and telephone number for the office of Ocean County Special Offenders Unit is as follows:

Ocean County Prosecutors Office Special Offenders Unit
119 Hooper Avenue
Toms River, New Jersey 08753
Telephone: 732-929-2027
2. In the manner and at the times provided in the Military Interaction Standards, all Ocean County Law Enforcement agencies shall report all suspected and confirmed incidents involving non-criminally affiliated interactions with individuals who have current or prior military service involvement to Ocean Mental Health within 24 hours of said interaction using the email provided below.

- a. The address, and telephone numbers for the office of Ocean Mental Health is as follows:

Ocean Mental Health Services, Megan Magahan
687 Atlantic City Blvd. #1
Bayville, New Jersey 08721
Email: Mmagahan@oceanmhs.org
Telephone: 908-670-1658

3. All Ocean County Law Enforcement agencies handling military interactions shall:

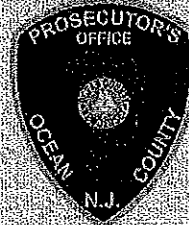
- Inquire whether the individual currently has or has had military service involvement.
- If individual has or has had military service involvement:
 - Document in police report the individual involved in the interaction who has or has had military service involvement.
 - Report said criminally affiliated interaction to the Ocean County Prosecutors Office Special Offenders Unit using the telephone or email provided above within 24 hours.
 - Report said non-criminally affiliated interaction to Ocean Mental Health using the telephone or email provided above within 24 hours.

4. Nothing in this directive deters your obligation to adhere to the New Jersey Screening Law pursuant to N.J. Rev. Stat. §30:4-27.6 (2014).
5. Each Ocean County Law Enforcement agency shall designate a point of contact for their agency regarding military interactions and will be required to attend quarterly meetings regarding such.

Thank you for your continued cooperation.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive

**SUBJECT:**

Mandatory Megan's Law Sex
Offender Registration
Mandatory Training

NUMBER:

LED - 2019-016

EFFECTIVE DATE:

March 20, 2019

ISSUED BY:

Prosecutor Bradley D. Billhimer

APPROVED BY:

A handwritten signature in black ink, appearing to be "B. Billhimer", written over the "APPROVED BY" field.

SUPERCEDES DIRECTIVE #:**DISTRIBUTION TO:**

All Ocean County Law Enforcement

DETAILS:

Sgt. Jeffrey McGee of the New Jersey State Police is conducting a Mandatory Sex Offender Registration Training for all Ocean County Law Enforcement Megan's Law Liaisons.

Course Registration Information:

Tuesday - May 7, 2019

Ocean County Police Academy - Lakewood

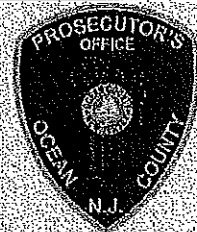
The course is scheduled from 9:00 a.m. - 1:00 p.m.

Please instruct the Megan's Law Liaison in your police department to register for the course by sending an email to either Marjorie Gibbons at mgibbons@co.ocean.nj.us or Bethanie Adams at badams@co.ocean.nj.us on or before Monday, April 22, 2019.

Thank you for your prompt attention to this Directive.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT:
Attorney General Law
Enforcement Directive 2015-1
regarding Body Worn Cameras

NUMBER:
LED - 2019-017

EFFECTIVE DATE:
March 25, 2019

ISSUED BY:
Prosecutor Bradley D. Billhimer

APPROVED BY:

SUPERCEDES DIRECTIVE #:
Directive No. 2015-1,
Section 11.1

DISTRIBUTION TO:
All Ocean County Law Enforcement/OCPO Personnel

DETAILS:

Please refer to the attached memorandum from the Division of Criminal Justice in reference to Directive 2015-1, Section 11.1.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE

MEMORANDUM

TO: All State-Level Law Enforcement Agencies

FROM: Assistant Attorney General Veronica Allende, Director

DATE: March 20, 2019

RE: Guidance on Requests for BWC Footage to State-Level Law Enforcement Agencies

Attorney General Law Enforcement Directive No. 2015-1, *Law Enforcement Directive Regarding Police Body Worn Cameras (BWCs) and Stored BWC Recordings*, issued July 28, 2015, became effective September 26, 2015. Section 11.1 of the Directive, "Notice to Prosecutor of Subpoena, Court Order, or OPRA/Common Law Request" states as follows:

Any agency receiving a subpoena, court order, or request pursuant to the Open Public Records Act, or the common law right to know, for a BWC recording shall, within one business day of receipt of such subpoena, court order, or request, and before complying with it, provide notice to the County Prosecutor, or to the Division of Criminal Justice where the recording was made by a state-level law enforcement agency. Such notice shall state clearly the deadline by which a response must be made.

This memorandum supersedes Directive No. 2015-1, Section 11.1, insofar that it amends the procedures that should be followed by state-level law enforcement agencies upon receipt of requests, subpoenas or court orders for BWC recordings.

I. Notice Requirements Superseding Section 11.1 of Directive No. 2015-1

When a state-level law enforcement agency receives a request for a BWC recording under the Open Public Records Act (OPRA), common law, subpoena or court order, the County Prosecutor's Office in the jurisdiction where the footage was recorded, or the County Prosecutor's Office handling the investigation or prosecution of the case to which the recording pertains, shall be provided notice within one business day of receipt of such request. The Division of Criminal Justice shall only be noticed when the BWC recording in question:

- 1) relates to a case being investigated, prosecuted or superseded by the Division of Criminal Justice;
- 2) involves the use of deadly force;
- 3) involves the use of enhanced mechanical force;

- 4) relates to an Officer Involved Shooting or a case involving the Shooting Response Team;
- 5) involves multiple agencies;
- 6) involves a mass fatality or casualty; or
- 7) pertains to a person's death during an encounter with a police officer or other law enforcement officer or while the decedent was in custody.

If any of these factors are present, the Division of Criminal Justice should be notified by way of email to DCJ.Records@njdcj.org.

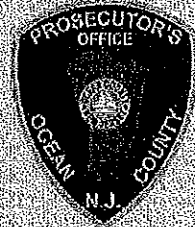
County Prosecutors reserve the right to issue directives and guidelines to law enforcement agencies subject to their supervisory authority, setting forth additional procedural or substantive requirements, provided that such directives or guidelines do not conflict with any Attorney General Directive or Guideline.

The provisions of this Memorandum are intended to be implemented and enforced by law enforcement agencies. These provisions do not create any promises or rights that may be enforced by any other persons or entities.

Any questions concerning the interpretation or implementation of this Memorandum shall be addressed to the Director of the Division of Criminal Justice, or their designee. These new procedures are effective immediately.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive

**SUBJECT:**

CLEAR Training Law
Enforcement Response: Sexual
Assault Investigation Train-the-
Trainer

NUMBER:

LED – 2019-018

EFFECTIVE DATE:

March 25, 2019

ISSUED BY:

Prosecutor Bradley D. Billhimer

APPROVED BY:

A large, stylized handwritten signature in black ink, likely belonging to the approving official, is written over the "APPROVED BY:" field.

SUPERCEDES DIRECTIVE #:**DISTRIBUTION TO:**

All Ocean County Law Enforcement / OCPO Personnel

DETAILS:

The CLEAR institute is offering the **last** of four Train the Trainer events for the required CLEAR 2019 Sexual Assault Investigations course on March 27, 2019. **There will not be any additional TtT events for this course.** This will be the last opportunity for the TtT certification for the Sexual Assault Investigations required course for 2019.

COMMUNITY LAW ENFORCEMENT AFFIRMATIVE RELATIONS

CLEAR

CONTINUING EDUCATION INSTITUTE

Law Enforcement Response: Sexual Assault Investigations Train-the-Trainer

Middlesex County Fire Academy - Amphitheater
Sayreville, New Jersey

Wednesday, March 27, 2019 - 8:30 AM - 1:00 PM

PRESENTED BY:

The New Jersey Office of the Attorney General
Camden County Prosecutors Office
Middlesex County Prosecutors Office
Morris County Prosecutors Office
New Jersey State Police
Rutgers University

New Jersey Division of Criminal Justice
Hudson County Prosecutors Office
Ocean County Prosecutors Office
Gloucester County Corrections
New Jersey Coalition Against Sexual Assault

DESCRIPTION: **Mandatory Training for All Law Enforcement Officers for 2019 through the CLEAR Institute - 3 CLEAR Credits**

This training will provide New Jersey first responders with the knowledge and skills needed to effectively address the complexities of cases involving sexual violence. The course is designed to enhance the officer's training on the handling, investigation, and response procedures for reports of sexual assault.

AUDIENCE: **Law enforcement officers who plan to be trainers for this program**

DATE: **Wednesday, March 27, 2019**
Registration: 8:30 AM - 9:00 AM
Training starts promptly at 9:00 AM - 1:00 PM
Middlesex Fire Academy - Amphitheater
1001 Fire Academy Drive, Sayreville, New Jersey 08872

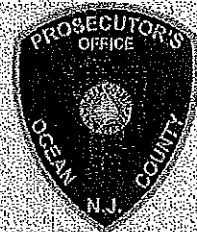
Register for this training by using the survey monkey link <https://www.surveymonkey.com/r/SA03272019TTT>

For questions or further information contact DAG Marie McGovern, CLEAR Institute, Prosecutors Supervision & Training Bureau at (609) 376-3255 or mcgovernm@njdcj.org



OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: ID Procedures	NUMBER: LED - 2019-019	EFFECTIVE DATE: March 22, 2019
ISSUED BY: First Assistant Prosecutor Michael T. Nolan, Jr.	APPROVED BY: 	SUPERCEDES DIRECTIVE #:
DISTRIBUTION TO: All Ocean County Law Enforcement/OCPO Personnel		

DETAILS:

On March 13, 2019, the Supreme Court of New Jersey decided State v. Ibnmaurice Anthony. This decision changed the process that law enforcement officers must adhere to when conducting an identification procedure (photo array, live lineup, or showup identification).

The Supreme Court stated that it was ruling "to more clearly state the order of preference for preserving an identification procedure" and indicated that R. 3:11(b) (Record of an Out-of-Court Identification Procedure) should be revised to comport with the requirements outlined by the Court (set forth below).

Based on State v. Anthony, effective immediately, the following requirements **shall** be adhered to by all law enforcement officers in Ocean County when conducting any identification procedure (photo array, live lineup, or showup identification):

1. Officers shall record all identification procedures electronically in video or audio format. Preferably, an audio-video record should be created.
2. If it is not feasible to make an electronic recording, officers shall **contemporaneously** record the identification procedure in writing and include a **verbatim** account of all exchanges between the officer(s) and the witness. Also, the officer shall document in writing why he/she did not electronically record the identification procedure (i.e. explain in detail why electronic recording of the identification procedure was not feasible).
3. If a contemporaneous, verbatim account cannot be made, officers shall prepare a detailed summary of the entire identification procedure as soon as practicable. Also, the officer shall document in writing why he/she did not make a contemporaneous, verbatim record of the identification procedure (i.e. explain in detail why the making of a contemporaneous, verbatim record of the identification procedure was not feasible).

While taking into account the changes indicated above, all law enforcement officers in Ocean County **shall** continue to comply with **all** other existing requirements pertaining to identification procedures. This includes, but is not limited to, the following requirements regarding the record of an identification procedure:

- (1) the place where the procedure was conducted;
- (2) the dialogue between the witness and the officer who administered the procedure;

- (3) the results of the identification procedure, including any identification the witness made or attempted to make;
- (4) if a live lineup, a picture of the lineup;
- (5) if a photo lineup, the photographic array, mug books or digital photographs used;
- (6) the identity of persons who witnessed the live lineup, photo lineup or showup;
- (7) a witness' statement of confidence, in the witness' own words, once an identification is made; and
- (8) the identity of any individuals with whom the witness has spoken about the identification, **before, during or after** the official identification procedure, and a detailed summary of what was said. This includes the identification of **both** law enforcement officials **and** private actors who are not associated with law enforcement.

Further, while conducting or being involved in an identification procedure, law enforcement officers in Ocean County **shall NOT**:

- (1) engage in any suggestive behavior or make any suggestive comments to a witness before, during, or after an identification procedure;
- (2) provide a witness with any confirmatory or positive feedback before, during, or after an identification procedure. (*State v. Anthony* stresses that even a seemingly innocuous comment can distort memory and falsely inflate a witness' confidence regarding the identification – for example, simply telling the witness that he or she did a "good job" would be problematic and could lead to a barring of testimony at trial).

A failure to strictly comply with **all** the requirements pertaining to identification procedures could result in the identification, or critical portions thereof, being ruled inadmissible in court. Further, even if the identification is deemed admissible in court, if there is not strict adherence to all requirements pertaining to identification procedures, the State could be subject to a strong adverse jury charge that places a negative focus on the reliability of the identification.

Attached are:

- (1) The Model Photo Array Eyewitness Identification Procedure Worksheet (with Instructions)
- (2) The Model Showup Identification Procedure Worksheet (with Instructions)

Law enforcement in Ocean County should continue to use these existing Model Worksheets, taking into account the changes set forth in this Directive, until such time as the Office of the Attorney General provides amended worksheets and/or instructions.

Fillable documents can be located in "Forms" in DMS.

PHOTO ARRAY EYEWITNESS IDENTIFICATION PROCEDURE WORKSHEET

click to type in the spaces below

Case Number: _____

1. Date of ID procedure : _____ 2. Time: _____ 3. Location: _____

4. List names of all attendees/witnesses present for the procedure:

Administrator : _____ Witness: _____

Other Law Enforcement _____

Other Civilian (explain relationship to the case/witness): _____

5. Indicate method(s) used to record/document the ID procedure (circle one):

(a) electronic recording: video audio

(b) written verbatim account (attach)

(c) contemporaneous detailed summary (attach)

6. When administering the ID, did administrator know who the suspect was, or which photo depicted the suspect? Y ☐ N ☐

7. Did any other attendee know which photo depicted the suspect? Y ☐ N ☐

8. If yes to 6 or 7, explain the precautions taken by the administrator/other attendee to avoid knowing which photo the witness was looking at. (see instructions for example) _____

9. a. Did you explain the basic photo array procedures to the witness? Y ☐ N ☐

b. Did you tell the witness that the perpetrator may or may not be in the array? Y ☐ N ☐

c. Did you tell the witness that he/she should not feel compelled to make an identification? Y ☐ N ☐

10. Did the witness ask any questions about the procedure? Y ☐ N ☐ (If yes, explain) _____

11. Did you confirm that the witness understands the procedure before showing him/her any photos? Y ☐ N ☐

12. Did you ask the witness whether he/she had previously spoken to anyone (law enforcement or civilian) about the identification? Y ☐ N ☐ (If witness answers yes, provide the identities of those individuals, and a detailed summary of what was said) _____

13. Photos were presented (choose one): sequentially ☐ simultaneously ☐

If sequential presentation, did you explain:

a. that the witness would view one photo at a time? Y ☐ N ☐

b. that the photos are in random order? Y ☐ N ☐

c. that he/she can take as much time as he/she wants to make a decision about each photo? Y ☐ N ☐

14. Officers must avoid providing "feedback," that is, signaling to the witness in any way (whether during or after the identification procedure) that the witness correctly identified the suspect. Did you or anyone else present say or do anything during or after the procedure that would have suggested to the witness that he/she correctly identified the suspect? Y ☐ N ☐
(If yes, detail any actions/gestures/dialogue) _____

15. Did the witness look at all of the photos? Y ☐ N ☐

16. Did the witness identify any photo as depicting the perpetrator? Y ☐ N ☐

17. If yes to #16, did you ask the witness during the procedure to make a statement concerning his/her level of confidence that the photo he/she selected depicts the perpetrator? Y ☐ N ☐
You must document the exact words and gestures used by the witness to describe his/her level of confidence:

18. Did you repeat back to the witness the language quoted in the answer to #17 and confirm that is what he/she said about his/her level of confidence? Y ☐ N ☐

19. Was there any other dialogue between anyone in attendance during the identification procedure not described in detail in the answers to # 14 and 17? Y ☐ N ☐ (If yes, provide a verbatim/detailed summary of the dialogue)

20. Did you instruct the witness not to discuss the identification procedure or its results with other witnesses and not to obtain information from other witnesses/sources? Y ☐ N ☐

21. Did you preserve the photo array, mug books or digital photos used? Y ☐ N ☐

22. Was this worksheet completed during/immediately following the identification procedure? Y ☐ N ☐ (If not, explain)

Signature

Print Name

Date: _____ Time: _____

INSTRUCTIONS FOR USING PHOTO ARRAY ID PROCEDURE WORKSHEET

This worksheet is designed to assist law enforcement officers in documenting the procedures/ results of photo arrays that are shown to eyewitnesses in the course of a criminal investigation. The worksheet is also designed to serve as a checklist to ensure that officers comply with all of the requirements for eyewitness identification procedures established by Court Rule and New Jersey Supreme Court case law. Whenever a worksheet is prepared, the original should be preserved and a copy forwarded to the Prosecutor's Office. The officer(s) must also preserve and forward to the prosecutor any other contemporaneous notes concerning the identification procedure.

New Jersey law requires that law enforcement officers must contemporaneously record the identification procedure. This may be done in writing, or, if feasible, electronically. See Question 5. If a contemporaneous record cannot be made, the officer shall prepare a record of the identification procedure as soon as practicable and without undue delay. Whenever a written record is used, it must include, if feasible, a verbatim account of any exchange between the officer(s) involved in the procedure and the witness. When a written verbatim account cannot be made, a detailed summary of the identification procedure should be prepared which includes the dialogue between the officer(s) and the witness. .

The worksheet should be prepared by the officer who administers the photo array. A worksheet should be prepared whether or not the witness was able to make an identification. If more than one suspect is involved in an investigation, a different photo array should be used and a separate worksheet prepared for each witness. Worksheets should be prepared during the identification procedure, or immediately thereafter. See Question 22.

New Jersey law requires the "blind" administration of photo arrays. This means that the officer(s) administering the procedure either should not know the identity of the suspect, or at a minimum, should shield themselves from knowing where the suspect is located in the photo array. If for any reason the administrator or other attendee knows the identity of the suspect or knows which photo depicts the suspect, precautions should be taken to avoid knowing which photo the witness is looking at during the procedure itself. See Questions 6-8. For example, the administrator might use the "shuffle method," in which the photos are separately placed in individual folders or envelopes, shuffled, and presented to the witness in a way that ensures that the administrator/attendee cannot see the photos as they are being viewed by the witness or know which photo is being viewed.

The administrator must ask the witness whether he or she has spoken to anyone (law enforcement or civilian) about the identification. See Question 12.

If the witness identifies a photo as depicting the perpetrator, the administrator must ask the witness to make a statement regarding his/her level of confidence that the photo depicts the perpetrator. See Question 17. The officer must document as detailed an account as possible of the exact words/gestures used by the witness. To ensure that the worksheet accurately documents the witness's stated level of confidence, the administrator should repeat back to the witness the language recorded by the officer in the answer to Question 17, and confirm that the witness agrees with that characterization of his/her level of confidence. See Question 18.

Officers must avoid providing any "feedback," that is, signaling to the witness in any way - whether during or after the identification procedure - that the witness had correctly identified the suspect. See Question 14.

SHOWUP IDENTIFICATION PROCEDURES WORKSHEET

click to type in the spaces below

Case # _____

1. Date of Incident: _____ 2. Time of Incident (note if approximate): _____

3. Time of Identification procedure commencing: _____

Note: If more than two hours have elapsed from the time of the incident, do not conduct a showup identification.
A photo lineup or live lineup must be done.

4. Method of recording (circle one)

Electronic

Written Verbatim Account

Written Detailed Summary

(See Instructions)

5. Name of suspect in procedure: _____

6. Name of witness viewing procedure: _____

7. Date of birth of witness: _____

8. Place where procedure is conducted: _____

9. Officer who conducted showup procedure: _____

10. Names of other witnesses to procedure _____

11. Did you instruct witness that the actual perpetrator may or may not be in procedure or showup and that the witness should not feel compelled to make an identification? Y ☐ N ☐

12. Did witness make an identification of suspect? Y ☐ N ☐

13. If yes and an identification has been made, did you obtain and record witness statement of confidence (must document witness' own words) at time of procedure? Y ☐ N ☐ (record confidence statement here)

14. Did you instruct witness not to discuss identification procedure, whether an identification was made or not, with any other witness or witnesses, or obtain information from other sources? Y ☐ N ☐

15. Did you ask witness if he/she had discussed identification of suspect with anyone before or during the identification procedure (Note: this includes both police officers and private actors)? Y ☐ N ☐

16. If witness answers Yes to #15, did you obtain a detailed summary from witness of what was said? Y ☐ N ☐
(provide detailed summary here)

17. If witness answers Yes to #15, did you identify the people with whom the witness discussed the identification? Y ☐ N ☐
(provide identities)

18. Aside from the dialogue documented above, was there any other dialogue between the officer(s) conducting the showup and the witness that in any way concerned the identification procedure? Y ☐ N ☐ (If yes, provide here)

Once all items on this worksheet have been reviewed and complied with by Officer conducting identification procedure, this form should be signed and dated.

Signature

Print Name

Date: _____ Time: _____

INSTRUCTIONS FOR USING SHOWUP I.D. PROCEDURE WORKSHEET

This worksheet is designed to assist law enforcement officers in documenting the procedures/results of showups that are conducted with eyewitnesses in the course of a criminal investigation. The worksheet is also designed to serve as a checklist to ensure that officers comply with all of the requirements for eyewitness identification procedures established by Court Rule and New Jersey Supreme Court case law. Whenever a worksheet is prepared, the original should be preserved and a copy forwarded to the Prosecutor's Office. The officer(s) must also preserve and forward to the prosecutor any other contemporaneous notes concerning the procedure.

New Jersey law requires that law enforcement officers must contemporaneously record the identification procedure. This may be done in writing, or, if feasible, electronically. If a contemporaneous record cannot be made, the officer shall prepare a record of the identification procedure as soon as practicable and without undue delay. Whenever a written record is used, it must include, if feasible, a verbatim account of any exchange between the officer(s) involved in the procedure and the witness. When a written verbatim account cannot be made, a detailed summary of the identification procedure should be prepared which includes the dialogue between the officer(s) and the witness.

A worksheet should be prepared whether or not the witness was able to make an identification. If more than one witness is involved in an investigation, a different procedure should be used and a separate worksheet prepared for each witness. Worksheets should be prepared during the procedure, or immediately thereafter.

If more than two hours have elapsed from the time of the incident, DO NOT conduct a showup identification. Either a photo array or live lineup must be done.

The officer must ask the witness whether he or she has spoken to anyone (law enforcement or civilian) about the identification, and also instruct the witness not to speak to anyone about the identification and not to obtain information from other witnesses or sources. Officers must avoid providing any "feedback," that is, signaling to the witness in any way (whether during or after the procedure) that the witness had correctly identified the suspect.

If the witness identifies the suspect in the showup as the perpetrator, the officer must ask the witness to make a statement regarding his/her level of confidence that the suspect is, in fact, the perpetrator. The officer must document as detailed an account as possible of the exact words/gestures used by the witness.

On March 13, 2019, the Supreme Court of New Jersey decided State v. Ibama Maurice Anthony. This decision changed the process that law enforcement officers must adhere to when conducting an identification procedure (photo array, live lineup, or showup identification).

The Supreme Court stated that it was ruling "to more clearly state the order of preference for preserving an identification procedure" and indicated that R. 3:11(b) (Record of an Out-of-Court Identification Procedure) should be revised to comport with the requirements outlined by the Court (set forth below).

Based on State v. Anthony, effective immediately, the following requirements shall be adhered to by all law enforcement officers in Ocean County when conducting any identification procedure (photo array, live lineup, or showup identification):

1. Officers shall record all identification procedures electronically in video or audio format. Preferably, an audio-video record should be created.
2. If it is not feasible to make an electronic recording, officers shall contemporaneously record the identification procedure in writing and include a verbatim account of all exchanges between the officer(s) and the witness. Also, the officer shall document in writing why he/she did not electronically record the identification procedure (i.e. explain in detail why electronic recording of the identification procedure was not feasible).
3. If a contemporaneous, verbatim account cannot be made, officers shall prepare a detailed summary of the entire identification procedure as soon as practicable. Also, the officer shall document in writing why he/she did not make a contemporaneous, verbatim record of the identification procedure (i.e. explain in detail why the making of a contemporaneous, verbatim record of the identification procedure was not feasible).

While taking into account the changes indicated above, all law enforcement officers in Ocean County shall continue to comply with all other existing requirements pertaining to identification procedures. This includes, but is not limited to, the following requirements regarding the record of an identification procedure:

- (1) the place where the procedure was conducted;
- (2) the dialogue between the witness and the officer who administered the procedure;
- (3) the results of the identification procedure, including any identification the witness made or attempted to make;
- (4) if a live lineup, a picture of the lineup;
- (5) if a photo lineup, the photographic array, mug books or digital photographs used;
- (6) the identity of persons who witnessed the live lineup, photo lineup or showup;
- (7) a witness' statement of confidence, in the witness' own words, once an identification is made; and
- (8) the identity of any individuals with whom the witness has spoken about the identification, before, during or after the official identification procedure, and a detailed summary of what was said. This includes the identification of both law enforcement officials and private actors who are not associated with law enforcement.

Further, while conducting or being involved in an identification procedure, law enforcement officers in Ocean County shall NOT:

- (1) engage in any suggestive behavior or make any suggestive comments to a witness before, during, or after an identification procedure;
- (2) provide a witness with any confirmatory or positive feedback before, during, or after an identification procedure. (*State v. Anthony* stresses that even a seemingly innocuous comment can distort memory and falsely inflate a witness' confidence regarding the identification – for example, simply telling the witness that he or she did a “good job” would be problematic and could lead to a barring of testimony at trial).

A failure to strictly comply with all the requirements pertaining to identification procedures could result in the identification, or critical portions thereof, being ruled inadmissible in court. Further, even if the identification is deemed admissible in court, if there is not strict adherence to all requirements pertaining to identification procedures, the State could be subject to a strong adverse jury charge that places a negative focus on the reliability of the identification.

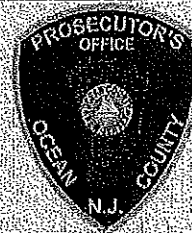
Attached are:

- (1) The Model Photo Array Eyewitness Identification Procedure Worksheet (with Instructions)
- (2) The Model Showup Identification Procedure Worksheet (with Instructions)

Law enforcement in Ocean County should continue to use these existing Model Worksheets, taking into account the changes set forth in this Directive, until such time as the Office of the Attorney General provides amended worksheets and/or instructions.

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



SUBJECT: Amended Death Response Policy of the Ocean County Prosecutor	NUMBER: LED - 2019-020	EFFECTIVE DATE: March 25, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #: LED-2019-014
DISTRIBUTION TO: All Ocean County Law Enforcement / OCPO Personnel		

DETAILS:

To all concerned, effective immediately, regarding non-suspicious unattended death cases wherein members of the Ocean County Prosecutor's Office will not be responding, it will be the duty of the responding patrolman / detective to fill out the attached **DEATH INVESTIGATION REPORT**. Prior to the end of shift the completed report must be faxed (732)506-5363 or e-mailed to Sgt. Brian Haggerty (bhaggerty@co.ocean.nj.us) or Lt. Carlos Trujillo-Tovar (ctrujillotovar@co.ocean.nj.us) of the Major Crime Unit / Homicide Squad. **There is no need for the local police department to send the report to the Ocean County Medical Examiner's Office.** The Ocean County Prosecutor's Office will be responsible for sending the report to the Medical Examiner's Office once we receive the report form the local police department. Thank you for your anticipated cooperation in this matter.

A fillable document can be found in "Forms".



Ocean County Prosecutor's Office Death Investigation Report

Note: This form must be submitted to Lt. Carlos TrujilloTovar at CTrujilloTovar@co.ocean.nj.us, Sgt. Brian Haggerty at BHaggerty@co.ocean.nj.us or Faxed to (732) 506-5363 prior to the end of your shift.

DATE: _____ TIME OF CALL: _____ ARRIVED: _____ LOCAL POLICE CASE #: _____

VICTIM: _____ DOB: _____ SSN: _____

SEX: _____ RACE: _____ AGE: _____ NAME OF PRIMARY CARE PHYSICIAN: _____

MEDICAL HISTORY: _____

ADDRESS: _____ PHONE #: _____

LOCATION OF VICTIM: _____

POSITION OF VICTIM: _____

EVIDENCE AT SCENE: _____

CLOTHING WORN: _____

JEWELRY WORN: _____

INITIAL CALLER NAME: _____ PHONE #: _____ DOB: _____

LAST SEEN BY: _____ DATE: _____ WHERE: _____

DOB: _____ SSN: _____ ADDRESS: _____ PHONE #: _____

ARRIVAL OF CSI: _____ WHO: _____

ARRIVAL OF ME: _____ WHO: _____ PRONOUNCED @: _____

ARRIVAL OF F.H. _____ NAME: _____ WHO: _____

BODY BAGGED @: _____ BODY REMOVED @: _____ TRANSPORT TO: _____

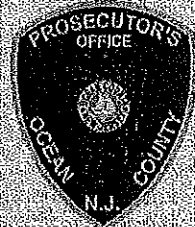
CLEARED FROM SCENE @: _____

NEXT OF KIN: _____ NOTIFICATION MADE BY: _____

PHONE #: _____ DATE/TIME: _____

OCEAN COUNTY PROSECUTOR'S OFFICE

Law Enforcement Directive



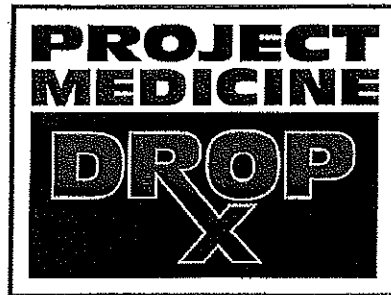
SUBJECT: OCPO Prescription Drug Drop Off for Municipal Police Agencies	NUMBER: LED – 2019-021	EFFECTIVE DATE: April 3, 2019
ISSUED BY: Prosecutor Bradley D. Billhimer	APPROVED BY: 	SUPERCEDES DIRECTIVE #: LED-2014-022
DISTRIBUTION TO: All Ocean County Law Enforcement / OCPO Personnel		

DETAILS:

This Law Enforcement Directive supersedes LED-2014-022 which previously established a procedure relating to the delivery of the contents of fixed "Drug Drop Off" boxes to the Ocean County Prosecutor's Office evidence facility by municipal police agencies. Effective immediately, the Ocean County Prosecutor's Office will not be accepting delivery of the contents of fixed "Drug Drop Off" boxes from law enforcement agencies within Ocean County.

All law enforcement agencies in Ocean County that participate in Project Medicine Drop are responsible for transporting any medications collected at the agency's Drop Box to a free of charge disposal facility designated by the New Jersey Office of the Attorney General, Division of Consumer Affairs. All collection, storage, transport and disposal of medicines shall be done in accordance with all the requirements and standard operating procedures of Project Medicine Drop (see attached, Project Medicine Drop Standard Operating Procedures/Attachments to the Standard Operating Procedures).

Pursuant to the standard operating procedures of Project Medicine Drop, all participating law enforcement agencies are required to provide a quarterly report to the New Jersey Office of the Attorney General, Division of Consumer Affairs regarding the total weight in pounds of medications dropped in the agency's Drop Box (see attached, Project Medicine Drop Quarterly Collection Fillable Form). All law enforcement agencies in Ocean County that participate in Project Medicine Drop shall provide the Ocean County Prosecutor's Office with a copy of this quarterly report at the same time that said report is sent to the Division of Consumer Affairs. The Ocean County Prosecutor's Office's copy of the quarterly report shall be sent to the attention of Bethanie Adams at BAdams@co.ocean.nj.us.



**STANDARD OPERATING
PROCEDURES**

I. Definitions.

- a. "Division" means the New Jersey Division of Consumer Affairs.
- b. "Department" means the Police Department, Sheriff's Office, or other Law Enforcement Office that is partnering with the Division and has signed the Project Medicine Drop Memorandum of Understanding ("MOU") to which this SOP is attached.
- c. "Stationary Drop Box" refers to the secured metal box provided by the Division to the Department to be maintained within the Department's headquarters so that members of the public may safely and securely dispose of their unused and expired household prescription drugs.
- d. "Mobile Drop Box" refers to the portable customized disposal bins provided by the Division to the Department to be used by the Department to collect unused and expired household prescription drugs at public events and gatherings.
- e. "Medications" refers to household prescription drugs deposited by members of the public into both drop boxes.
- f. "PMD" refers to the Project Medicine Drop program.

II. Drop Boxes, Project Medicine Drop Materials and Artwork.

A. Drop Boxes.

The Department may obtain a stationary PMD drop box either from the Division at no cost, or through the Project Medicine Drop Voluntary Self-Pay Program. In both instances, the Department shall provide its Department logo to the Division so that the Division may prepare it for submission to the vendor for inclusion on the drop box. Upon the Department's request to the Division, the Division may supply one or more mobile drop boxes to the Department, also at no cost to the Department. All stationery drop boxes provided at no cost to the Department shall remain the property of the Division. All mobile drop boxes shall remain the property of the Division.

B. Project Medicine Drop Materials and Artwork.

- 1. Upon request, the Division will supply the Department with the following, provided said materials are available:
 - a. Art work and/or graphics for use by the Department to develop advertising and/or promotional materials.
 - b. Project Medicine Drop flyers and/or brochures.

2. To the extent that the Department plans to use any Project Medicine Drop graphics or artwork to promote Project Medicine Drop in any type of media, including but not limited to billboards, flyers, and/or public service announcements, the Department shall submit the proposed materials to the Division for approval and comply with the terms set forth in Section XI herein. All proposed materials shall be provided to Deputy Director Howard Pine, c/o Amina Williams at williamsa@dca.lps.state.nj.us.

III. Special Instructions for Department Prior to Accepting Drop Boxes.

The Department will use the "DEA Waiver Form Letter," attached to this SOP as Attachment "A" to request a waiver to collect household medications under the PMD partnership from the U.S. Drug Enforcement Administration, New Jersey Field Division, Special Agent in Charge.

IV. Installation of the Stationary Drop Box.

All stationary drop boxes shall be delivered by the Division to the Department and installed by the Department in a location that meets the security and public access needs set forth below. Please see Attachment "B" annexed hereto for an example of a PMD stationary drop box display.

A. Security Needs:

1. The stationary drop box must be located so that members of the public will have access to the drop box while also remaining visible, at all times, to on-duty Department personnel.
2. The stationary drop box must be bolted to the floor or otherwise secured to the floor, or wall, or both, and must be locked at all times.
3. Representatives of the Division shall review the Department's specific arrangements, policies, and logistical resources to determine whether they are compliant with the terms and conditions set forth herein.
4. At all times, the stationary drop box must remain locked, and the key kept in a secure area within the Department, except when the drop box is being emptied and its contents removed for secure storage and eventual destruction.
5. In the event there is an attempt to steal the contents of the drop box, said incident must be reported within 48 hours to the Division. Specifically, notice must be given to the following individuals:

- Howard Pine, New Jersey Division of Consumer Affairs at PineH@dca.lps.state.nj.us
 - Amina Williams, New Jersey Division of Consumer Affairs at williamsa@dca.lps.state.nj.us
6. In the event there is any attempt to steal the contents of the drop box, the Department must, within 72 hours of said incident, provide the following documentation related to said theft to PMD Coordinator, Howard Pine, via email or hard copy:
- a. Any and all incident and/or arrest reports;
 - b. Copies of all evidence, including, but not limited to, surveillance videos and photographs of the scene; and
 - c. Copies of any final Orders and/or Reports setting forth the final disposition of the matter.

B. Public Access Needs:

1. Members of the public must be able to deposit medications into the stationary drop box anonymously, 24 hours a day, seven days a week, 365 days per year. In the event that this time frame is not possible given the Department's staffing or logistical concerns, the public will have access to the stationary drop box seven days a week for a reasonable number of hours each day at times most useful to the public that the Department can accommodate. The Department must notify the Division if its hours of accessibility by the public deviate from the required 24 hours per day, seven days per week, 365 days per year. Specifically, notice must be given to Howard Pine, New Jersey Division of Consumer Affairs, c/o Amina Williams at williamsa@dca.lps.state.nj.us. Any and all proposed modifications must continue to ensure and security and accessibility needs of this program.
2. The stationary drop box must be located in a place that is visible to all members of the public who visit the Department.

V. Mobile Drop Box.

The mobile drop box is a portable, wheeled, lockable container to be used by participating Project Medicine Drop police departments to collect unused, unwanted and/or expired household medications at public events and gatherings hosted in their communities.

Upon request, the Division may deliver one or more mobile drop boxes to the Department to be used at such events in a manner that meets the security and public access needs set forth herein. Please see Attachment "C" annexed hereto for photographs of the mobile drop box program. See also Attachment "D" annexed hereto for suggested ways to utilize the mobile drop box.

A. Security Needs:

1. While in use, the mobile drop box must, at all times, be accompanied by a Department police officer in order to keep discarded medicines secure and to protect the integrity of the Project Medicine Drop program.
2. The mobile drop box shall only be accessible to members of the public when Department police officers are present to guard the box and its contents.
3. Any and all medications deposited into the mobile drop box must be removed as soon as possible by the Department police officers and placed into the Department's secured area along with the other medications collected from the stationary drop box.
4. Only Departments participating in the Project Medicine Drop program and which have a stationary drop box are eligible to receive a mobile drop box.
5. At all times, the mobile drop box must remain locked and the key kept in a secure area by Department personnel, except when the drop box is being emptied and its contents removed for secure storage and eventual destruction.
6. In the event there is an attempt to steal the contents of the mobile drop box, said incident must be reported within 48 hours to the Division. Specifically, notice must be given to the following individuals:
 - Howard Pine, New Jersey Division of Consumer Affairs at PineH@dca.lps.state.nj.us.
 - Amina Williams, New Jersey Division of Consumer Affairs at williamsa@dca.lps.state.nj.us

B. Public Access Needs:

1. Members of the public must be able to deposit medications into the mobile drop box anonymously during public events and gatherings.
2. The mobile drop box must be located in a place that is visible to members of

the public attending the public event.

VI. Materials Accepted Into Both Drop Boxes (Stationary and Mobile).

Both drop boxes (stationary and mobile) shall be clearly labeled to identify the materials that may, and may not be, deposited into said receptacles. Specifically, the following terms shall apply to both drop boxes:

1. Both drop boxes (stationary and mobile) accept household medications only.
2. Both drop boxes (stationary and mobile) accept pills, capsules, patches, and pet medications.
3. Both drop boxes (stationary and mobile) may accept liquids provided said liquids are securely held in either a bottle or other type of container. The Department shall have discretion to determine whether it will accept liquids.
4. The drop boxes do not accept mail, trash or syringes.
5. The Department shall have discretion to determine whether it will accept the packaging such as pill bottles and cardboard boxes, along with the medications dropped off by members of the public.
6. In the event that the Department receives pill bottles or other packaging that includes labels with the patient's names, addresses, or other identifying information, the Department must protect the privacy of this information by keeping the packaging, along with the medications, in a secure evidence locker, until the packaging is destroyed along with the medications. Additionally, the Department must prohibit any personnel from photographing, sharing, or otherwise recording or disseminating any labels, or the information on labels, that includes patients' names, addresses, or other identifying information.

VII. Special Instructions for Department Personnel Who Are, or May Be, Pregnant.

According to the U.S. Centers for Disease Control and Prevention, certain medications may cause serious birth defects and should be avoided by all women who are or might become pregnant. Accordingly, when making staffing decisions related to Project Medicine Drop and the potential handling of the contents of the two drop boxes, the Department must be aware of the concern that certain medications are not to be handled by women who are pregnant or who might become pregnant.

VIII. Removal, Storage, and Destruction of Medications Placed in the Drop Boxes.

A. Removal of Medications from the Drop Boxes.

The Department must ensure that law enforcement personnel empty the drop boxes, and remove its contents to a secured storage area such as an evidence locker, at least twice per month. The process of emptying medications from both drop boxes (stationary and mobile) shall include the following steps:

1. If possible, two police officers shall be present when the drop box is opened and emptied.
2. After removing its contents, the officers shall close and lock the drop box, and return the key to its secure keeping place.
3. If possible, two officers shall seal the contents of the drop box in a sealable evidence bag or similar sealed container and record the date on said package.
4. The officers shall mark the evidence bag or container with the words "Project Medicine Drop" in order to clarify for Department personnel that the contents contain PMD collected medications.
5. The officers shall weigh the contents of the drop box.
6. The officers shall immediately take the contents of the drop box to the secured area, such as an evidence locker, where the collected medications shall be stored prior to their ultimate destruction.
7. The officers shall accurately record these activities in the "PMD Custody Log," and sign and date said log.

NOTE: Because medications deposited in the drop boxes may create dust, it is recommended that officers wear gloves and dust masks while removing materials from the Drop Box. Please also see the note above, about the potential danger to Department personnel who are or may become pregnant.

B. Storage of Collected Medications Prior to Destruction.

After removing the collected medications from the drop boxes, and before transporting them for final destruction, the Department shall keep the medications in a secured area, such as its evidence locker. The Department may keep the medications in the evidence locker for as long a period of time as the Department deems necessary. For example, some participating Departments have set aside a specific area within their storage locker for PMD medications, and will transport the medications for final destruction only when that area is close to full capacity.

C. Destruction of Medications.

1. Each Department is responsible for the destruction of the collected PMD medications, according to their own policies and procedures for the destruction of controlled dangerous substances. Departments may dispose of the collected medications, free of charge, through a partnership that the Division has established with the disposal facilities listed below. Each of these facilities will accept household medications collected through the PMD Program from any participating police department located throughout the State of New Jersey, provided the Department follows the instructions mandated by each disposal facility. Please note that ONLY household medications from the PMD drop boxes may be provided to these facilities for free disposal under this partnership.

Covanta Energy Corporation's "Rx4Safety" Program.

Covanta Energy Corporation ("Covanta") operates the following four (4) energy-from-waste facilities in New Jersey:

- a) Covanta Essex Company
183 Raymond Boulevard
Newark, NJ 07105
(973)344-0900
- b) Covanta Warren Energy Resource Co., L.P.
218 Mt. Pisgah Avenue
Oxford, New Jersey 07863
(908)453-2195
- c) Covanta Union, Inc.
1499 US Highway 1
Rahway, New Jersey 07065
(732)499-0101
- d) Covanta Camden a/k/a Camden County Energy Recovery Center
600 Morgan Boulevard
Camden, New Jersey 08104
(856)966-7174

Wheelabrator Gloucester Company.

Wheelabrator Gloucester Company ("Wheelabrator") operates the following disposal facility in New Jersey:

- a) Wheelabrator Gloucester Company

600 U.S. Route 130
Westville, New Jersey 08093.
(856)742-1484

NOTE: For GPS, please use the following address:

600 Crown Point Rd
Westville, NJ 08093

2. In order to dispose of PMD medications free of charge at any of the above facilities, the Department must:

- a) Contact the disposal facility to schedule a visit.
 - 1) If disposing of PMD medications at a Covanta facility, contact Covanta representative John Frotton at jfrotton@covanta.com, or (862)345-5039. Initially, each Department must complete Covanta's Form 1G and email it to John Frotton. See Attachment "E" annexed hereto for Covanta's Form 1G.
 - 2) If disposing of PMD medications at the Wheelabrator facility, contact Teresa Sigmund at tsigmund@wm.com or (856)742-5090.
- b) Transport the PMD medications to the respective Covanta or Wheelabrator facility.

Please note that by letter dated July 11, 2013, the New Jersey Department of Environmental Protection granted limited approval for any law enforcement agency to transport PMD collected medications to the above-referenced facilities for disposal. See Attachment "F" annexed hereto for copies of the July 11, 2013 letters to the Covanta and Wheelabrator facilities.

- c) Present the PMD medications for destruction by the respective Covanta or Wheelabrator facility. In so doing, Department personnel shall:
 - 1) Notify the facility's staff that he/she has arrived at the disposal facility to conduct a direct burn of the PMD medications.
 - 2) "Witness" the placement of all of the PMD medications into the "feed chute" and the burn of the PMD medications.
 - 3) Record the details of this burn in the Department's "PMD Transport/Disposal Log".

Departments who have their own arrangements for the disposal and destruction of PMD collected medications may continue to use those arrangements, so long as they are in compliance with all applicable statutes and regulations. Departments that use a different method to destroy the PMD collected medications should notify the Division of the method used as well as comply with all reporting requirements set forth herein. Said notice shall be sent to Amina Williams, New Jersey Division of Consumer Affairs at pmd@dca.lps.state.nj.us.

IX. Chain of Custody.

The Department shall ensure safety, security, and accountability throughout its custody of the collected medications that have been deposited in the PMD drop boxes, including but not limited to, the processes by which the medications are:

- a. Removed from the drop boxes;
- b. Placed and kept in a secured storage area such as an evidence locker; and
- c. Transported for destruction.

Specifically, the Department shall maintain copies of both a PMD Custody Log and a PMD Transport/Destruction Log as described below. The Division, may, at any time, inspect said logs to ensure compliance with the PMD terms and conditions.

1. Custody Log.

Each department shall maintain a "PMD Custody Log" to record the date and time of each activity including, but not limited to:

- a. The removal of contents from the drop box;
- b. The sealing of the contents from the drop box;
- c. Weighing the contents;
- d. Placing the contents in the evidence locker; and
- e. Transporting the collected medications for destruction.

See "Sample Project Medicine Drop Custody Log" annexed hereto as Attachment "G".

2. PMD Transport/Disposal Log

Each Department shall keep a "PMD Transport/Disposal Log" to record those instances when the medications collected from the drop boxes are transported from

the evidence locker to the disposal site for final destruction. Specifically, this log shall record the following information:

- a. The date/time that the contents were removed from the evidence locker;
- b. The weight of said contents;
- c. The method of transportation to the disposal site; and
- d. Whether the Officer in Charge witnessed the disposal site personnel load all of the contents into the "feed chute" of the furnace for destruction.

Said log shall be signed by the officers conducting these activities. The signed receipt issued to the Department by the disposal facility shall be maintained with the PMD Transport/Disposal Log. See "Sample Project Medicine Drop Transport/Destruction Log" annexed hereto as Attachment "H".

X. Mandatory Reporting Requirements.

Each Department shall adhere to the following reporting requirements:

- a. Each Department shall submit quarterly collection weights per drop box (both stationary and mobile) for recordkeeping and program evaluation purposes.
- b. Each Department shall use the "Project Medicine Drop Quarterly Collection Form" annexed to this SOP as Attachment "I".
- c. Each Department shall submit its quarterly reports no later than ten (10) days after the following dates.
 - January 1
 - April 1
 - July 1
 - October 1
- d. Said quarterly reports shall be submitted to the Division, via email, to the attention of Amina Williams at pmd@dca.lps.state.nj.us.

Failure to comply with the above reporting requirements may result in the removal of the drop boxes as well as termination of the Department's participation in Project Medicine Drop.

XI. Promotional Events.

In the event that the Department intends to: (a) hold any promotional events related to

Project Medicine Drop, including but not limited to, press conferences, radio and/or television broadcasts, take back events; (b) issue any press releases and/or announcements regarding the Project Medicine Drop Program; and/or (c) engage in any advertising related to this program, including but not limited to billboards, newspaper ads, transit ads, website banner ads, and/or public service announcements, the Department shall comply with the following terms:

1. Any written materials, press releases, advertising and/or promotional materials that the Department intends to issue regarding Project Medicine Drop must contain specific language and/or graphics that have been approved by the New Jersey Division of Consumer Affairs. Said materials also shall include the Office of the Attorney General logo, the Division of Consumer Affairs logo and the Project Medicine Drop logo. See the "Press Release Template" contained in the Project Medicine Drop Media Kit.
2. Before issuing any press releases and/or announcements regarding Project Medicine Drop, the Department shall provide the Division with advance notice and a copy of the proposed press release and/or announcement a minimum of 2 business days prior to such press release or announcement. Said notice and copy shall be provided to Deputy Director Howard Pine, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
3. Before holding any promotional events related to Project Medicine Drop, including but not limited to, press conferences, radio or television broadcasts, take back events, the Department shall provide the Division with advance notice of a minimum of 5 business days of such events and a copy of the proposed talking points. Said notice shall be provided to Deputy Director Howard Pine, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
4. Before engaging in any advertising related to this program, including but not limited to the use of billboards, newspaper ads, transit ads, website banner ads, and/or video or audio public service announcements, the Department shall provide the Division with advance notice and a copy of the proposed advertising a minimum of 5 business days prior to placing said advertisement. Said notice and copy shall be provided to Deputy Director Howard Pine, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
5. In no other manner shall any written materials, publications and/or advertisements contain any reference to the PMD, the Office of the Attorney General or the Division or include any of their respective logos or other State logo or seal, without the express prior written consent of the Division. Furthermore, any and all materials shall be distributed or displayed only in the manner previously approved by the Division.

XII. Contact Information.

1. The Division:

Attn: Howard Pine, Deputy Director
124 Halsey Street
P.O. Box 45027
Newark, New Jersey 07101
(973)504-6542 - Office
(973)648-3538 - Fax

All emails should be sent to Howard Pine c/o Amina Williams at
williamsa@dca.lps.state.nj.us

2. The Department:

ATTACHMENTS TO THE STANDARD OPERATING PROCEDURES

- Attachment A: U.S. DEA Waiver Form Letter
- Attachment B: Photographs of a Sample Stationary Project Medicine Drop Box Display
- Attachment C: Photographs of the Mobile Project Medicine Drop Box
- Attachment D: Suggested Ways to Utilize the Mobile Project Medicine Drop Box
- Attachment E: Covanta Energy Corporation's "RX4Safety" Form 1G
- Attachment F: Copies of the letters dated April 24, 2018 from the New Jersey Department of Environmental Protection to the Covanta Energy Corporation and the Wheelabrator Gloucester Company
- Attachment G: Sample Project Medicine Drop Custody Log
- Attachment H: Sample Project Medicine Drop Transport/Destruction Log
- Attachment I: Project Medicine Drop Quarterly Collection Form

ATTACHMENT "A"

U.S. DEA Waiver Form Letter

The Department shall use this letter to request a waiver from the U.S. Drug Enforcement Administration, New Jersey Division, Special Agent In Charge, in order to collect household medications under the Project Medicine Drop program.

(Agency Letterhead)

(Date)

Valerie A. Nickerson, Special Agent in
Charge
U.S. Drug Enforcement Administration, New Jersey Division
80 Mulberry Street
Newark, NJ 07102

Dear Special Agent in Charge,

My agency, the (Name of Department), has agreed to become a partner in "Project Medicine Drop," led by the New Jersey Division of Consumer Affairs ("Division").

As you know, Project Medicine Drop provides consumers with the opportunity to dispose of their unused prescription medications, safely and securely, in secured drop boxes maintained by local law enforcement agencies. This initiative is an important component of New Jersey's effort to halt the diversion and abuse of prescription drugs.

As a Project Medicine Drop partner, my agency will maintain a prescription drug drop box, provided by the Division, at our (Address). Our policies and procedures related to Project Medicine Drop will conform to all applicable laws and ordinances, and to the Division's requirements for security and public availability.

I am writing to request a waiver from the U.S. Drug Enforcement Administration, authorizing my agency to receive medications from members of the public into our Project Medicine Drop box, and to store those medications in a secure area prior to their final disposal and destruction.

Please send the waiver to my attention; and please contact me directly if you need any additional information.

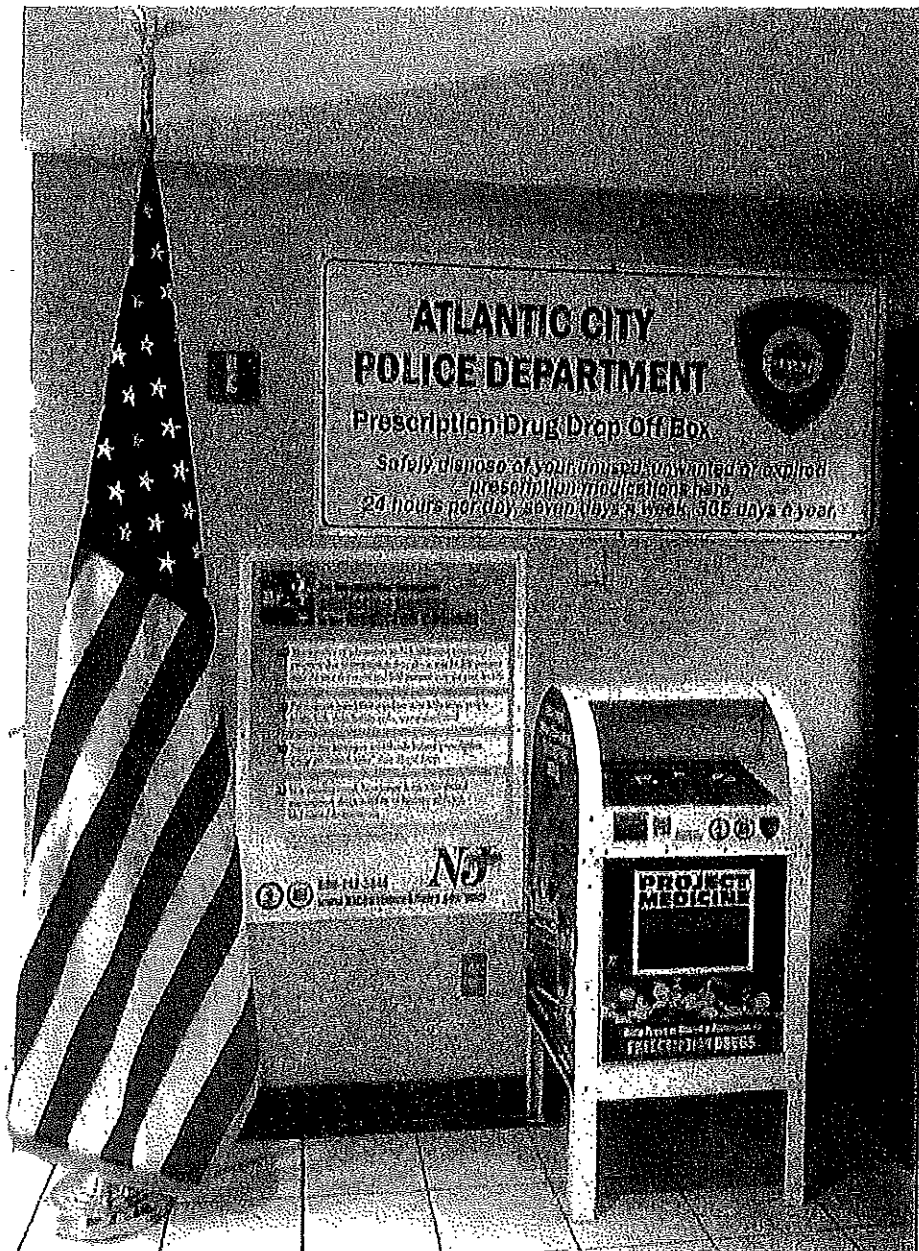
Sincerely,

(Name)

ATTACHMENT "B"

Photographs of a Sample Stationary Project Medicine Drop Box Display

Provided for reference only.
Departments are not required to duplicate this exact display.

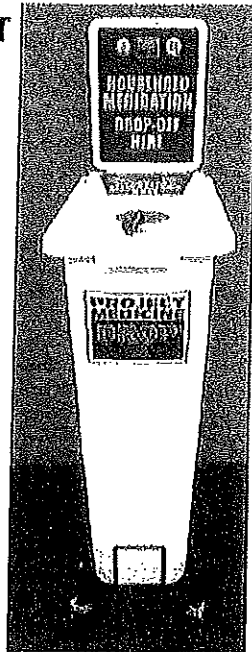


ATTACHMENT "C"

Photographs of the Mobile Project Medicine Drop Box

Provided for reference only.

FRONT



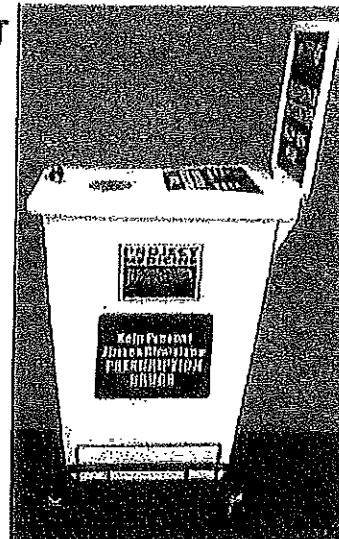
TOP



LEFT



RIGHT



ATTACHMENT "D"

Suggested Ways to Utilize the Mobile Project Medicine Drop Box

Below is a list of suggested uses for your Department's mobile drop box.

Special Community Events:

Family days, health fairs, special outdoor events, and other celebrations may serve as appropriate venues in which to set up the mobile drop box.

Senior Citizen Centers:

Senior citizens in your community may have significant quantities of unused and expired medications in their medicine cabinets, but may find it very difficult to make the trip to your law enforcement agency to dispose of the medications. Your Department can perform a valuable service by partnering with senior centers, senior day care facilities, and similar organizations to hold special drug take-back events with the mobile drop box.

Take-Back Events:

Your Department can organize a specialized medicine take-back event on its own, or in partnership with other agencies in your county that participate in Project Medicine Drop.

ATTACHMENT "E"

Covanta Energy Corporation's "RX4Safety" Form 1G

FORM 1G - GENERAL INFORMATION - TO BE INCLUDED WITH ALL WASTE DISPOSAL REQUESTS

COVANTA SECURE SERVICES, INC. (CSS)
MATERIAL CHARACTERIZATION FORM (MCF)

CSS Information Only
 Date of Receipt: _____ Request #: _____

1.0 GENERAL INFORMATION

1.1 Generator's Name: _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone #: () _____ **Fax #:** () _____
 If multiple locations, indicate here and attach list: _____
 List should include physical address, contact person and phone.
1.2 Person completing form (complete ONLY if different than authorized representative - See 2.0 below):
Name: _____
Title: _____
Signature: _____ **Date:** _____
Telephone #: () _____ **Fax #:** () _____
Address (if different than above): _____

2.0 AUTHORIZED REPRESENTATIVE

Name: _____
Title: _____
Signature: _____ **Date:** _____
Telephone #: () _____ **Fax #:** () _____
Address (if different than above): _____

3.0 GENERAL WASTE STREAM INFORMATION

3.1 Waste Name/Description Multiple Rx Take-Back Program

3.2 General Waste Classification:

Waste Type	Yes or No	If yes, also complete the additional form below (1)
Industrial	☐ Yes ☒ No	2
Oil Waste	☐ Yes ☒ No	3
Pharmaceutical/Commodities	☒ Yes ☐ No	4
California Destination	☐ Yes ☒ No	6

(1) Complete Form 1 and either Form 2, 3, or 4. Complete Form 5 only if the waste will be shipped to the Stanislaus Facility.

3.3 Process Description:

Attach a process description that identifies:

- 1) The origin of the waste material;
- 2) Whether its characteristics are random, consistent or if they can be controlled; and
- 3) Analytical information, if it is the basis of a knowledge of process determination.

3.0 GENERAL WASTE STREAM INFORMATION (cont.)

3.4 Regulatory Waste Characterization

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED:

- 3.4.1** Is the waste an EPA Listed Hazardous Waste per 40 CFR 261? ☐ Yes ☒ No
3.4.2 Is the waste an EPA Characteristic Hazardous Waste per 40 CFR 261? ☐ Yes ☒ No
 - If Yes was answered to either 3.4.1 or 3.4.2, PLEASE STOP.
 - Has the waste been evaluated by analytical methods to determine whether it exhibits the characteristics of:
 Ignitability ☐ Yes ☒ No Toxicity ☐ Yes ☒ No
 Corrosivity ☐ Yes ☒ No Reactivity ☐ Yes ☒ No
 If Yes, attach analytical data. If no, attach an explanation of what process knowledge has been used to answer these questions in lieu of analytical.
3.4.3 Is this waste a "Hazardous Waste" as defined by State of Origin? ☐ Yes ☒ No
 If Yes enter the State Waste Identification Number below:
 State Identification Number: _____
3.4.4 Is this waste any of the following in the State of Origin?
☐ Special Waste ☐ Residual Waste ☐ Regulated Waste
☒ None of the above

State Waste Code (if assigned): _____

3.5 Waste Information:

3.5.1 Physical Form of waste (Check One)

Do not consider packaging.

- ☐ Liquid ☐ Wax ☐ Granular
☐ Viscous Liquid ☒ Solid ☐ Powder
☐ Slurry ☐ Paste ☐ Creams
☐ Other (Describe): _____

3.5.2 Color (Describe): _____ Various

3.5.3 Odor (Describe): _____ Various

3.5.4 Indicate the approximate higher heating value of the waste: _____ BTU/lb NOT AVAILABLE

Is this an estimated value? ☐ Yes ☒ No
 Is this a measured value? ☐ Yes ☒ No

4.0 SHIPPING INFORMATION

4.1 Shipping Packaging - check all that apply:

- ☐ Palletized & Shrinkwrapped ☐ Metal Pails ☐ Plastic Pails
☐ Steel Drums ☐ Fiber Drums ☐ Poly Drums ☐ Fiber Boxes
☐ Rolloffs ☐ Gaylord Boxes ☐ Super Sacs
☐ Other (Describe): _____

Provide drum size in gallons: _____

4.2 Quantity per Delivery: _____ Cubic Yards _____ Tons
 _____ Gallons _____ Pounds
 Other (Explain): _____

4.3 Frequency of Delivery: ☐ Quarterly ☐ Monthly ☐ Weekly ☐ Daily
☐ One Time ☐ Other (Describe): _____

4.4 Delivery Vehicle: ☐ Van/Trailer ☐ Dump/Trailer ☐ Box Truck
☐ Tanker Truck ☐ Rolloff Container (size) _____
☐ Other (Describe): _____

ATTACHMENT "F"

Copies of the letters dated April 24, 2018 from the
New Jersey Department of Environmental Protection
to the Covanta Energy Corporation and the
Wheelabrator Gloucester Company.



State of New Jersey

Department of Environmental Protection

Division of Waste Enforcement, Pesticides and Release Prevention

Mail Code 09-03, PO Box 420

Trenton, NJ 08625-0402

Tel. (609) 633-1205

Fax. (609) 292-3970

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. MCCABE
Acting Commissioner

CERTIFIED MAIL/RRR
7017 1450 0001 1343 2597

April 24, 2018

Wheelabrator Gloucester Company, L.P.
600 U.S. Route 130
Westville, New Jersey 08093
ATTN.: Jeff Morris, Environmental Health & Safety Manager
JMorris2@wtlEnergy.Com

RE: Solid Waste Transporter Exemption for Law Enforcement Agencies & Medicinal Marijuana Growers

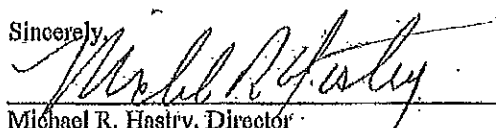
Dear Mr. Morris:

This letter shall serve as conditional exemption from permit condition number 83 of your permit which states "The permittee shall allow only vehicles properly registered with the Department for the transportation of waste, pursuant to N.J.A.C. 7:26-3". This letter is to allow an exemption from this requirement for acceptance of the following materials by unregistered transporters involved with the following wastes:

- Household medications including prescription drugs collected by various police departments in partnership with the Project Medicine Drop led by the New Jersey Division of Consumer Affairs.
- Marijuana waste generated by growers who participate in New Jersey Department of Health's Medicinal Marijuana Program and are accompanied by a representative from the New Jersey Department of Health.
- Narcotics, Controlled Dangerous Substances, evidence, confidential records, uniforms and other materials requiring destruction through incineration and/or requiring a "witnessed burn".

This exemption is only for the acceptance of such wastes from a transporter who is not registered with the New Jersey Department of Environmental Protection. These transporters will include police departments, sheriff offices, correctional facilities, various county, state and federal law enforcement agencies along with growers of medicinal marijuana. Compliance with all other permit requirements related to waste acceptance and processing shall be maintained by the facility for these wastes. For example, the waste must be accompanied by a properly completed Origin & Disposal Form and subject to all procedures listed in your Operation and Maintenance Plan, etc.

Sincerely,


Michael R. Hasty, Director
Division of Waste Enforcement, Pesticides and Release Prevention



State of New Jersey

Department of Environmental Protection

PHILIP D. MURPHY
Governor

Division of Waste Enforcement, Pesticides and Release Prevention
Mail Code 09-03, PO Box 420
Trenton, NJ 08625-0402
Tel. (609) 633-1205
Fax. (609) 292-3970

CATHERINE R. McCABE
Acting Commissioner

SHEILA Y. OLIVER
Lt. Governor

Certified Mail/RRR
7017 1450 0001 1343 2580

April 24, 2018

Covanta Camden Energy Recovery Incorporated
600 Morgan Boulevard
Camden New Jersey 0810
ATTN.: Rich Harrington, Facility Manager
rharrington@covanta.com

RE: Solid Waste Transporter Exemption for Law Enforcement Agencies & Medicinal Marijuana Growers

Dear Mr. Harrington:

This letter shall serve as conditional exemption from permit condition number 83 of your permit which states "The permittee shall allow only vehicles properly registered with the Department for the transportation of waste, pursuant to N.J.A.C. 7:26-3". This letter is to allow an exemption from this requirement for acceptance of the following materials by unregistered transporters involved with the following wastes:

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Sincerely,


Michael R. Hastry, Director
Division of Waste Enforcement, Pesticides and Release Prevention



State of New Jersey

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

Department of Environmental Protection
Division of Waste Enforcement, Pesticides and Release Prevention
Mail Code 09-03, PO BOX 420
TRENTON, NJ 08625-0402
Tel. (609) 633-1205
Fax. (609) 292-3970

CATHERINE R. MCCABE
Acting Commissioner

Certified Mail/RRR
7017 1450 0001 1343 2573

April 24, 2018

Covanta Union, Incorporated
1499 Routes 1&9
Rahway, New Jersey 07065
ATTN.: Leah Riley, Environmental Compliance Specialist

RE: Solid Waste Transporter Exemption for Law Enforcement Agencies & Medicinal Marijuana Growers

Dear Ms. Riley:

This letter shall serve as conditional exemption from permit condition number 83 of your permit which states "The permittee shall allow only vehicles properly registered with the Department for the transportation of waste, pursuant to N.J.A.C. 7:26-3". This letter is to allow an exemption from this requirement for acceptance of the following materials by unregistered transporters involved with the following wastes:

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Sincerely,

Michael R. Hastry, Director
Division of Waste Enforcement, Pesticides and Release Prevention



State of New Jersey

Department of Environmental Protection
Division of Waste Enforcement, Pesticides and Release Prevention
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Trenton, NJ 08625-0402
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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. MCCABE
Acting Commissioner

Certified Mail/RRR
7017 1450 0001 1343 2603

April 24, 2018

Covanta Warren Energy Resource Company, L.P.
218 Mt. Pisgah Avenue
Oxford, New Jersey 07863
ATTN.: Jeff Shepherd, Environmental Engineer
JShepherd@Covanta.com

RE: Solid Waste Transporter Exemption for Law Enforcement Agencies & Medicinal Marijuana Growers

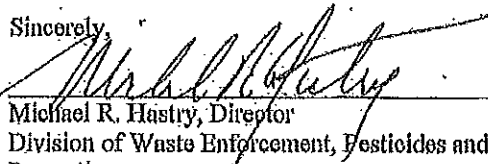
Dear Mr. Shepherd:

This letter shall serve as conditional exemption from permit condition number 83 of your permit which states "The permittee shall allow only vehicles properly registered with the Department for the transportation of waste, pursuant to N.J.A.C. 7:26-3". This letter is to allow an exemption from this requirement for acceptance of the following materials by unregistered transporters involved with the following wastes:

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Sincerely,


Michael R. Hasty, Director
Division of Waste Enforcement, Pesticides and Release Prevention



State of New Jersey

Department of Environmental Protection
Division of Waste Enforcement, Pesticides, and Release Prevention
Mail Code 09-03, P.O. Box 420
Trenton, NJ 08625-0420
Tel. (609)-693-1205
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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. McCABE
Acting Commissioner

CERTIFIED MAIL/RRR
7017 1450 0001 1343 2566

April 24, 2018

Covanta Essex Company
183 Raymond Boulevard
Newark New Jersey 07105
ATTN.: Patricia Earls, General Manager

RE: Solid Waste Transporter Exemption for Law Enforcement Agencies & Medicinal Marijuana Growers

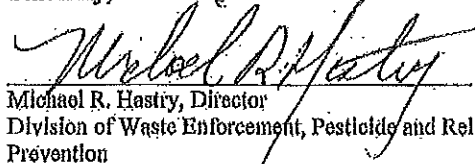
Dear Ms. Earls:

This letter shall serve as conditional exemption from permit condition number 83 of your permit which states "The permittee shall allow only vehicles properly registered with the Department for the transportation of waste, pursuant to N.J.A.C. 7:26-3". This letter is to allow an exemption from this requirement for acceptance of the following materials by unregistered transporters involved with the following wastes:

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Sincerely,


Michael R. Hastry, Director
Division of Waste Enforcement, Pesticides and Release Prevention

ATTACHMENT "G"

Sample Project Medicine Drop Custody Log

The Department shall use this sample log, or a similar custody log of its choosing, to record activities related to the removal of collected medications from the Project Medicine Drop Boxes, both stationary and mobile, and their storage in the Department's evidence locker.

**PROJECT MEDICINE DROP
CUSTODY LOG**

Name of Police Department: _____

STATIONARY DROP BOX

Removal of Contents from the Stationary Drop Box (Enter Date/Time and Initial)	Sealing of Contents from the Stationary Drop Box (Enter Date/Time and Initial)	Weighing Contents from the Stationary Drop Box (Enter Weight in Total Pounds and Initial)	Placing the Contents of the Stationary Drop Box in the Evidence Locker (Enter Date/Time and Initial)	Transporting the Collected Medications for Destruction (Enter Date/Time and Initial)

**PROJECT MEDICINE DROP
CUSTODY LOG**

Name of Police Department: _____

MOBILE DROP BOX

Removal of Contents from the Mobile Drop Box (Enter Date/Time and Initial)	Sealing of Contents from the Mobile Drop Box (Enter Date/Time and Initial)	Welghing Contents from the Mobile Drop Box (Enter Weight in Total Pounds and Initial)	Placing the Contents of the Mobile Drop Box in the Evidence Locker (Enter Date/Time and Initial)	Transporting the Collected Medications for Destruction (Enter Date/Time and Initial)

ATTACHMENT "H"

Sample Project Medicine Drop Transport/Destruction Log

The Department shall use this sample log, or a similar transport/destruction log of its choosing, to record activities related to the transportation and destruction of collected medications from the Project Medicine Drop Boxes, both stationary and mobile.

**PROJECT MEDICINE DROP ("PMD")
TRANSPORT and DESTRUCTION LOG**
Name of Police Department: _____

	Action Required	Signature of Officer In Charge
Removal of PMD Medications from the Police Department's Evidence Locker.	Enter Date/Time:	
Quantity of PMD Medications to be Transported to Disposal Site.	Record Weight: (To be reported in pounds.)	
Method of Transportation of PMD Medications to Disposal Site.	Record Method of Transportation:	
Whether the Department's Police Officer Witness the Burn at the Disposal Facility.	Circle One: Yes or No	

ATTACHMENT "I"

Project Medicine Drop Quarterly Collection Form

The Department shall use the Project Medicine Drop Quarterly Collection Form to record the quarterly collection of weight from both the stationary and mobile Project Medicine Drop Boxes. The Department shall submit its quarterly reports no later than ten (10) days after the following dates:

- January 1
- April 1
- July 1
- October 1

Said quarterly reports shall be submitted to the Division, via email, to the attention of Amina Williams at pmd@dca.lps.state.nj.us.



Project Medicine Drop Quarterly Collection Form

Date: _____

Department: _____

County: _____

Quarter: _____

Stationary Drop Box Weight (please round to the nearest lb.): _____ lbs.

Mobile Drop Box Weight (please round to the nearest lb.): _____ lbs.

Submitted by: _____
(Sign)

Print Name: _____

Thank You

Any questions please call Amina Williams at (973) 504-6263.
Please email to pmd@dcn.lps.state.nj.us

/PMD-QT. Weight Reporting Form



Project Medicine Drop Quarterly Collection Form

Date: _____

Department: _____

County: _____

Quarter: _____

Stationary Drop Box Weight (please round to the nearest lb.): _____ lbs.

Mobile Drop Box Weight (please round to the nearest lb.): _____ lbs.

Submitted by: _____
(Sign)

Print Name: _____

Thank You

Any questions please call Amina Williams at (973) 504-6263.
Please email to pmd@dca.lps.state.nj.us

/PMD-QT. Weight Reporting Form