

PROCEDURE:

I. ORGANIZATION

- A. The police department operates a Communications Center, staffed by civilian personnel referred hereto as Communications Officers.
- B. The Communications Center handles radio (base, mobile and portable) and telephone communications, providing 24-hour coverage with all on-duty personnel.
- C. The Communications Center operates under the supervision of the Operations Division Captain.
- D. The duties of the Communications Center include, but are not limited to, the following responsibilities:
 - 1. Answering all incoming calls, administrative as well as emergency, and soliciting essential information from callers in order to appropriately handle each call.
 - 2. Dispatching, coordinating, and monitoring radio communications for Officers, other law enforcement, emergency situations, and/or public safety personnel.
 - 3. Monitoring officer status, to include periodic checks on field personnel.
 - 4. Accessing information from and disseminating information to local, state, and federal law enforcement agencies via the National Crime Information Center (NCIC) system.
 - 5. Receiving and responding to alarms programmed to call this agency.
 - 6. Obtaining and providing information needed by field personnel.

II. SECURITY MEASURES FOR THE COMMUNICATIONS CENTER

- A. In order to ensure the physical protection and security of the communications function, and related equipment and personnel, the Communications Center is located in a secure facility with limited and controlled access.
- B. Access to the Communications Center is restricted to police supervisors, Communications Officers and maintenance personnel. Non-authorized individuals shall be approved prior to entering the Communications Center by the Chief of Police, or his designee. The only exception to this section would be for emergencies only.
- C. Security of the transmission lines, antennas, and power sources are provided.

III. TELEPHONE ACCESS

- A. The Communications Center monitors the telephone system which includes (2) designated 9-1-1 phone lines for emergency telephone calls as well as other non-emergency calls.
- B. The Police Department utilizes the Enhanced 9-1-1 emergency telephone system and operates a Public safety Answering Point (PSAP). All emergency telephone calls are routed through the Wall Township Police Department 911 PSAP Communications Center, which is toll free.
- C. The Police Department advertises 9-1-1 on all marked patrol vehicles. Further, 9-1-1 is posted on pay telephones and prominently displayed in the telephone book.
- D. The non-emergency system is used for routine, administrative, or outgoing calls. In the event an emergency call is received on the administrative system, it is handled in the same manner as a call on the 9-1-1 system.

NOTE Under no circumstances is a Communications Officer to give out any employee's home telephone, pager or cell phone number to any non-employee of this department.

- E. Telecommunication Devices for the Deaf (TDD) are available on calls received on both systems.

IV. OBTAINING AND RECORDING INFORMATION FOR CALLS FOR SERVICE

- A. Calls for service can be generated a number of different ways: telephone calls from citizens, walk-ins to the Police Department, written requests for service, and calls initiated or received by officers and/or employees.
- B. Upon receiving a call for service, Communications Officers will attempt to gather as much relevant information as possible to assist responding units in locating the call, anticipating conditions to be encountered at the scene, and enhance officer safety.
- C. As the information is being obtained, it will be entered into the Computer Aided Dispatch (CAD) system. CAD automatically assigns an incident number to all entries and captures the date and time the call for service is entered.
- D. Communications Officers will also obtain/record, to the extent possible, all other information required by CAD, to include:
 - 1. Name, address, and telephone number of the complainant, when practical and feasible;
 - 2. Type of incident reported;
 - 3. Location of incident reported.
- E. When the call is ready to be dispatched, Communications Officers will obtain/record all information required by CAD (which automatically records the time these transactions occur) to include:
 - 1. Identification of officers assigned as primary or back-up units;

March 2017 Communications - Page 3 of 18

2. Time call is assigned for handling;
3. Time of arrival of responding units;
4. Time of return to service of responding units;
5. Disposition/status of incident.

V. RADIO SYSTEM

- A. The Police Department utilizes a 150 MHz radio system.
- B. The radio system allows base, mobile, and portable access to various public safety agencies within the area and is capable of two-way operations on the state regional radio frequency, including State Mutual Aid.

VI. RADIO COMMUNICATIONS

- A. A copy of applicable Federal Communications Commission (FCC) procedures and requirements are maintained in the Communications Center. All radio communications conducted by the police department will be in accordance with FCC.
- B. All radio transmissions are to be kept as professional, concise, and complete as possible.
- C. When transmitting on Police Department frequencies, with police department personnel, the appropriate plain talk will be used.
- D. At no time will members of the Police Department misuse or disrupt the radio system by transmitting unauthorized messages.
- E. All official communication will be transmitted only on the authorized department radio channels.
- F. On duty Officers, depending on assignment, have access to mobile and/or portable radio equipment. They are responsible for maintaining contact with the Communications Center during their tour of duty.
- G. Call numbers are assigned and are to be utilized during radio transmissions for identification purposes.
 1. Transmitting units will begin radio transmissions by announcing their call number, followed by the call number(s) of the unit(s) being contacted.
 2. Responding units will utilize call numbers when acknowledging receipt of a transmission.
- H. Officers will advise the Communications Center via radio in the following situations, and the Communication Officer shall make a corresponding entry in the officers' unit record:

1. When beginning/ending tour of duty;
 2. When acknowledging a call;
 3. Upon arrival at the scene of an incident;
 4. When returning to service;
 5. To report incidents or conditions;
 6. When making vehicle, pedestrian, or suspect stops;
 7. When assisting motorists;
 8. Of their status if on a call for an extended period of time;
 9. When exiting the vehicle;
 10. As needed, for the safe and efficient operation of the shift;
 11. Upon exiting their vehicle or reporting out of service for any reason;
 12. When performing part-time work authorized by the Police Department.
- I. Whenever a unit is dispatched on a call, the exact location, nature of the call, and any other pertinent information will be transmitted to the responding Officer, who will acknowledge receipt of the call.
1. The decision as to the appropriate method of response will be made by the responding Officer, not by the Communications Officer, and shall be in keeping with applicable policy and state law.
 2. Supervisors are responsible for monitoring call assignments, ensuring that the method of response is appropriate, and modifying methods of response as necessary.
- J. Emergency Status
1. Communications Officers and Patrol Officers shall clear a channel of all unrelated traffic during a critical incident or while trying to ascertain the status or well being of a non-responsive unit.
 2. The channel will remain in emergency status until such time as the situation is under control, a determination is made that the safety of those involved are no longer in question, and/or when advised to lift the emergency status by the responding Officer or a Supervisor.
 3. During emergency radio status, other Officers working the channel should refrain from unnecessary transmissions or switch to another channel to relay information to the Communications Center.
- K. When it becomes necessary for an Officer to communicate with a different agency by radio, the following procedures will be used:

1. The Officer will advise the Communications Center that they will be patched to another channel.
2. All radio procedures will be adhered to while on another agency's frequency.

VII. CRITERIA TO DETERMINE THE NUMBER OF SWORN PERSONNEL DISPATCHED

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B.

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- 3.
- 4.



VIII. SUPERVISORY PRESENCE ON-SCENE

- A. Situations might occur that would require the on-scene presence of the Shift Supervisor, or others, in order to assume command, conduct preliminary investigations, and/or otherwise give direction. Communications Officers will ensure that the duty supervisor is notified of incidents involving the following circumstance:
 1. Use of force situations resulting in injury;
 2. Crashes involving police department vehicles;
 3. Calls for service involving serious injury or death;
 4. High profile arrests;
 5. Complaints concerning questionable conduct by a member of this police department;
 6. Vehicular pursuits;
 7. The discharge of a firearm;
 8. The on-duty injury of a police department employee;
 9. Hostage or barricaded suspect situations.
- B. Additionally, an officer can request the presence of the Shift Supervisor on any scene where the supervisor's involvement might be needed.

IX. COMMUNICATIONS CENTER ACCESS TO AGENCY RESOURCES

- A. The Communications Supervisor will ensure that they are immediately available to Communications Center personnel in the event assistance is needed.
- B. Copies of the current personnel roster and after hour call out schedules are accessible to all Communications Officers. In addition, the CAD system reflects, at any point in time, a listing of available personnel.
- C. Personnel information -- name, address, home phone number, emergency contact information, and other applicable points of contact (i.e. cellular phone, radio, etc.)

March 2017 Communications - Page 7 of 18

for all Police department employees -- is maintained in CAD and in hard copy format, and can be accessed by all Communications personnel. This information is updated as changes occur.

- D. A map of the Township and the County road atlas are maintained in the Communications Center and are available to all personnel.
- E. Officer status information is maintained in CAD. The system reflects the current status of all units who have signed in on the radio or are otherwise on duty. In addition to providing Communications Officers with a listing of available personnel, the system provides the location of units who are out on calls, the nature of the call, and the time the unit(s) checked out. This allows Communication Officers to monitor unit activity thereby enhancing officer safety.
- F. The Communications Center has a listing of available emergency service agencies and their phone numbers.
- G. A current copy of the Wall Township Office of Emergency Management Plan is maintained in the Communications Center. Communications personnel are trained on their duties and responsibilities, as outlined in the manual, in the event of a natural or man-made disaster or other unusual occurrence. The manual serves as a reference and outlines the specific duties, responsibilities, and key personnel for each agency in a disaster or emergency situation.
- H. A television shall be maintained in the communication center for the purpose of monitoring the latest weather, homeland security and news that may affect the operations of the police department and other township emergency services. The television shall be located out of view by the public. The Shift Supervisor shall prohibit any patrol officers and other non-authorized personnel from entering the communications center for the purpose of viewing the television.
 - 1. The volume is to be kept at a level which prohibits the television from being heard on the radio system. It is strongly recommended that the volume is maintained in the lowest or muted modes unless obtaining specific information.
 - 2. The implementation of the television is a secondary means of obtaining information and shall in no way be allowed to adversely affect the Communications Officer's ability to perform their duties.

X. AUTOMATED TRAFFIC SYSTEM (ATS) & AUTOMATED COMPLAINT SYSTEM (ACS)

- A. When a warrant for an individual is found to be active and valid, the following steps will be taken to properly execute said warrant(s):
 - 1. The Communications Officer will make contact with the issuing agency regardless of it showing active in the ATS/ACS system. Contact can be made by phone, radio, and /or teletype.
 - 2. Our agency's position for warrants issued through the Wall Township Municipal Court - NJ 0135200 (that are in ATS/ACS), is that they are to be considered **active** and **valid** if they show as such in the ATS/ACS system. The validation process rests solely with the Court Administrator.

March 2017 Communications - Page 8 of 18

3. In the event the warrant is found **not** to be active or valid, the dispatcher will inform the officer as to this finding.
 4. In the event the warrant is found to be active and valid, the dispatcher will inform the officer as to this finding.
- B. To execute a warrant through ATS/ACS, enter the **Executed Date**, **Executed Time**, **Recall Reason**, and **Executed By** fields.
1. The 'Executed By' field consists of :
 - a. The four (4) digit agency code (1352)
 - b. The law enforcement officer's badge number (the Arresting Officer).
 - c. The entering of Comments will be done to assist other law enforcement and court personnel using ATS/ACS. Be brief yet informative.
 2. This agency will add comments to indicate the following:

"Subject arrested by WTPD 732 449-4500- committed to MCCI in default of bail. WTPD Report # 2001-12345"

OR

Subject arrested by WTPD 732 449-4500- subjected posted \$500.00 bail. WTPD Report # 2001-12345"

The Report # will always be used in the Comments area. Information regarding the posting of bail or default of same should be referenced in the comments area as well.

NOTE: WE WILL ONLY EXECUTE THE WARRANT IF WE ARE ALSO ACCEPTING THE BAIL OR HAVE OBTAINED A COMMITMENT FOR THAT INDIVIDUAL.

NOTE: IN THE EVENT ANOTHER AGENCY WITH A HIGHER BAIL STATUS IS GOING TO TAKE CONTROL OF THE INDIVIDUAL, THEY SHALL BE RESPONSIBLE FOR EXECUTING THE WARRANT IN THE SYSTEM.
- C. If another agency executes a Wall Township warrant, and the Wall Township Police Dept. is notified, the dispatcher will:
1. Hit a CAD, with a Nature Code for Warrant Service (10-46) and indicate in the remarks field all pertinent information including the agency that served said warrant.
- D. The Execute Warrant screen can only be accessed by police personnel. Municipal Court personnel do not have access to this screen.

- E. Once the Execute Warrant procedure is done, the ATS/ACS inquiry screens (PF11) will **not** contain a "Y" in the Outstanding Warrant column. As a result, the defendant is not in jeopardy of having another law enforcement agency or shift executing the same warrant.

XI. TELETYPES

- A. All Communications Officers will continuously check the printer for recently sent teletypes. If the Teletype applies to this agency in anyway, it will be initialed by the Communication Officer with a total of four copies being made available. He or she will then immediately bring the Teletype to the attention of the Shift Supervisor, specifically; those related to terrorism or other acts of possible violence. The Shift Supervisor will then make the determination if this information is to be forwarded immediately through the chain of command, during or after hours, or if it is to be disseminated to the following locations for review at the applicable times. If there is any doubt regarding information be passed along, it is suggested that the Shift Supervisor err on the side of caution and disseminate the information immediately (All Teletypes are disseminated via electronic mail, none are printed).
- B. Patrol Division/Traffic/CAU
 - 1. A Teletype clipboard will be located in the Sergeant's office. This information will be reviewed at the morning and evening line-ups with each officer's badge number and shift supervisor's initials appearing on each TT. The Shift Supervisor will ensure those officers scheduled off for any reason receive this information upon returning for their first scheduled shift. Traffic and CAU officers are to take it upon themselves to review these teletypes and to initial same at the beginning of each tour.
- C. Detective Bureau
 - 1. Teletypes are to be placed in the bin labeled "Detective Bureau". The division commander of the detective bureau will make the necessary arrangements to have these teletypes retrieved on a daily basis and the information be disseminated to his personnel in a timely fashion.
- D. Administration
 - 1. The teletypes are to be placed in the bin labeled "Administration". The chief's secretary or a supervisor from administration will retrieve these on a daily basis so they can be reviewed at the beginning of each tour. A clipboard will be maintained in administration.

XII. EMERGENCY FIRST AID INSTRUCTION

- A. The police department authorizes emergency first aid instruction over the telephone.
 - 1. All personnel authorized to work in the Communications Center will receive training consistent with the requirements of the New Jersey Office of Emergency Telecommunications (OETS).

2. Continuing education (CTE) courses for all personnel shall occur annually in order to satisfy the Annual CTE requirements (total of 8 hours annually).

XIII. MISDIALED 9-1-1 CALLS

A. Misdialed 9-1-1 Calls

1. Upon receiving a disconnected 9-1-1 call, Communications personnel will attempt to re-establish contact with the caller.
2. If unable to make contact, two officers will be dispatched to investigate the call.
3. Communications Officers will also dispatch an officer to investigate any misdialed 9-1-1 telephone call, even if the person making the call advises the Communications Officers that there is no emergency.

B. Misdirected Emergency Calls

1. Whenever a call is received for an emergency service that this agency does not normally provide (i.e., ambulance) or is outside this agency's jurisdiction, the Communications Officer receiving the call should evaluate the call and then exercise one or more of the following options, depending on the nature of the call:
 - a. The caller will be transferred to the appropriate agency to handle the call while the Communications Officer monitors the call to ensure that a good connection was made and to ascertain whether this agency's assistance is needed.
 - b. The Communications Officer will collect all pertinent information and then contact the appropriate agency and relay the request.
2. Most misdirected emergency calls through the 9-1-1 system can be transferred to the appropriate agency through a one-button transfer.
3. Any emergency call received on the non-emergency (administrative) number will be handled as a 9-1-1 call.
4. When misdirected, non-emergency calls are received by the Communications Center, they will provide the caller with the telephone number of the appropriate service provider, if possible.

XIV. RECORDINGS

- A. Communications has the capability for immediate playback of telephone and radio conversations, to include the 9-1-1 system.
- B. Any 9-1-1 call, administrative telephone call, and/or radio transmission monitored by Communications is recorded. The recordings are maintained for a period of one hundred eighty (180) days before erasure and reuse.

March 2017 Communications - Page 11 of 18

- C. All recordings are secured in the Communications Center and access is restricted to the Communications Supervisor or duty supervisor. The Evidence Custodian will maintain tapes requested for evidentiary purposes and the appropriate supervisor for administrative purposes.
- D. Internal requests for recordings should be made directly to Police Administration and shall be strictly for law enforcement purposes or administrative review. The criteria for any external release of recordings, or copies of recordings, will be in accordance with agency, local, state (OPRA, Discovery Rule 3:13) and federal law.

XV. BACK-UP RESOURCES

- A. The police department is supported by a back-up generator that provides sufficient power to maintain all functions (i.e., radio, telephone, heat and air, etc.) in the event of a failure of the primary power source. This generator is equipped with a self-testing device that tests the generator weekly. The generator will be tested or operated under full load at least annually.

XVI. OPERATIONS

- A. The Communications Center shall be equipped with manuals on the operations or activities in the Communications Center.
- B. The Communication Officers shall have immediate access to the following departmental resources;
 - 1. The Patrol Commander, Shift Sergeant or Officer in Charge;
 - 2. A duty roster of all personnel;
 - 3. A phone list of extensions for all employees within the building;
 - 4. A mechanism via computer aided dispatch to know the status of officers assigned to duty.
- C. When someone calls police headquarters for an employee and that employee is off or out of the building, the Communications Officer shall take a message or forward the call to voice mail.
 - 1. When a civilian arrives at headquarters and requests to speak to an officer or a superior officer, the Communications Officer shall notify the requested officer. The Communications Officer will advise the civilian that the officer was contacted and relay any message or have them await the employee's arrival.
 - 2. When a civilian arrives at headquarters and requests to speak to an officer and the officer is not on duty, the civilian should be advised of the officer's status and provide if requested when the officer is scheduled to return to work.

- D. Cellular Phone
 - 1. Department cellular phones shall be utilized when contacting the Chief, Division Commanders or anyone else with a department cell phone as needed after normal business hours.
 - 2. The telephone numbers are located in the Communications Center.
- E. Written procedures and phone numbers to procure emergency and necessary external services to include, but not limited to the following;
 - 1. Heating and Air conditioning;
 - 2. Locksmith;
 - 3. Animal Control;
 - 4. Fire Department;
 - 5. Rescue Squad.
- F. The Communications Officer is never to discuss a police reported incident with anyone calling police headquarters for information. The call should be referred immediately to the Shift Sergeant or public information officer.
- G. The Communications Officer should never release information to the public or the news media, unless this information has been forwarded to the Communications Center by a department public information officer. The Communications Officer shall not discuss incidents with a news reporter or give out any information. Inquiries will be referred to the Shift Sergeant or public information officer. This also applies to a person coming into headquarters requesting information. (Communications Officers are not authorized to answer questions regarding law enforcement matters).
- H. The Communications Officer shall be responsible for the transmission of all orders or instructions from competent authority affecting any member of the department.
- I. The Communications Officer shall determine whether a call for service is of an emergency or non-emergency situation and send officers to the call based on that determination. If in doubt, the Communications Officer should immediately notify the supervising officer for guidance.
- J. The Communications Officer shall advise the caller of the agency's response or lack thereof and should provide referrals to other agencies as the circumstances warrant.
- K. The Communications Officer shall immediately notify a supervising officer when a serious crime has been committed and reported.
- L. A Communications Officer shall always be cognizant of the activities going on during the shift, as well as the preceding shifts.
- M. The Communications Officer shall be responsible for placing pertinent information that may be needed by later shifts on the communications activity board.

March 2017 Communications - Page 13 of 18

- N. No notes or papers are to be placed on the communications equipment or console at any time.
- O. The Communications Officer shall be responsible for teletype communications:
 - 1. All outgoing teletype messages shall be entered into the teletype log;
 - 2. The CAD system shall be used for referencing the teletype message;
 - 3. The Communications Officer shall be responsible to review all incoming teletype messages directed to the agency;
 - 4. The Communications Officer shall be responsible for forwarding all agency directed teletypes to the Shift Sergeant as well as forwarding teletypes related to criminal investigations to the Detective Bureau.
- P. The Communications Officer on duty shall maintain security for the Communications Center, as follows;
 - 1. The Communications Center must be kept clear of personnel that are not directly responsible for its operation. This is necessary to eliminate noise, confusion and control of equipment;
 - 2. The only authorized personnel to be in the Communications Center are the Communications Officers assigned to that specific shift, Supervisors on duty on that shift or personnel with special approval through permission of the Chief of Police's office. The only exception to this section would be for emergencies only;
 - 3. No one is to be allowed access to the main section of the Police Department without first contacting the party they wish to obtain clearance. This includes relatives and retired officers. (This does not apply to the person(s) that are in charge of building maintenance).
- Q. It shall be the responsibility of the Communications Officers to maintain the Communications Center in a neat and orderly manner. The following guidelines are to be followed;
 - 1. Equipment, including chairs, computer, filing cabinets, waste baskets, terminals, etc, are not to be relocated, removed or added to the Communications Center, unless specifically authorized by the officer in charge or the Chief of Police;
 - 2. Food and nonalcoholic beverages may be consumed in the Communications Center by Communications Officers only;
 - 3. Coolers, purses, non-departmental books or briefcases are to be kept out of the public view.

XV. TRAINING

- A. Any and all personnel being considered for assignment as a Communications Officer must satisfactorily perform the following;
 - 1. Serve a period of training and familiarization while under the constant supervision of a qualified and established Communications Officer;
 - 2. All training will be received after the individual has been duly appointed by the Township Committee. Once the trainee has passed the examination and other requirements, the trainee will be assigned to a regular part-time or full-time status;
 - 3. Satisfactorily complete an examination given by the police department training officer or his/her designee and evaluation by the officer in charge;
- C. The Communications Officer/call-taker certification record shall be filed with the employee's personnel file;
 - 1. CAD Training;
 - 2. CJIS Training.

XVI. MOBILE COMMAND CENTER aka "FIELD-COMM"

- A. The Mobile Command Center is a converted US CARGO utility trailer. Its design allows for various functions including radio communications and coordination; command, control, and planning of incidents; investigative interrogations or questioning; an area of relief from weather for emergency workers; etc. It will be assigned to and be the responsibility of a Dispatcher under the direction of the Administrative Supervisor.
- B. An Operational Information and Technical Data book shall be maintained in the trailer. This document shall provide all necessary information for the operation and instruction of the trailer and its equipment.
- C. The Mobile Command Center can be utilized in the following situations:
 - 1. Major Emergencies
 - 2. Prolonged Crime Scenes
 - 3. Prolonged Police Investigations
 - 4. D.W.I. Checkpoints
 - 5. Traffic Enforcement Details
 - 6. Inspection Checkpoints
 - 7. SRT Incidents

8. Large Civic Events
 9. Major Fires
 10. Mass Casualty Incidents
 11. Environmental Catastrophes
- D. Under the direction of the Administrative Supervisor, interested supervisors, patrolman, and dispatchers will be trained on towing and basic operations of the Mobile Command Center. Only those who receive this training are permitted to operate the Mobile Command Center. A list shall be maintained with the Administrative Supervisor.
- E. Request for the Mobile Command Center
1. When requested by a Department supervisor, the Mobile Command Center shall be dispatched to an incident. In the event that a Fire, First Aid, or outside agency requests the Unit for an incident, the unit will be dispatched only after approval is made by the shift supervisor or higher authority.
- F. Response
1. When a request is made for the Mobile Command Center, the shift supervisor shall appoint dispatchers to respond and operate the trailer. If one dispatcher is working, a second dispatcher shall be called in to staff the trailer. In this case, a supervisor or patrolman can prepare and connect the Unit until the arrival of the dispatcher.
 2. The following procedure shall be adhered to while responding with the trailer.
 - a. Response while towing the trailer will be with care and at a reduced rate. Although some calls will be considered an **"emergency"** it is not practicable or prudent to respond with emergency warning signals (Code-3).
 - b. Response to a critical incident involving an armed subject or other high-risk call requires a police escort or precise instruction from the agency or officer who has made the request.
 - c. The trailer will only be placed in areas recognized as being **"safe"** by Wall Township Police representatives. It should **not** be set-up in areas accessible to large crowds (or onlookers) or other hostile environments. If set up on a highway, adequate road warnings should be established (marked patrol cars, cones, etc.)
- G. Towing
1. When towing, the hitch with the weight distribution head must be used in the manner for which it was designed. The weight distribution bars (a.k.a.

torsion or stabilizer bars) must also be used, and set at 5 chain links up from the bar.

2. The "Break-Away", electrical connector for lights and brakes, and the chains must all be connected.
3. Prior to transporting the Mobile Command Center, the operator must check for the following:
 - a. Ground stabilizers are in an upright position
 - b. Electronic tongue jack is in an upright position
 - c. All doors are closed and locked
 - d. The exterior plug is unhooked
 - e. All interior equipment is secured, especially the generator
 - f. Remove the chocks from under the wheels
 - g. Shut off the 12-volt power toggle switch

H. Setup

1. Select a safe and secure area, preferably with flat/level terrain
2. Chock the wheels
3. Identify which power source is to be used (shore or generator)
4. Use exterior lighting if necessary
5. Place (crank-down) leveling jacks in place
6. Secure an area around the trailer with yellow police barrier tape

I. Powering the trailer

1. The Mobile Command Center is designed to operate on 110-volts. However, to power the air conditioning units or when using several appliances at once it will become necessary to operate the 220-volt power from the generator. The trailer power capability is derived from the following systems:
 - a. 110 VOLTS – Is received from shore power. When hooking to shore power, the yellow electrical cord should be used.
 - b. 220 VOLTS – Is received from the generator. When hooking to the generator, the black electrical cord should be used.
 - c. GENERATOR – The generator is a GEN-PRO (by Gillette) Model GPN-75EH, 7.5 kW powered by a Honda 13-horsepower engine. It

has a 4.5 gallon fuel tank and is capable of running for approximately 6 hours.

- d. 12-VOLTS – Is received from the three (3) on board "deep cycle" marine batteries. It is activated by the silver toggle switch in conjunction with the Inverter. Run time is approximately one (1) hour.
- e. INVERTER – Converts 12-volts DC (automotive) to 110-volts AC (house)

J. Computer

- 1. The Mobile Command Center is equipped with a mobile data computer. The MDC shall be compatible and consistent with the department's approved and licensed programming. It shall be capable to operate NCIC, CJIS, DMV, the department's CAD system, and other features as consistent with the department's MDC program.

K. Communications

- 1. The front area of the Mobile Command Center is designated as the Communications Center. It is equipped to communicate with police, fire, and first aid squads throughout Monmouth and Ocean Counties, and statewide via the State Police Emergency Network (S.P.E.N.) system. A pocket door separates this area from the rear area, which is designated as the "command" area.

L. Command

- 1. The back portion of the Mobile Command Center is designed to accommodate various functions. Incidents requiring a command post, coordination and control of an incident, planning of an incident, investigation, interrogations or questioning, or an area for relief from weather can be conducted from this area.
- 2. This area is equipped with a refrigerator, microwave oven, coffee maker, small table, bench, grease board, and maps. A pocket door divides this area from the communications area.

M. Repairs

- 1. In the event that the Mobile Command Center trailer or its equipment becomes or is found broken, lost or otherwise in need of attention, it shall be immediately reported in writing to the Shift Supervisor. The Shift Supervisor will forward the report to the Administrative Supervisor.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER:	SECTION:	# OF PAGES: 9		
SUBJECT: COMMUNICATIONS TRAINING AND EVALUATION PROGRAM				
EFFECTIVE DATE: January 15, 2016	ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #	
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this standard operating procedure is to codify this department's policy and procedures concerning its communications training and evaluation program.

POLICY It is the policy of the Wall Township Police Department to provide ample training to its communication staff as a vital supplement to the classroom training received in the basic 9-1-1 and emergency medical dispatch courses. The initial exposure to communications provided through training and evaluations often shapes the future careers of new communication officers. Communications training and evaluations also serves to confirm the knowledge and abilities of new communication personnel who have previous experience. The program is a highly structured and closely supervised process and must be satisfactorily completed by all new communication personnel prior to their communications center assignment.

This program is intended to provide the optimum utilization of training resources and personnel in an environment that will facilitate an introductory level of on-the-job training to probationary communication personnel.

PROCEDURES

I. PROGRAM OBJECTIVES

- A. The objectives of this communications training and evaluation program (CTEP) are to:
1. Identify essential job functions where a communications officer's performance is critical.
 2. Establish a valid, job-related communications officer-in-training appraisal system using a standardized approach for the measurement of a communication officer's performance.
 3. Prepare trainees to perform the essential duties of a communication officer in a safe, skillful, productive and professional manner.
 4. Produce highly trained and positively motivated communication officers.
 5. Provide standardized training to all trainees.
 6. Enhance education the trainee received at the basic 9-1-1 and emergency medical dispatch courses.
 7. Increase long-term department effectiveness by enhancing the professionalism, competency, and knowledge of trainees.
 8. Improve the assessment of trainees by mandating specific levels of performance related documentation.
 9. Provide specialized, extended training when a trainee's performance in an essential job function is unacceptable.
 10. Ensure that performance related job action taken by the department complies with all laws and will meet the challenge of judicial or administrative review.
 11. Provide recommendations to the division commander regarding the performance and status of trainees as it applies to their retention or release from the agency.
 12. Identify weaknesses or areas of improvement in communications officer hiring qualifications and required training.
 13. Provide commanders with observation and feedback of trainee performance.
 14. Comply with applicable accreditation standards.

II. RESPONSIBILITIES

- A. The following areas within the department shall familiarize themselves with the content of the CTEP manual:

1. Division commanders;
 2. Communications supervisor;
 3. Communications training officers (CTO);
 4. Communications trainees;
 5. Training unit.
- B. Copies of the CTEP supplemental manual can be reviewed and are available from the communications supervisor, dispatch shared folder, and/or DMS.
- C. Duties and responsibilities of the communications supervisor:
1. The communications supervisor shall provide administration and coordination of CTEP through its CTOs pursuant to this SOP and the CTEP training manual.
 2. The communications supervisor shall:
 - a. Provide recommendations to the division commander to release a trainee to work in a solo capacity in the communications center.
 - b. Administer oral interviews after the conclusion of the CTEP.
 - c. Recommend trainee advancement through each phase of the CTEP.
 - d. Review and forward appropriate CTEP forms and reports to the service bureau commander or his/her designee.
 - e. Participate in the CTEP group evaluation at the end of each phase.
 - f. Make recommendations concerning a trainee's performance to the division commander as appropriate.
- D. Duties and responsibilities of the communication training officers (CTO):
1. The CTO is the essential means by which the goals of the program are achieved. The CTO has two primary roles to fulfill;
 - a. That of a communication officer assuming full solo responsibility; and
 - b. That of a trainer of new communication officers.
 2. Communications responsibilities are clearly defined in the departmental standard operating procedures and written directives. In the role of a trainer he/she provides ongoing instruction in the traditional sense, utilizing innovative and practical techniques.

3. CTOs are required to make recommendations to the communications supervisor indicating when the trainee has gained sufficient skill and knowledge to operate as a solo communication officer. CTOs are also responsible for recommending termination or remedial training of a trainee when the prospect of retention no longer exists.
4. A CTO's professional and personal conduct should be exemplary. A CTO should possess, and recognize the need for possessing, a high sense of idealism. The CTO understands that the effectiveness, image and future of the department are substantially decided by the quality of its personnel.
5. CTOs shall:
 - a. Participate in the CTEP as an essential function of their jobs; identify problems in the CTEP and assist in solutions.
 - b. Perform administrative functions as required by the communications supervisor.
 - c. Maintain instructor/mentor relationship with the trainee.
 - d. Perform duties of a communications officer as described in agency directives.
 - e. Act as a trainer, leader, mentor and role model for trainee.
 - f. Identify and provide remedial training needs.
 - g. Review all trainee reports before submission to the communications supervisor.
 - h. Allow the trainee to perform as a solo communication officer (in Phase III) intervening only to prevent unlawful, unsafe, or unethical acts.
 - i. Complete the required weekly observation reports, utilizing the communication officer standard evaluation guidelines.

III. PROGRAM STRUCTURE

- A. The communications supervisor, administrative lieutenant and the Chief of Police must approve all phases of this communications training and evaluation program.
 1. The CTEP is currently comprised of 3 phases and a built in remedial training block, if necessary.
 2. Every effort will be made to assign the Trainee to one CTO during Phase I, a second CTO during Phase II, and the original CTO for Phase III.
 3. Every effort will be made to rotate the trainee through the four patrol squads and on **ALL** shifts.

4. Trainees are not permitted to work alone during any phase of the training program. If the main CTO is unavailable, the trainee will work with a designee assigned by the communications supervisor or division commander.
 5. The communications supervisor may authorize early release from the program upon recommendation by a CTO or through observations. This includes, but is not limited to: prior dispatch experience or performing exception during the training as documented in the CTO's records.
 6. Trainees will not be released from the training program until all CTEP documentation has been completed properly and turned in.
- B. Program phases – there are 3 phases to complete the training program for a total of 14 weeks, with remedial time (Phase IV) allotted if requested and approved. The trainee will be required to commit to a minimum of 24 hours of training per week scheduled over a minimum of 3 working days.
- C. During each phase the CTO must complete the following:
1. Weekly observation reports;
 2. End of phase evaluation summary reports.
- D. The trainee can be released from a phase early at the discretion of the communication supervisor and the division commander.
- E. Phase I:
1. This phase begins with the primary CTO. This phase is a minimum of 8 weeks. The first week of this phase is designed to allow the trainee to become familiar with the daily routine and standard operating procedures of the department. During this phase in week 2 the trainee will have an 8 hour block of classroom instruction including, but not limited to: NCIC, CJIS, CAD, 9-1-1.
 2. The trainee must meet all of the minimum mandatory training requirements before moving on to Phase II.
 3. At the end of Phase I, the CTO shall complete an *End of Phase Summary Report*. An end of phase meeting with the CTO, communication supervisor, and the trainee will be held to assess the trainee's progress including his/her strengths and weaknesses.
- F. Phase II:
1. During this phase, the trainee is assigned to a secondary CTO on a different shift (if available.) This phase will be a minimum of 4 weeks. During Phase II, training and participation by the trainee will intensify and he or she will be responsible for approximately 50% of the workload. The first two days of this phase are considered as a limbo period and designed to allow the trainee to become familiar and comfortable with the new CTO.

2. The trainee must meet all of the minimum mandatory training requirements before moving on to Phase III.
3. At the end of Phase II, the CTO shall complete an *End of Phase Summary Report*. An end of phase meeting with the CTO, communication supervisor, and the trainee will be held to assess the trainee's progress including his/her strengths and weaknesses.

G. Phase III:

1. During this phase, the trainee is assigned to the original CTO and assigned to a console. During Phase III, the trainee will operate in a quasi-solo capacity. The CTO will allow the trainee to handle all of those situations for which the trainee has been prepared. Intervention by the CTO will include, but should not be limited to, the following situations:
 - a. The trainee's actions are embarrassing, or are about to embarrass the trainee, CTO or the department.
 - b. The trainee's actions are creating, or are about to create an unsafe condition.
 - c. The trainee is, or is about to violate a department rule or regulation, SOP, local ordinance or state law.
2. This phase will be 2 weeks in length. At the end of Phase III the CTO shall complete an *End of Phase Summary Report*. This report shall be submitted to the communications supervisor and a meeting with all of the involved CTOs will be held during the final week of training. Exceptions shall only be made with the authorization and approval of the communications supervisor. After the successful completion of Phase III and with the approval of the division commander, the trainee shall be granted solo communications officer status.

H. Phase IV – Remedial Training:

1. If remedial training is recommended, the CTO shall utilize the *Wall Township Police Communications Remedial Training Guide*.
2. Remedial training shall be conducted upon the recommendation of the CTO and communication supervisor. However, trainees are not guaranteed the right to a training extension.
3. Remedial training will be conducted for a maximum of 2 weeks. During Phase IV, the trainee will be assigned to a third CTO (if available.) Throughout Phase IV the trainee will be rated and evaluated on a daily basis consistent with the procedures.
4. At the end of Phase IV, the CTO will complete an *End of Phase Summary Report*. These reports will be submitted to the communications supervisor.

I. Remedial extension:

1. Training in any phase may be extended to allow the trainee additional time to become proficient in necessary tasks.
2. Trainees are not guaranteed the right to a training extension.
3. The division commander in conjunction with the communications supervisor will decide whether to allow an extension.
4. The decision to grant a remedial extension shall be based on a review of performance and other information available as well as the input from the CTOs.
5. The extension is not punishment, but an opportunity to succeed.

IV. **TRAINEE DETERMINATIONS**

A. Trainee interview:

1. The communications supervisor or his/her designee shall conduct the completion interview as soon as possible after the trainee has successfully completed the CTE Program. The purpose of this meeting is to assure the communications supervisor that the trainee has successfully completed all training and evaluation phases.
2. The interviewer shall review all weekly observation reports and end of phase reports prior to the interview. The interviewer shall also be familiar with the trainee checklist, as the trainee shall present his/her checklist for review during the interview.
3. During this meeting, the interviewer shall review the trainee checklist, pose situations, problems, and ask if there are issues that need to be addressed.
4. Nothing herein prevents the communications supervisor or his/her designee from meeting with trainee at any time.

B. Trainees not successfully completing the CTE Program will be separated from employment.

1. Termination packet:

- a. Each CTO shall prepare a memorandum reflecting the trainee's strengths, weaknesses, improvement or lack of improvement and the remedial efforts provided, concluding with the CTO's recommendation.
- b. The communications supervisor will:
 - 1) Review the CTOs' memoranda;
 - 2) Prepare a memorandum either concurring or not concurring with the CTO's recommendations and state the reasons why.

- 3) Forward the memorandum to the administration commander.
2. Trainee resignations do not require a termination packet unless requested by the division commander or his/her designee.
 - a. The trainee will submit a resignation memo to the division commander through the communications supervisor.
 - b. The communications supervisor will:
 - 1) Sign and date resignation memo as received.
 - 2) Conduct an exit interview to determine reason for the trainee's resignation and gather feedback to assist in improving the CTE Program.
 - 3) Collect department issued equipment from the trainee.

V. REPORTS

A. Trainee binder:

1. Prepared by the primary CTO;
2. Place all CTO paperwork in the trainee binder:
 - a. Phase I – weekly observation reports, remedial training reports, critical performance task reports, end of phase reports;
 - b. Phase II – weekly observation reports, remedial training reports, critical performance task reports, end of phase reports;
 - c. Phase III – weekly observation reports, remedial training reports, critical performance task reports, end of phase reports;
 - d. Trainee checklist – call checklist and activity checklist.

B. Documentation requirements:

1. CTO documentation addresses deficient, acceptable and exceptional performance and provides a reference concerning the trainee's performance.
2. This department's communications standard evaluation guidelines are the only authorized rating standards.
3. All CTO forms and written correspondence are available on the department computer network and in DMS.

4. Only the communications supervisor or his/her designee may alter the CTO forms, but with the permission of the Chief of Police
5. Weekly observation reports shall be read and signed by the trainee each week before leaving his / her shift unless approved by a supervisor.
6. End of phase reports:
 - a. CTO:
 - 1) Complete at the end of each phase;
 - 2) Identify the trainee's significant strengths and weaknesses.
 - 3) Recommend advancement or remedial extension.
 - b. Trainee:
 - 1) Review and sign.
 - 2) Consult the communications supervisor if not in agreement with the rating.
 - c. Communications supervisor:
 - 1) Approve and sign;
 - 2) Place in the trainee's workstation file.
7. Communications checklist – CTOs are responsible for completing the trainee's checklist. This must be completed prior to the completion of the CTE program.
8. Field training manual (FTM)
 - a. Prepared by the communications supervisor or his/her designee.
 - b. Forwarded to the trainee by their CTOs.
 - c. FTMs will contain the all documentation of the training, maps of Wall Township, copies of reports, policies and procedures as deemed necessary by the trainee or CTO.
 - d. FTMs are designed to become a reference document for the trainee.
 - e. FTMs shall become property of the trainee upon successful completion of the CTEP, but must be surrendered if separated from employment.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 8	SECTION: 1	# OF PAGES: 6		
SUBJECT: COMPUTER SYSTEMS				
EFFECTIVE DATE: February 2, 2011		ACCREDITATION STANDARDS:	REVISION DATE December 3, 2012	PAGE # 1-6
BY THE ORDER OF: Chief Robert Brice				
SUPERSEDES ORDER #: GO 2000-33				

PURPOSE The purpose of this directive is to establish a policy and procedures for the use and protection of this department's computer system.

POLICY This department may assign to its employees departmentally owned computers for business purposes. This computer equipment and the data stored within are and remain the property of the Wall Township Police Department.

It is the policy of this department that all members abide by the guidelines set forth in this directive when using this agency's computer system or any of its components, exchange networks, e-mail, and internal or external databases. No employee of the department should attempt to use a computer or software application without proper training. Improper use could result in a compromise of the computer system.

It is further the policy of this department to adhere to the tenets of the New Jersey Attorney General's Guidelines concerning Law Enforcement Computers.

PROCEDURES

I. GENERAL

- A. For purposes of this directive, the collective system referred to as the computer system includes:
- Computer Aided Dispatch (CAD), Records Management System (RMS), Visual MCT (in vehicle), POSS (scheduling software), Eventide Phone & Radio recorder, Mobile Video Recorders (MVR), and Surveillix in-house video recorder;
 - All software applications (Word, Excel, Access, PowerPoint, etc.);
 - E-mail application (Microsoft Outlook, Exchange);
 - Any web browser applications (Internet Explorer, etc.)
- B. No employee shall have any expectation of privacy with regards to any information on the computer system.
- C. Employees are prohibited from installing unauthorized software and from storing personal information in the computer system without the authorization to do so from the Chief of Police, System Administrator or designee.
- D. Employees are prohibited from connecting any external device, computer or other hardware to the network without authorization to do so from the Chief of Police, System Administrator, or designee. (Flash drives, External Hard drives)
- E. The computers, their contents, and any electronic correspondence originating from or arriving at the computer are the property of the department and intended for use in conducting official business with limited exceptions noted elsewhere in this directive.
- F. Transmission of electronic messages and information on communication media provided for employees of this agency shall be treated with the same degree of propriety and professionalism as official written correspondence or public records.
- G. Employees are prohibited from uninstalling or deleting any software, programs, file folders, individual files or data of any type contained within the computer system related to police activity. Authorization to uninstall or delete any software programs, file folders, individual files or data related to police activity must be obtained from the Chief of Police, System Administrator or designee.
- H. The department reserves the right to access any of the records within the system at any time and to retain or dispose of those records it deems necessary and appropriate, and may require employees to provide passwords to files that have been encrypted or password protected.
- I. Accessing, storing or transmitting materials, other than that required for official police business, that involves the use of obscene language, images, jokes, sexually explicit material, or messages that disparage the department, any person, group, or class of individuals is prohibited. (Example: Personnel

involved in criminal or administrative investigations that involve computer crime(s) may be required to receive, copy or download sexually explicit material.)

- J. Confidential, proprietary, or sensitive information may be disseminated, or made available through shared directories or networked systems, only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. This information includes, but is not limited to:
 - 1. Personnel information such as salary, performance evaluations or reviews, complaints, grievances, or related employee information.
 - 2. Intelligence files and information containing sensitive tactical and undercover information.
 - 3. Criminal history or related information.
- K. No employee shall access or allow others to access any file or database unless that person has a need and a right to this information. Personal identification and access codes shall not be revealed to any unauthorized person or source.
- L. Installation of, or access to software for purely entertainment purposes is prohibited.
- M. Exceptions to business use include the following:
 - 1. Personal use may be permissible if limited in scope and frequency. The use must be in compliance with this directive and not be connected with a profit-making business enterprise or the promotion of any product, service, or cause that has not received prior approval from the Chief of Police or designee.
 - 2. Employees may make off-duty personal use of agency computers for professional and career development purposes when in keeping with the other provisions of this directive and with the prior knowledge of their supervisor.
- N. Privately owned software may not be loaded on agency computers without the approval of the Chief of Police, System Administrator or designee.
- O. Employees shall not download or install on their workstation or network terminal any software or other materials from the Internet or other external sources without the approval of the Chief of Police, System Administrator or designee.
- P. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.
- Q. Any software for which proof of licensing cannot be provided is subject to removal by the System Administrator.
- R. Employees shall not permit unauthorized persons to use this agency's computer system.
- S. Employees shall take precautions to prevent unauthorized persons from viewing information that they are not permitted to view.

- T. Creating a web site on the Internet that has any appearance of officially representing the Township of Wall or the Wall Township police Department is prohibited without the approval of the Chief of Police or designee.
- U. Using images of any department logo, patch or badge on personal web sites is prohibited without the express written approval of the Chief of Police.
- V. The official letterhead and fax cover sheets used by the various divisions/bureaus is a standardized format, with the exception of the division/bureau/office name and the telephone and facsimile numbers. Only the Chief of Police may approve any changes in the format.
- W. The System Administrator shall conduct an annual audit of the computer system to verify all access codes, passwords, and access violations. The Chief of Police or designee may cause more frequent audits on an as-needed basis. The Systems Administrator shall promptly report all access violations to the Chief of Police.
- X. The System Administrator or designee, shall conduct daily back-ups of the computer files. The daily back-up media shall be stored in a locked container in the computer room. Monthly back-ups of the computer files shall be conducted and the media stored offsite for a period of 12 months.
- Y. Back-up media shall be reused to the extent possible. When the media is no longer usable, the tape shall be erased and completely destroyed to ensure that no data can be retrieved.

II. **SYSTEMS**

A. **Email:**

1. All personnel with a Microsoft Exchange Mailbox shall access their Inbox at least once per shift to read their e-mail and act upon them accordingly.
2. All personnel are required to keep their Inbox current, deleting unnecessary mail.
3. All personnel are required to periodically empty their "Deleted Items" box. The System Administrator is authorized to purge "Deleted Items" boxes, without notice.
4. Personnel are requested to notify the System Administrator by e-mail with questions concerning routine maintenance issues or routine problems.
5. Email relating to cases must be printed and placed in the case jacket.

B. **Voicemail**

1. A request for a voice mail box must be expressed to the department's System Administrator. Voice mailboxes will be assigned, subject to approval of the Chief of Police.
2. The individual is responsible for replying to all voice mail left in his/her name within a reasonable period of time (24-hours during his/her work week, or upon return to work after days off).

3. The individual is responsible for maintaining and keeping current his/her greeting message, i.e. "away from office for a period of time", "on vacation till", and when the party can expect a return phone call. This will be updated on a daily basis or as needed.
4. In general, the individuals voice greeting shall contain the following:
 - a. Announce to the caller whose voice mailbox has been received
 - b. Advise the caller that if a voice mail will not suffice, and the call is of an emergency nature hang up the phone and dial 9-1-1.
 - c. Advise the caller who they may ask for, a back –up person, should they wish to speak with a live person.
 - d. Advise the caller when they can expect a return call if they leave a message.

Ex: "You have reached the desk of (State your rank and name). If this is an emergency hang up and dial 9-1-1. Today is (current date), I will be out of the office for the entire day and will return your call tomorrow. If your needs are immediate, you may contact (another officer) at Ext. 1157. You may leave your message after the tone."

C. Internet and World Wide Web Use

1. Use of the Internet by employees of the Wall Township Police department is permitted and encouraged where such use supports the goals and objectives of the department.
2. Employees must ensure that they:
 - a. Comply with current legislation
 - b. Use the Internet in an acceptable way
 - c. Do not create unnecessary business risk to the department by their misuse of the Internet

D. Monitoring

- a. The Wall Township Police Department accepts that the use of the Internet is a valuable business tool. However, misuse of this tool can have a negative impact upon employee productivity and the reputation of the Wall Township Police Department.
- b. In addition, all of the company's Internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

E. Unacceptable behavior

1. In particular the following is deemed unacceptable use or behavior by employees:
 - a. Visiting Internet sites that contain obscene, hateful, pornographic or other illegal material
 - b. Using the computer to perpetrate any form of fraud, or software, film or music piracy
 - c. Using the Internet to send offensive or harassing material to other users
 - d. Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license

- e. Hacking into unauthorized areas
- f. Creating or transmitting defamatory material
- g. Undertaking deliberate activities that waste staff effort or networked resources
- h. Introducing any form of computer virus into the corporate network
- i. Accessing any other computer or network through the internet

F. Passwords.

1.

2.

3.

4.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 23	SECTION: 8	# OF PAGES: 5		
SUBJECT: CONSULAR NOTIFICATION				
EFFECTIVE DATE: March 2, 2009		ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #
			04/29/14	2
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this SOP is to comply with the provisions of the Vienna Convention on Consular Relations regarding notifications to consulate officials in the event foreign nationals die or are arrested or detained.

POLICY Under the provisions of the Vienna Convention on Consular Relations, Apr. 24, 1963, articles 5, 36, 37, 21 U.S.T. 77, 101, when foreign nationals are arrested or detained, they must be advised of the right to have their consular official notified. In some cases notification is mandatory, whether the foreign national consents to the notification or not. Further, in the event a foreign national dies, their consulate must be notified.

The Vienna Convention on Consular Relations is a bilateral agreement between nations regarding the legal obligations that countries have towards foreign nationals in certain situations.

All personnel must be aware that they are required to provide prompt notification to a foreign national's consular officials. Failure to provide prompt notification may result in the reversal of any criminal conviction (State v. Cevallos-Bermo, 333 N.J. Super. 181 (App. Div. 2000)).

It is the policy of the Wall Township Police Department to promptly provide these notifications, where necessary, in the event a foreign national is arrested, detained or dies.

PROCEDURES

I. Definitions

- A. Arrest refers to any detention or other commitment to custody that results in a foreign national being incarcerated for more than a few hours triggering the consular notification requirements in this order.
 - 1. A brief traffic stop or an arrest that results in a uniform traffic ticket or special complaint and release at the scene for an infraction or offense would not require that consular notification is provided.
 - 2. Requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger the consular notification requirements, particularly if the detention lasts for a number of hours or overnight.
 - 3. The longer a detention continues, the more likely it is that a reasonable person would conclude that the consular notification obligation is triggered.
- B. Consular Assistance is defined as the right to visit, correspond with, and arrange for legal representation of a foreign national detained or in detention.
- C. Consular Official or Consul is a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. The term consul should not be confused with counsel, which means an attorney authorized to provide legal counsel and advice.
- D. Detention/Detained shall refer to the temporary seizure of a person not amounting to a custodial arrest, but more than the brief stopping of a person to answer questions in a street or motor vehicle investigative encounter. The detention is greater than that which occurs during a simple Terry stop or a field interview.
- E. Foreign National is any person who is not a United States citizen. The term foreign national and alien are used interchangeably. Resident aliens who have a resident alien registration card, commonly known as a green card, are considered foreign nationals for the purposes of consular notification, as are undocumented aliens.
- F. Without Delay is a term contained in the Vienna Convention on Consular Relations generally understood to mean that there should be no deliberate delay, and that notification should occur as soon as reasonably possible under the circumstances. Nevertheless, notification to consular officials should be made within the first 24 hours of the detention, and certainly within 72 hours.

II. General Provisions

- A. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.
- B. Some countries require that the nearest consular official must be notified of the arrest or detention of a foreign national, regardless of the foreign national's wishes.

- C. Consular officials are entitled to have access to their foreign national in detention and are entitled to provide consular assistance.
- D. A listing of countries that require mandatory notification is contained in Attachment A to this SOP. (Note: Although the U.S.S.R., Yugoslavia and Czechoslovakia no longer exist, some nationals of its successor states may still be traveling on its passports. Mandatory notification must be given to consular officials for all nationals of these states, including those traveling on old U.S.S.R., Yugoslavia or Czechoslovakia passports. The successor states are listed separately).
- E. A formatted fax sheet for notifying consular officials of arrests or detentions is contained in Attachment B.
- F. A formatted fax sheet for notifying consular officials of death/serious injuries is contained in Attachment C.
- G. A compendium of translated statements in multiple languages is contained in Attachment D to this SOP. (For purposes of this SOP only 13 languages are listed. It is impossible to list all possible languages. Only those languages common to this region are listed.)
- H. A listing of Foreign Embassies and Consulates in the United States are contained in Attachment E to this SOP.
- I. The Vienna Convention on Consular Relations, articles 5, 36, and 37, are contained in Attachment F to this SOP.
- J. These are mutual obligations that also pertain to American citizens in foreign countries. In general, treat a foreign national as you would want any American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of consular assistance, and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever services they deem appropriate.
- K. Under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government.
- L. If a foreign aircraft crashes, consular officials **must** be notified. In all probability, a state or federal agency having overall jurisdiction for the crash will make this notification.

III. Notification Procedures

- A. When a foreign national is arrested or detained, determine their country of nationality. Normally, this is the country on whose passport or other travel document the foreign national travels.
- B. If the foreign national's country is not on the mandatory notification list in Addendum A:
 - 1. Without delay, offer to notify the foreign national's consular officials of the arrest/detention. See Statement #1 listed below.

- a. If the foreign national understands English, then the statement can be given in English. If the foreign national does not understand English, a listing of statements in 13 foreign languages is contained in Attachment D.
 - b. If the language is not listed, notify the appropriate consulate by telephone to obtain a copy of the notification in its language or access the U.S. State Department's Web site at: http://travel.state.gov/law/consular/consular_5126.html
 2. If the foreign national asks that a consular notification be given, notify the nearest consular official of the foreign national's country without delay. Telephone and fax numbers can be found on the U.S. State Department's Web site at: http://travel.state.gov/law/consular/consular_745.html
- C. If the foreign national's country is on the list of mandatory notification countries:
1. Notify that country's nearest consular officials of the arrest/detention, without delay immediately via fax. Notification should occur as soon as is reasonably possible under the circumstances. Notification must be made regardless of whether the foreign national desires notification. Phone and fax numbers can be found on the U.S. State Department's Web site at http://travel.state.gov/law/consular/consular_745.html
 2. Inform the foreign national of the mandatory notification of their arrest/detention. See Statement #2 listed below.
 - a. If the foreign national understands English, then the statement can be given in English. If the foreign national does not understand English, a listing of statements in 13 foreign languages is contained in Attachment D.
 - b. If the language is not listed, notify the appropriate consulate by telephone to obtain a copy of the notification in its language or access the U.S. State Department's Web site at: http://travel.state.gov/law/consular/consular_5126.html
- D. Document the notification or the declined notification on the Investigation Report noting the following:
1. Name of Consulate notified;
 2. How notified, voice, fax, etc.;
 3. Name of the official notified;
 4. Time notification was made;
 5. If notification was made by fax, a copy of the fax sheet and the transmission verification report must be appended to the report.
 6. A copy of the appropriate statement whether in English or in one of the other languages, noting **Yes** or **No**, (in the case of a non-mandatory notification) must be attached to the Investigative Report.

IV. Statement #1

- A. To be read to or viewed by a foreign national in a non-mandatory notification setting:

"As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?"

V. Statement #2

- A. To be read to or viewed by a foreign national in a mandatory notification setting:

"Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible."

VI. Death or Serious Injury of a Foreign National

- A. Notification of the death or life-threatening injury of a foreign national must be made immediately to the nearest consulate of the national's country. The notification will be documented in the Investigation Report documenting the death or serious injury.
- B. Whenever possible, notification must be made by fax. The fax sheet found on the U.S. State Department's Consular Notification Web site (Attachment C or http://www.travel.state.gov/docs/notification_faxsheet_injury.doc) can be used to document and transmit the notification of death or serious injury.
- C. Such notice will help to ensure that passports and other legal documentation issued by that country are cancelled and not reissued to fraudulent claimants. Additionally, it may help ensure that the foreign national's family and legal heirs, if any, in the foreign country are aware of the death and that the death is known for estate purposes in that country.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 24	SECTION: 1	# OF PAGES: 4		
SUBJECT: COURT SECURITY DUTY				
EFFECTIVE DATE: August 13, 2012	ACCREDITATION STANDARDS: N/A	REVISION DATE 03/26/14	PAGE # ALL	
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this standard operating procedure is to establish this department's policy and procedures concerning the municipal court security function.

POLICY It is the policy of the Wall Township Police Department to be responsible for maintaining appropriate levels of security and decorum in the courtroom as well as for protecting the integrity of the court procedures.

Additionally, this agency is committed to providing a secure environment so as to sustain the rights of individuals coming before the court, as well as to deter those who would take violent action against the court or participants in court proceedings.

PROCEDURES

I. Court Security Officer

- A. In general, SLEO personnel will staff the court security function. If a situation arises requiring additional staffing, the patrol shift supervisor will assign a duty patrol officer(s).
- B. Court security personnel are responsible for maintaining a visible presence in and around the courtroom.
- C. Personnel assigned as the court security officer shall report promptly to the Municipal Court Administrator at the time designated by the assignment. The assignment should be scheduled to start at least 30 minutes prior to the start of court.
- D. Situations that would cause the court security officer to be absent from the courtroom for extended periods of time will require either:
 - 1. The patrol shift supervisor will assign a patrol officer to staff the courtroom during the court security officer's absence.
 - 2. The patrol shift supervisor will assign a patrol officer to handle matters that would otherwise require the court security officer during his/her absence from the courtroom.

II. General Responsibilities

- A. Court security officers will enforce any court decorum issued by the Judge.
- B. When the Judge is not on the bench and in chambers, the court security officers are responsible for security in the court office.
- C. The court security officers are also responsible for preventing anyone from approaching the Judge's bench, the prosecutor's table or the defense table, unless they have been directed or otherwise authorized to do so.
- D. The court security officers will be familiar with the locations and operation of any and all emergency equipment located in or near the courtroom (i.e., fire extinguishers, automatic external defibrillators, fire alarms, etc.)
- E. In the event of an emergency arising in the courtroom, the court security officers are the primary means of reporting the emergency, via portable radio, to the Communications Center.
 - 1. 
 - 2. 
 - 3. A weekly test of the alarm will be conducted.

- F. The court security officers will notify Headquarters regarding any prisoners in need of transport to the County Jail and transport the prisoner to headquarters for transport.
- G. The court security officer(s) shall conduct a sweep of the courtroom and lobby to check for unattended packages and other items of concern.
- H. Persons causing disruptions in the courtroom shall be ejected unless otherwise permitted by the Judge or Court Administrator to remain.
- I. Disorderly persons may be held in contempt and/or may be arrested by an officer once the requisite probable cause has been met. If an arrest is made, the person shall be handled as any other arrest and requires the necessary processing and documentation.
- J. One court security officer will assume a position in the courtroom that affords a clear view of the proceedings and of the public area of the room.
- K. One court security officer will be responsible for weapons screening and monitoring persons entering and leaving the courtroom. The main entrance off of the lobby will generally be the only point of entry and exit. The door to the Court Office hallway next to the main entrance will additionally be used.

III. Prisoner Security

- A. Any prisoner taken into the courtroom shall be seated in the front row.
 - 1. Prisoners being taken into municipal court may generally be handcuffed in the front with handcuff belt as they may be required to affix their signature to court forms. If heightened security is indicated, the prisoner may be handcuffed behind their back.
 - 2. Prisoners will not be allowed contact with anyone other than on official court business, while in the courtroom. A buffer of one row should separate prisoners from others in the courtroom.
- B. The SLEO shall stand near the prisoner(s) when they are located in the courtroom.
- C. When there is a combative or high-risk prisoner, at least two sworn full-time officers shall be in the court. Consideration shall be given to conducting any hearing with a combative or high-risk person at the end of the court session to minimize the number of people in the courtroom.
- D. No weapons shall be allowed in the courtroom except by sworn law enforcement officers.
 - 1. Signs shall be posted on the entry door into the courtroom indicating that weapons are prohibited and subject to seizure and/or criminal charges. S
 - 2. Weapons seized shall not be returned except by court order, and shall be logged into evidence. W

3. ny person, who is legally permitted to carry, but is not a sworn law enforcement officer (and sworn officers who are restricted from carrying due to sections of this policy) shall be directed to the police department.
4. he watch commander or shift sergeant shall arrange for temporary custody and safekeeping of the firearm in the police department.
- E. In the event that the courtroom needs to be evacuated, the officer responsible for the prisoners will move the prisoners back into the police holding facility or into the police transport van. The most sensible exit will be utilized to remove the prisoners. Depending upon the nature of the emergency, prisoners will be transferred back to the County Jail as promptly as possible. At no time during an emergency will prisoners be left unattended inside of the building.
- F. The court security officer is responsible for the Judge's and court staff's safety first, and then the public that is present. The court security officer should call for additional assistance from patrol if the emergency necessitates such action.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 15	SECTION: 9	# OF PAGES: 10		
SUBJECT: CRIMINAL INTELLIGENCE AND SURVEILLANCE				
EFFECTIVE DATE: April 1, 2009		ACCREDITATION STANDARDS: 4.5.1, 4.5.2	REVISION DATE June 24, 2009	PAGE # 2-9
BY THE ORDER OF: Police Chief Robert L. Brice Jr.				
SUPERSEDES ORDER #: GO 2000-12				

PURPOSE: To establish guidelines for the basic collection, processing, and storing of criminal intelligence including vice, drug, and organized crime activities and investigations. This policy also establishes guidelines for agency personnel participating in or conducting surveillance, undercover, decoy, and raid operations.

POLICY: One of the Wall Police Department's primary missions is to deter criminal acts, apprehend criminals involved in criminal acts, and to collect intelligence to achieve the two aforementioned goals. It is every employee's duty to report any information that is related to a criminal act, potential criminal act, or situation that could cause potential harm to anyone. This policy also outlines how surveillance operations may be conducted to achieve this.

PROCEDURES:

I. Procedures for Reporting and Processing Special Investigation Complaints.

- A. All personnel will report, in writing, any information coming to their attention concerning organized crime, drug, or vice crime activities directly to the supervisor of the detective bureau. Personnel obtaining time sensitive information regarding organized crime, drug or vice crime should report the information as soon as possible. At the discretion of the supervisor of the detective bureau, this information will be turned over to the appropriate investigator. Such reports will be kept completely confidential. The supervisor of the detective bureau will serve as the department's focal point for the investigative coordination of vice, drug, organized crime, and intelligence activity, and will determine whether the report or information:
 - 1. Relates to an ongoing investigation and, if so, ensure the new information report is incorporated;
 - 2. Is new information of significant worth which should be followed up with a preliminary investigation? If so, the case is assigned to an investigator;
 - 3. Should be coordinated with other investigative agencies (county, state, or federal) due to the jurisdiction(s) or activity(s) involved;
 - 4. Is limited to criminal conduct and related to activities that present a threat to the community;
 - 5. Is perceived as accurate and valid, and the investigative techniques needed to address these crimes, and any operational problems, unavailability of departmental resources, etc.
- B. The supervisor of the detective bureau or their designee will maintain a confidential and secure record system of complaints/information received and or investigations.
- C. The supervisor of the detective bureau will maintain a file of all complaints/information conveyed to and received from outside agencies in relation to vice, drug, and organized crime activities. Complaints/information is stored in the files chronologically and separated by "Internal" (law enforcement generated) and "External" (outside law enforcement). The files are purged of outdated material in accordance with the New Jersey Division of Archives and Records Management Records Retention Schedule for our type of agency.
- D. Deconfliction Procedures:
 - 1. Deconfliction is defined as the process or system used to determine if multiple law enforcement agencies are investigating the same person, crime, or organization and providing notification and contact information to each agency having a shared interest in the case determined to be in conflict.
 - 2. All new complaints received shall include a review component whereas the supervisor of the detective bureau will determine if a deconfliction condition exists as defined above.

3. If such a condition exists he/she shall notify the Chief of Police and a course of action will be determined as to how to resolve the conflict.
 4. The best course of action includes the use of an in person meeting or a conference call between the different law enforcement organizations to work out any issues.
 5. Any Out of State law Enforcement Agency conducting law Enforcement Activities within this State must be reported as soon as practicable within 24 hours to the prosecutor's office as per A.G. Directives.
- E. The Chief of Police will be briefed on a regular basis (in writing, email, or verbally), but at least quarterly, by the supervisor of the detective bureau regarding the status of the following:
1. New complaints received and processed;
 2. The investigative status of any ongoing cases; and
 3. The closure of any cases.

II. Conducting Surveillance, Undercover, Decoy, and Raid Operations.

- A. This policy and subsequent procedures are provided to agency personnel to guide them in participating in or conducting in surveillance, undercover, decoy, and raid operations involving investigations including vice, drug, and organized crimes.
- B. The detective assigned to a case through their chain of command shall determine the appropriate investigative methods to be employed during an investigation including, but not limited to, conventional investigative methods, surveillance, undercover, decoy or raid operations. All methods will follow applicable criminal procedures.
- C. Based on the type of investigation and with approval through their chain of command, a detective may use outside resources to assist this agency in conducting covert operations. These may include, but are not limited to:
1. Other municipal, county and state law enforcement agencies;
 2. The Monmouth County Prosecutor's office or other prosecutor's offices;
 3. New Jersey State Attorney General's Office;
 4. New Jersey State Police Specialized Units;
 5. New Jersey State Police Forensics Laboratory;
 6. Federal Bureau of Investigation Specialized Units and Forensics Laboratory;
 7. United States Secret Service;
 8. Drug Enforcement Administration.

- D. Whenever outside resources are contacted to assist this agency in conducting covert operations, the supervisor in charge of the operation will notify all necessary personnel, including up the chain of command.

III. Surveillance Operations.

- A. Surveillance can be generally defined as the covert observation of places, persons and vehicles for the purpose of obtaining information concerning the identities or activities of subjects.
 - 1. Surveillance can be done loosely, i.e., a few hours a day on an occasional basis or at a fixed location (usually referred to as a "stakeout") and any variation in between.
 - 2. Surveillance can be accomplished from any location.
- B. The objectives of surveillance involving a person or place include, but are not limited to the following:
 - 1. To detect criminal activity;
 - 2. To discover the identity of persons who frequent an establishment and to determine their relationships;
 - 3. To discern the habits of a person who lives in or frequents a particular location;
 - 4. To obtain evidence of a crime or to prevent the commission of a crime;
 - 5. To provide information that will form the basis for obtaining a search warrant;
 - 6. To protect and support undercover detectives; and
 - 7. Locate and record the possession of assets.
- C. To plan a safe and effective surveillance, the following must be considered and/or accomplished:
 - 1. The type of operation are you conducting;
 - 2. The goal of the surveillance;
 - 3. The location of the target of the surveillance;
 - 4. Obtain criminal histories on all involved targets;
 - 5. Identify co-conspirators and relatives in the area;
 - 6. Check for counter-surveillance;
 - 7. Attempt to obtain surveillance vehicles that blend into the neighborhood;

8. Identify and procure the technical equipment needed by the team;
9. Obtain descriptions and pictures of all involved, if possible;
10. Dedicate sufficient resources to the surveillance;
11. Determine the threat level of those under surveillance;
12. Obtain background information on all persons likely to be encountered during the surveillance; and
13. Design and implement a comprehensive operational plan.

E. The selection of detectives for the surveillance is a critical stage in planning the operation. Among other qualities, the surveillance detectives should:

1. Have demonstrated an ability to rapidly retain and record information. In many cases the detectives assigned to surveillance will be required to record a quantity of information in a few seconds while trying to remain inconspicuous;
2. Have the patience for remaining on a stationary assignment for long periods of time in varying conditions with limited personal necessities;
3. Be capable of remaining alert and focused on the target. Inattentiveness can result in a missed opportunity to obtain valuable information or worse, a dangerous situation for the surveillance detectives in the event that their surveillance operation is discovered by the target;
4. Have the training and experience necessary to properly operate all of the equipment that may be utilized during the operation. Many times there will only be a small window of opportunity for capturing photographs or videotaping the targets;
5. Have demonstrated the ability to create an accurate, orderly and legible record of all events associated with the surveillance.

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- I. The technical equipment and vehicles necessary for the surveillance shall be coordinated through the designated detective or supervisor in charge.

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- J. A communications channel shall be selected for the primary frequency for the operation. It is imperative that all units at the surveillance location have the ability to communicate on the frequency.

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- K. If the purpose of the surveillance is to locate and arrest an individual or group of individuals, a component of the operational plan must address the arrest procedures that are planned. Individual assignments shall be given to members of the surveillance team relative to the contact/arrest of individuals.

1.

- L. If it becomes necessary to suspend regular law enforcement activities in an area where a surveillance operation is being conducted, the detective or supervisor in charge of the surveillance will liaison with the appropriate supervisor.

- M. Prior to deployment the detective or supervisor in charge of the surveillance operation shall assemble all detectives assigned to the surveillance for a briefing on the operational plan, to include:

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N. As a general rule, all personnel who could become involved in the operation (by a matter of their duties or accidentally) should attend the briefing in order to become acquainted with the parameters of the operation and allow them to stay clear of the location or locations involved, if possible.

1. On the rare occasion of a highly sensitive investigation, only key personnel will be provided with information concerning the existence of the surveillance operation.

O. The detective or supervisor in charge shall remind all personnel assigned to the surveillance operation to bring enough supplies to sustain themselves throughout the scheduled operation.

P. All equipment shall be tested prior to the commencement of the operation.

Q. All vehicles to be used in the operation shall be properly fueled and inspected to ensure proper functioning.

R. Any detective conducting a planned surveillance of a location/subject must complete and submit a detailed report documenting all the activities they observed at the location under surveillance.

1. The report shall document all activities including, but not limited to:

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IV. Undercover and Decoy Operations.

- A. All normal undercover and decoy operations will be conducted by agency personnel in accordance with agency policy and the individual detective's training. No detective shall operate in an undercover or decoy capacity unless it is authorized and there is at least a second detective monitoring to act as backup for officer safety.
- B. All operations utilizing agency personnel in an undercover and decoy capacity being high-risk in nature must be approved by a supervisor. Supervisory personnel involved in the undercover or decoy operation will ensure that all means operationally feasible have been taken to assure the safety of the detective and any uninvolved third parties.

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- C. While conducting undercover and decoy operations, all personnel will adhere to all existing agency policies, procedures, and orders as they apply to circumstances which may arise as a result of the operation.

V. Raid Operations Involving Search and/or Arrest Warrants.

- A. To ensure the target location detailed in the search warrant is correct, the affiant for the search warrant will conduct all logistical checks prior to the court's authorization. The affiant and/or a supervisor will provide detailed information to the team conducting the operation regarding target(s) and target locations(s) to ensure the de-escalation process is completed and tactical analysis is shared.

4.



5.



WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 15	SECTION: 8	# OF PAGES: 21		
SUBJECT: CRIMINAL INVESTIGATIONS				
EFFECTIVE DATE: August 7, 2009	ACCREDITATION STANDARDS: 1.2.1, 4.1.1, 4.5.3	REVISION DATE April 14, 2009	PAGE # 8, 9	
BY THE ORDER OF: Chief Kenneth Brown Jr.		August 7, 2009	8, 9	
		January, 28, 2014	2-5, 7-8, 10, 14, 16	
		April 4, 2016	8-13	
		September 29, 2017	20	
SUPERSEDES ORDER #:		October 9, 2017	4-5	

PURPOSE: The purpose of this directive is to establish the administrative and operational processes necessary for an efficient, effective criminal investigations process.

Additionally, the obtaining of information from persons who wish their identities to remain confidential or from persons who are seeking special consideration during prosecution is lawful and is often an effective and essential tool for law enforcement agencies. However, unless this kind of activity is adequately controlled, gathering information in this manner can result in serious problems and may jeopardize legitimate investigations and prosecutions. It is, therefore, necessary to formulate a directive to establish uniform standards for informants and law enforcement personnel when an informant relationship exists.

POLICY: Successful investigations are based on fidelity, accuracy and sincerity in lawfully searching for the true facts of an event under investigation and on an equal accuracy, faithfulness, and probity in memorializing the results of an investigation. It is the policy of the Wall Township Police Department to investigate criminal cases to the fullest extent possible and to present defendants for prosecution as directed by other elements of the criminal justice system.

Additionally, this directive has been established to provide for the orderly collection of criminal information from individuals whose cooperation and knowledge are vital to effective prosecution, document the identities of individuals to whom confidential source payments and expenses are provided, establish guidelines to assure the continued integrity of agency personnel whose duties require handling persons of questionable character and motive, monitor cash flow to confidential sources, and make documentation of these expenditures in appropriate reports.

PROCEDURES:

I. CASE SCREENING

- A. The Detective Sergeant or designee shall screen all criminal reports generated by the department for follow-up assignment or closure at the preliminary investigation stage based upon:
- B. The Detective Sergeant or designee shall consider the seriousness and complexity of each case and reach a decision concerning the appropriate number of officers/detectives to assign to a case.
 - 1. The assignment of additional personnel is intended to provide investigative support to the lead detective.
- C. In reaching a decision on whether or not to assign a case for follow up investigation, the Detective Sergeant or designee shall consider the following solvability factors of the case:
 - 1. Were there witnesses to the crime?
 - 2. Can a suspect be named?
 - 3. Can a suspect be located?
 - 4. Can a suspect be described?
 - 5. Can a suspect be identified?
 - 6. Was the suspect previously seen?
 - 7. Can the suspect's vehicle be identified?
 - 8. Is the stolen property traceable?
 - 9. Is a significant modus operandi present?
 - 10. Is significant physical evidence present?
 - 11. Was there opportunity for anyone but the suspect to commit the crime?
 - 12. Is there some other significant reason to believe that the crime may be solved with a reasonable amount of investigative effort?
- D. Upon review, the cases shall be routed as follows:
 - 1. Assigned to detective: Serious crimes, serial crimes and those having identified investigative leads shall be assigned to a detective for follow-up investigation.

2. Assigned to patrol for follow up: Cases involving crimes of a less serious nature or cases where patrol personnel have already conducted a significant investigation and appear capable of solving the crime may be returned to the officer completing the initial report for continued investigation.

II. CASE MANAGEMENT

- A. The Detective Sergeant or designee shall assign all active cases to their personnel. They are responsible for the swift and proper management of all cases forwarded to their personnel. The cases shall be logged and managed through the automated case status control system in the records management system. The system shall indicate the status of all cases with the following information:
 1. Detective assigned;
 2. Date assigned;
 3. Agency assigned number;
 4. Case type;
 5. Final disposition and date of final disposition.
- B. The following administrative designators/case disposition shall be applied to each case, as applicable.
 1. Complaint Signed/Active;
 2. Active/Open - Investigation Underway;
 3. Assigned/Not Active;
 4. Cleared Arrest - Disorderly;
 5. Cleared Arrest - Indictable;
 6. Cleared Arrest - JV Conference;
 7. Cleared Arrest - JV Petition;
 8. Cleared Arrest - Referred to Other;
 9. Direct Presentation;
 10. Exceptionally Cleared – Death to Offender;
 11. Exceptionally Cleared – Prosecution Declined;
 12. Exceptionally Cleared – Extradition Declined;
 13. Exceptionally Cleared – Victim Refused To;

14. Exceptionally Cleared – Juvenile Handled By;
15. Firearms Investigation/Approved;
16. Administratively Closed;
17. Firearms App/Permit/Denied;
18. Non-Criminal/No Further Action;
19. Inactive/Filed as Cold Case;
20. Administratively Reviewed/Closed;
21. Complaint Signed/Closed;
22. Transferred to Another Agency;
23. Intelligence Files;
24. Megan's Law List;
25. Not Reviewed;
26. Unfounded/False Report;
27. Unfounded/No Further Action.

III. CASE FILES

- A. Reports maintained in the case file may minimally include: investigation reports, supplemental reports, evidence submission request, analysis reports, and photograph requests relating to the case. Additionally, case notes shall be included in the case file.
 1. Contemporaneous notes, whether handwritten, typed, entered into an electronic note-taking device or audio recorded, that describes or memorializes the note taker's personal perception of what transpired in the course of a witness interview or that memorializes the officer's personal observations at the scene of the crime of the first, second, third, or fourth degree under New Jersey law, whether committed by an adult or a juvenile.
- B. Access to investigative active case files and information shall be limited. Only investigative personnel and the Chief of Police or designee will have access to the investigative files in the Detective Bureau.
- C. Internal Disposition of Criminal Case Files
 1. Electronic records shall be archived/maintained in the Records Management System (RMS).
 2. All original supporting reports/notes/documents/records obtained during the initial and supplemental investigation shall be forwarded to Records for

secure storage.

- a. External hard copy records are not scanned or attached to the case file.
 - b. Only photographs taken during the investigation shall be attached to case file.
- D. Procedures for the destruction of agency criminal investigation files shall be in accordance with the New Jersey Administrative Code and applicable records retention schedule.

IV. CONFIDENTIAL INFORMANT

A. Definition of a Confidential Informant (CI)

- 1. A confidential Informant is defined as a person who provides information or services to a law enforcement agency regarding criminal activity, that wishes their identity to remain confidential or who seeks prosecutive consideration or monetary remuneration for their services. This does not include a cooperating co-defendant who enters a guilty plea and agrees to testify at trial.

B. Classification of Informants

- 1. The following is a classification system, which may be utilized for assessing informant status and a definitional means to establish a track record and history on persons being used as informants.
 - a. **Class I Informant** - Is a person whose identity is to remain confidential who provides information or services to a law enforcement agency regarding criminal activity. In addition to perpetual anonymity, a Class I informant is a person who may have a criminal history and/or is seeking prosecutive consideration in return for their cooperation.
 - b. **Class II Informant** - Is a person who provides information or services to a law enforcement agency regarding criminal activity who will ultimately be a witness or potential witness in a criminal prosecution in return for prosecutive consideration. This does not include a cooperating co-defendant who enters a guilty plea and agrees to testify at trial.
 - c. **Class III Informant** - Is a person (generally a concerned citizen) who provides information or services to a law enforcement agency on a criminal investigation who is not part of the criminal milieu of the investigation, has no pending criminal charges nor substantial criminal history and prefers to remain anonymous.

C. The Use of Informants

1. Personnel are encouraged to establish relationships with informants for the purpose of furthering the law enforcement mission with which it is charged.

D. The Evaluation of Informants

1. No person shall be utilized as an informant unless the department believes that such a person is able to furnish reliable enforcement information or other lawful services to the Wall Township Police Department. In considering the use of an informant, the following factors should be weighed:
 - a. The risk that use of an informant in a particular investigation or the conduct of a particular informant may, contrary to instruction, violate individual rights, intrude upon privileged communications, unlawfully inhibit the free association of individuals or the expression of ideas, or compromise in any way the investigation or subsequent prosecution;
 - b. The nature and seriousness of the matter under investigation, and the likelihood that information, which an informant could provide, is not readily available through other sources or by more direct means;
 - c. The ability of the agency to control the informant's activities while he/she is acting on behalf of the agency and to ensure that his/her conduct will be consistent with applicable law and instructions;
 - d. The motivation of the informant;
 - e. The potential value of the information an informant may be able to furnish in return for the concession the government must make for his/her cooperation. Personnel are not to make any promises, express or implied with regard to prosecutive consideration without first obtaining the express approval of the Monmouth County Prosecutor or his designee;
 - f. If the proposed informant is under 18 years of age, the risk and propriety of using an underage informant must be heavily weighed against the seriousness of the matter under investigation. In such a circumstance, the express written consent of the parent or legal guardian must be obtained;
 - g. The informant's state or federal parole or probation status. Permission from parole and probation officers must be considered. In this area there are two situations that require special attention. The first situation deals with an informant who has been arrested but has not been sentenced. The second situation is where the individual has been sentenced and is on probation. In the first situation, the information that the individual is cooperating with law enforcement should not be given to the Probation Department. The fact of his/her cooperation should come directly from the Monmouth

County Prosecutor's Office to the judge assigned for sentencing. Consequently, an informant should be instructed that he/she should not disclose his/her cooperation to any probation officer prior to sentencing. In the second situation where an individual has been sentenced and is on probation and then seeks to be an informant for law enforcement, permission from the Probation Department and the judge who imposed probation must be obtained. This permission should be obtained in the following manner:

- 1) The officer working with the informant should contact either the assistant prosecutor assigned to the case or an assistant prosecutor assigned to the Investigative Division of the Monmouth County Prosecutor's Office concerning the desire of that officer to use the probationer as an informant. This Monmouth County Prosecutor's Office will then contact the probation officer and the judge to determine whether use of the informant is feasible.
 - 2) This second situation is also applicable to individuals on parole.
- h. Whether an informant is currently under indictment and, if so, the nature and gravity of the offense;
 - i. Whether the informant has been released on bail. If so, the nature and gravity of criminal arrests and convictions should be carefully considered;
 - j. Whether an informant is a fugitive from or an absent material witness to any criminal prosecution. Unless exigent circumstances so require, fugitives should not be used as informants. Arrangements should be made as soon as practicable for the imposition of bail. Thereafter, the informant may be utilized in his non-fugitive status;
 - k. Whether the informant is currently, or has in the past, assisted another agency; the reliability of the information; and the degree of cooperation he/she extended. The other agency should be contacted to ensure that no duplication of effort occurs and to inquire into the informant's past reliability and truthfulness;
 - l. As a general rule, law enforcement should seek information leading to the arrest and prosecution of individuals at a higher level in the criminal hierarchy than the source. To be clear, law enforcement will work up the criminal organization, not down. In an effort to best manage this process and ensure compliance, cases where sources of information are approved for cooperation by the Monmouth County Prosecutor or his designee, will require the preparation of a Cooperation Agreement, consistent with the Attorney General's mandates, as well as Brimage guidelines. It will be the practice of this department to use Cooperation Agreements in all cases involving an indictable offense. These agreements will clearly articulate the reasonable expectations and obligations of both the defendant and the State in sufficient detail so that those

expectations and agreed-upon responsibilities are clearly understood and can be enforced by a court, if necessary. All Cooperation Agreements will be signed by both the State and the cooperating source with the advice and consent of defense counsel.

- m. At no time will an informant holding a professional license be told that cooperation will allow him/her to retain that license but may be told that his/her cooperation will be brought to the attention of the appropriate licensing board or body.

E. Deconfliction

1. Definitions

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2. Requirements

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3. Deconfliction System

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4. Deconfliction Procedures

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5. Conflict Confirmation/Matches

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F. Background Check on Informants and Verification of Personal History Data Form

1. In all cases involving informants who are to receive some form of prosecutive consideration, and in all cases involving persons with criminal records, it shall be the responsibility of the Wall Township Police Department to assure that an appropriate background investigation of the informant is conducted in order to determine whether the department will use or continue to use the informant. This includes obtaining a complete criminal history.

G. Documentation and Corroboration of Information Received from Informants

1. Information received from informants should be documented on an Informant Contact Report and records of such information received shall be maintained in the Confidential Informant files.
2. The Wall Township Police Department shall make every reasonable effort to corroborate information received from those sources. This corroboration may be obtained directly (through interviews, eyewitness information, private citizen sources, etc.); or indirectly via related surveillance activities, prior investigations, street talk, etc.) All corroboration to informant information should be strictly documented as part of the investigation or case file. This is a particular necessity when basing search warrant applications or arrest warrants in part on informant information.
3. The need for corroboration and independent verification is greatest when utilizing an informant for the first time; however, despite even a proven track record of accurate information and reliable performance, all informant information must be scrutinized on every case, and corroboration is critical.
4. Informants who do not prove to be accurate, truthful and reliable should not be utilized. The Wall Township Police Department shall be prepared to

provide an accurate and documented track record on any informant whom another agency may inquire about and wish to utilize.

H. Documentation of Contacts with Informants

1. In cases involving informants, who are facilitating a controlled purchase of evidence, or receiving prosecutive consideration, and involving persons with criminal records or reputations for involvement or association with persons with criminal records, law enforcement personnel shall document in writing all contact with the informant, whether or not the contact results in the receipt of information. The documentation shall be on the Confidential Informant Contact Report.

I. Financial Relationships with Informants

1. An informant shall be under a continuing obligation to fully disclose to the Wall Township Police Department any financial relationship, which exists with any employee of the department. Where an employee has a financial relationship with an informant and is aware of the use of that informant by the department, said employee shall be under continuing obligation to fully disclose to the department all details concerning the relationship. The Wall Township Police Department shall consider the details of any such financial relationship existing between an informant and one of its employees in deciding whether to use or continue to use said informant, and in deciding which personnel of the department shall be authorized to deal directly with the informant.

J. Confidential Informant Records

1. All confidential informants will be recorded on the Master Informant Index file.
2. The following will be contained in the informant's file.
 - a) Biographical and Background Information
 - b) Criminal History Record
 - c) Source numbers of each informant
 - d) Signed Informant Liability Waiver form
 - e) Current photograph and fingerprint card (or F.B.I./S.B.I. Number) adults only.
 - f) Informants activity report
3. The Detective Lieutenant or designee shall maintain the informant master index file, assigning source numbers and the individual informant files in the Informant Filing System. The Informant Filing System will be secured in a locked file cabinet in the Detective Bureau office. The custodian of the file will be responsible for updating the informant file after receiving documents from the detectives.

4. Confidentiality must be maintained at all times. Informants' assigned source numbers and not names are to be utilized in affidavits and reports. The Chief of Police or designee shall inspect the informant file periodically. Documents from the Informant file shall not be left unattended vulnerable to unauthorized viewing.
5. Access to view the informant file will be limited by the Detective Lieutenant.
6. Prior to any post-indictment discovery requirements, no information concerning a confidential source should be released outside the appropriate legal and investigative chain of command, except upon expressed written approval of the Monmouth County Prosecutor or designee.
7. Law enforcement must be aware that involuntary disclosure of the identity of a confidential source may occur. Initially, the privilege afforded a law enforcement agent to refuse to disclose the identity of his source is clearly not absolute. If the "identity of the person furnishing the information has already been otherwise disclosed or disclosure of his identity is essential to assure a fair determination of the issues," disclosure may be ordered. As such, and where feasible prior to the inception of an investigation, an evaluation of the likelihood of confidential source identity disclosure should be made. A primary factor to consider in this assessment should be the degree of personal participation by the confidential source in the criminal scheme. Less participation suggests less likelihood of mandated disclosure.

K. Confidential Informant Management

1. Personnel shall deal with informants very carefully, particularly those of a different gender or those whose sexual preference may make an investigation more susceptible to compromise through alleged irregularities.
2. Required Instruction to Confidential Informants
 - a. Whenever the activities of an informant are to any extent under the direction or control of the Wall Township Police Department, the handling detective shall issue to the informant the following instructions:
 - 1) The informant has no police powers, is not an employee of the agency, and has no authority to bind or commit the agency in any manner;
 - 2) The informant is not authorized to initiate any action in the capacity of informant without the prior knowledge and approval of the department;
 - 3) The informant is not authorized to initiate any plan to commit criminal acts, implant in the mind of an otherwise innocent person the disposition to commit a criminal offense, or use any unlawful investigative techniques (e.g., breaking and entering, unlawful electronic surveillance, opening or otherwise tampering with mail);

- 4) The informant is never to participate in any acts of violence and is not authorized to participate in criminal activities of persons under investigation, except insofar as the department determines that such participation is necessary and appropriate to obtain information needed for purposes of prosecution;
- 5) When using a confidential informant, the Wall Township Police Department shall have the confidential informant read and sign the Informant Liability Waiver forms, which outline the legal and ethical obligations of the informant. This serves to document the instructions, which an informant is given, and to memorialize the mutual understanding.

L. Violations by Informants

1. Under no circumstance shall the Wall Township Police Department take any action to conceal the commission of a crime by one of its informants.
2. Whenever any employee of the department learns that an informant used in investigating criminal activity has violated the instructions provided to the confidential informant, the Detective Lieutenant shall be notified and the continuation of the informant scrutinized.
3. Whenever the department has reliable information of the commission of a crime by an informant, which is not connected to his/her assignment; the appropriate law enforcement authority shall be advised in order that enforcement action may be taken. In exceptional circumstances in which notification to the appropriate law enforcement authority for enforcement purposes would jeopardize an ongoing investigation or endanger the life of an officer, the compelling need for immediate disclosure may cease to exist. In such cases, the Monmouth County Prosecutor or his designee shall be immediately advised and full disclosure to the appropriate law enforcement authority shall be made as soon as the need for the restriction on dissemination is no longer necessary. If full disclosure cannot immediately be made to the appropriate law enforcement agency, the department shall preserve all evidence of the violation for possible future use by the appropriate prosecuting authority. Nothing herein shall prevent full and immediate disclosure to the appropriate law enforcement agency if, in the judgment of the prosecutor, such action is necessary even though an investigation might thereby be jeopardized.
4. In determining the extent of disclosure to the appropriate law enforcement and prosecutive authorities of criminal activity by a department confidential informant, the Prosecutor shall consider the following factors:
 - a. The danger to any police agency;
 - b. Whether the crime is completed, imminent or inchoate;
 - c. Seriousness of the crime in terms of danger of life and property;

- d. Whether the crime is a violation of state or federal law, and the degree of the offense;
 - e. The degree of certainty of the information regarding the criminal activity;
 - f. Whether the appropriate authorities already know of the criminal activity and the informant's identity; and
 - g. The significance of the information the informant is providing, or will provide, and the effect on the department's investigative activity of notification to the other law enforcement agency.
 - 5. If the Wall Township Police Department desires to continue making use of an informant or defendant-informant after it has reason to believe that he/she has committed a serious criminal offense, the department shall consult the Monmouth County Prosecutor or designee for a determination of whether continued use should be made of the individual by the department.
 - 6. Notwithstanding any provisions contained in this section, in the event an informant is found to be unreliable or dangerous such that his/her continued use would be detrimental, his/her utilization by the department shall be terminated as soon as practicable with appropriate notification.
- M. Special precautions must be taken when the confidential informant is a juvenile. The requirements of using a juvenile informant shall be defined below:
- 1. Age of Juvenile Informant
 - a. A "juvenile" is an individual under the age of 18 years. In most circumstances, juveniles under the age of 16 should not be used as informants. However, in some circumstances, the use of a younger juvenile may be necessary, such as where illegal activity is occurring regularly among a group of juveniles under the age of 16. Under no circumstances shall a juvenile under the age of 12 be used as a juvenile informant.
 - 2. Involvement in Treatment
 - a. Personnel shall not recruit juvenile informants who are participating in alcohol or substance abuse treatment or counseling programs at the time they are recruited.
 - 3. Mental Health
 - a. Personnel shall not use juveniles who have a history of treatment for mental illness or suicide attempts.
 - b. Physical Health; Medication or who are taking medication that increases the danger to the juvenile of acting as an informant.

4. Background Check

- a. Personnel shall conduct a thorough background check for each juvenile before using the juvenile as an informant. The background check shall include an interview with a parent or legal guardian and shall determine whether the juvenile meets the requirements set forth in Requirements for Juvenile Informants.

5. Consent Required

- a. The written consent of both the juvenile and a parent or legal guardian must be obtained before using a juvenile informant. The Juvenile Agreement shall be used for this purpose. The agreement includes a juvenile informant agreement, a liability waiver form and a parent or guardian's consent.

- b. A parent or legal guardian must be afforded the opportunity to discuss the matter with a juvenile before seeking the juvenile's written consent. No personnel shall make any promise or offer, regarding prosecutorial considerations for any offense with which a parent or guardian may be charged, to obtain a parent or guardian's consent to the use of the juvenile as an informant.

- c. Written Authorization

- 1) Prior to using a juvenile informant to purchase a controlled dangerous substance, or otherwise actively aid in the investigation of an offense, a detective shall obtain written authorization from the Monmouth County Prosecutor or designee. The Wall Township Police Department shall not make any promises, express or implied, with regard to prosecution without first obtaining the express approval of the Monmouth County Prosecutor or designee.

6. Limitations on Use of Juvenile Informants

- a. Entrapment - Juvenile informants shall not encourage or counsel juveniles or adults to purchase or use alcoholic beverages or any controlled dangerous substance;
- b. Confidentiality of Treatment Records - Federal regulations and State policies concerning the confidentiality of treatment and substance abuse counseling program records and information will be respected. No law enforcement activity will be permitted in any way to interfere with, intrude upon or in any way compromise a trust relationship with any patient;
- c. Treatment - Juvenile informants shall not discourage others from seeking drug or alcohol abuse treatment or counseling, or from reporting his or her alcohol or substance abuse problem or dependency;

- d. Preservation of Teacher Trust Relationships - No juvenile informant will engage in any activity or conversation that would require any teacher or school official to violate or compromise a trust relationship with any student;
- e. Use and Distribution Prohibition - No juvenile informant will ingest or inhale any controlled dangerous substance, nor will any juvenile informant be permitted to distribute or dispense any controlled dangerous substance;
- f. Firearms - No law enforcement officer shall knowingly permit a juvenile informant to possess, purchase, sell or otherwise transfer a firearm;
- g. Potentially Violent Confrontations - It is understood that drug trafficking activities are inherently dangerous. However, no law enforcement officer shall use a juvenile informant to purchase a controlled dangerous substance in circumstances where it is known that the target of the investigation has a history of violence;
- h. Familiarizing Juvenile Informants with other Offenders - While the use of juvenile informants may be necessary in some circumstances, law enforcement officers should be mindful of the welfare of the juvenile informant. Personnel should avoid introducing the juvenile to offenders or conduct, which might immerse the juvenile more deeply in a criminal or delinquent culture;
- i. Operations on School Property - If the juvenile informant is to be used to gather information, or purchase contraband, on school property, the school building principal and the local superintendent will be consulted unless there are compelling reasons not to consult with either of these officials. The Wall Township Police Department will advise the building principal and the local superintendent of the nature of the proposed operation and will, to the extent possible, explain the reasons why the operation is necessary and appropriate. This explanation should include a description of the suspected illegal activities occurring within the school environment, which justify the operation. However, personnel will not disclose any information received in confidence, whether from an informant or otherwise, which would violate the law or court rules governing the disclosure of grand jury information or information derived from electronic surveillance. All law enforcement operations taking place on school property shall also comply with the requirements of the *State Model Agreement between Education and Law Enforcement Officials*.

V. CONFIDENTIAL FUNDS ACCOUNT

A. Confidential Funds

- 1. Confidential funds are those monies allocated to purchase services, and evidence. These funds should only be allocated when the particular merits of an investigation warrant the expenditures of these funds.

2. The Wall Township Police Department **shall not** use confidential funds to pay informants.
3. The transfer of confidential funds to a confidential informant for the purpose of purchasing services, and evidence shall be witnessed by at least two detectives/officers.

B. Accounting of Confidential Funds

1. The confidential funds shall account for cash received, maintained and disbursed. A confidential funds ledger shall identify:
 - a. The initial balance;
 - b. Credits (cash received/return of funds) by the Detective Lieutenant or designee;
 - c. Debits (cash disbursed) by the Detective Lieutenant or designee;
 - d. Cash balance on hand;
 - e. Date of transaction;
2. When confidential funds are returned, or not used in full, the same procedure for disbursing funds shall be used. Unused funds are returned to the Detective Lieutenant or designee. Confidential funds shall not be stored or maintained by anyone unless the Detective Lieutenant or designee grants prior approval. This does not include temporary possession prior to use.
3. The confidential fund shall be secured at all times.
4. The confidential funds filing system, which shall contain:
 - a. Receipts for cash received;
 - b. Written authorization for cash disbursements;
 - 1) The confidential funds shall be requested from the Detective Lieutenant using the Confidential Fund Expense form.
 - 2) Once authorization is granted, signatures for receipt of funds shall be obtained from the detective who received the funds.
 - 3) If the total aggregate amount of all funds requested in any one investigation exceeds \$500.00, the Chief of Police shall approve and sign the request before funds shall be disbursed;
 - c. Receipts for all expenditures;
 - d. No expenditure of funds is authorized before approval from the Detective Lieutenant or designee;

- e. All forms of approval must be completed before funds will be disbursed.
 - 5. The Detective Lieutenant shall be responsible for the disbursing and accepting of funds relative to the confidential funds system.
- C. Review of Confidential Funds
- 1. The Operations Division Commander or designee shall conduct a quarterly review of the confidential funds activities. The Chief of Police or designee shall conduct periodic unannounced audits/inspections.
 - 2. The Confidential Fund may be subject to external reviews by the Monmouth County Prosecutor's Office.
 - 3. Auditors from the Township of Wall Treasury may conduct an annual review of funds disbursed to the Wall Township Police Department.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 2	SECTION: 5	# OF PAGES: 2		
SUBJECT: CRITERIA FOR SPECIALIZED ASSIGNMENTS				
EFFECTIVE DATE: March 20, 2012		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE To provide standards and directions in applying for vacancies within specific vacant assignments.

POLICY The purpose of this SOP is to establish criteria for specialized assignments allowing for fair and impartial selection.

PROCEDURES

I. Postings

- A. All openings for specialized assignments will be announced through email and/or PowerDMS.
- B. Submit Letter of Interest and candidate experience report by date required to your supervisor.

II. Mechanics

- A. Factors under consideration for specialized assignments include, but are not limited to, the following:
 1. Personnel file review
 2. Performance (arrest, summons, community policing/problem solving policing)
 3. Attendance
 4. Expert report writing abilities and timely completion of reports.

5. Experience/training/education
6. Ability to use and understand technology
7. Seniority
8. Self-Initiated Activities
9. Performance Evaluations

III.

Process

- A. Submittal of a recommendation from your Supervisor
- B. Submittal of a recommendation from your Division Commander
- C. Interview with Supervisory, Command or other designated personnel when deemed appropriate by the Chief of Police.
- D. Chief reserves the right to make the final decision.

WALL TOWNSHIP POLICE DEPARTMENT			
CHAPTER: 13	SECTION: 3	# OF PAGES: 5	
SUBJECT: Department Awards			
EFFECTIVE DATE: May 11, 2011	ACCREDITATION STANDARDS: 26.1.2	REVISION DATE Jan 16, 2014	PAGE # 4
BY THE ORDER OF: Chief Robert L. Brice Jr. #125		Feb 16, 2016	3-4
SUPERSEDES ORDER #:			

I. Purpose:

The purpose of this order is to establish a program for conferring police department awards upon members who perform outstanding service. It is intended that these awards will contribute to improved level of achievement and morale in the department.

II. POLICY:

A. Types of Awards

World Trade Center Citation- Awarded to all members of the Wall Township Police Department who were employed by this agency on September 11, 2001. Many department members took part in rescue and recovery operations at Ground Zero on September 11, 2001 and the days that followed. In order for those members to deploy to Ground Zero, other officers remained in Wall Township to continue policing. Those officers who took part in operations at Ground Zero wear the "WTC Citation bar" as an individual award. Officers who did not respond to Ground Zero are entitled to wear the "WTC Citation Bar" because their actions were in support of those who responded to the World Trade Center.

Medal of Honor Citation- For an outstanding act in the line of duty above and beyond what is required, at imminent personal hazard of life with full knowledge of the risk involved.

Combat Cross Citation- For engaging in combat with an armed adversary, also awarded for all officer involved shootings.

Medal of Valor Citation- For displaying exceptional valor in the line of duty, not justifying the award of the Medal of Honor. Given for heroism only, not for service or achievement.

Distinguished Service Citation- For an act by which one distinguishes himself through heroic or meritorious action, achievement or service.

Wound Citation- For wounds inflicted intentionally by an armed adversary.

Life Saving Citation-Awarded for action which results in the saving of a life.

Riot Citation- For participation in a recognized riot, such as the MTV riot in Belmar in 1992. One silver star is awarded for each riot.

K-9 Citation-Awarded to the K-9 Handler for successfully aiding and/or assisting to overcome any dangerous encounter through the coordination of officer/master and dog.

Certificate of Commendation- For particularly meritorious achievement or act, not rising to the level of any of the above awards, but warranting more than a "blue slip".

Written commendation, also known as the "blue slip"- For a meritorious act or achievement that does not qualify for a Citation Bar or Certificate of Commendation.

Written Accolade- For a job well done but not rising to the level of a "blue slip".

B. MULTIPLE AWARDS

Any member who receives more than one award for the same category will wear a new citation bar with the following appurtenance for each award:

Two awards	one silver star
Three awards	two silver stars
Four awards	three silver stars
Five awards	one gold star
Six awards	one gold star and one silver star

C. AWARDS BY ORGANIZATIONS OTHER THAN THE WALL TOWNSHIP POLICE DEPARTMENT

In the event an officer receives an award or citation bar from an organization other than the Wall Township Police Department, he may be permitted to wear it. Citation bars awarded by the following organizations are approved for wear on the police uniform:

The Monmouth and Ocean County Intelligence Bureau
The FBI National Academy
The 200 Club
The Honor Legion Police Departments of the State of NJ
NJ State PBA

All other citation bars must be approved on a case by case basis by the Chief of Police.

III. AWARDS PROCEDURE

An Awards Committee will be appointed by the Chief of Police and will consist of five members, including a Chairman. The members of the committee are responsible for the investigation of all incidents brought to their attention that may merit an award. Upon investigation of a given incident, the committee may recommend or not recommend an individual to receive an award. If an individual is recommended for an award, there will be a majority vote with all five members voting, including the Chairman. If the majority votes in favor of making the award, it will be made. If it is not in favor of making the award, no award will be made.

In the event member(s) of the Awards Committee is nominated for an award, that individual will abstain from voting. If this leaves an even number and a vote results in a tie, The Chief of Police will decide if an award will be made.

The Awards Committee will strive to award only actual participants of a given incident. Officers who were merely "there" but took no active part will not be given a breast badge citation bar simply for being present when an incident took place.

Eligibility for Awards

Only members of the Wall Township Police Department may receive an award from the Wall Township Police Department. The member may be sworn or unsworn.

Any award to be granted to an individual posthumously will be done in consultation with the next of kin of the deceased member. In those cases where the family is still in mourning, exceptions can be made to the time lines listed above by the chief of police.

IV. Awards Committee

The Awards Committee will consist of the following personnel:

1. One rank and file Patrolman
2. One rank and file Detective
3. One Sergeant
4. One Division Commander
5. One Committee Chairman, who will hold the rank of Sergeant or higher.

The awards committee will meet yearly to vote on submissions and will make award presentations once per year. The awards committee will generally review submissions consecutive with MOCIB award submissions.

Upon completion of the Awards Committee selection, the recommendations will be forwarded to the Chief of Police for approval.

V. Presentation of Awards

The awards committee will make award presentations once during each calendar year.

The presentation shall be made by the township committee along with the Chief of Police. Normally, these presentations will be made at a township committee meeting. The presentation will be conducted as a formal event and ceremony. The award of a breast badge citation bar will be accompanied by an award certificate. In the event the award of a breast badge citation bar is not made, an officer may still receive a Certificate of Commendation for certain acts that did not warrant the award of a citation bar.

A copy of the award certificate will be placed in the officer's personnel jackets so that a proper **accounting can be made for subsequent awards.**

VI. Wearing of Decorations

Wearing of breast badge citation bar:

Members may wear the prescribed breast badge citation bar(s) while in class A uniform.

The breast badge citation bar shall be worn in an award holder and will be aligned vertically above the breast badge.

In the event an officer gets a citation bar from more than one organization for the same incident, the officer will only wear one citation bar, ie: receiving both the Life Saving medal from the Department and a 200 club citation bar for the same action from the 200 Club. An officer may however receive and wear more than one citation bar for the same incident if the additional bars were awarded for the same incident, ie: Officer involved shooting where he is also wounded would entitle him to wear both the Combat Cross and the Wound medal.

VII. Order of Precedent

Awards issued by the Wall Township Police Department will be worn in descending order with the highest award worn at the top of the citation bar holder. WTPD citation bars will be worn above all other citation bars from other organizations. Citation bars awarded by MOCIB will be worn immediately below the WTPD ribbons. The WTPD citation bars will be worn in the following order, from top to bottom:

1. World Trade Center Citation
2. Medal of Honor Citation
3. Combat Cross Citation
4. Medal of Valor Citation
5. Distinguished Service Citation

6. Wound Citation
7. Life Saving Citation
8. Riot Citation
9. K9 Citation

Monmouth and Ocean County Intelligence Bureau Order of Precedent

1. Sgt. Patrick King Medal of Honor
2. Combat Cross Award
3. Wounded in Combat Award
4. Meritorious Service Award
5. Life Saving Award
6. Honorable Service Award
7. Walter C. Witt President's Award.

Citation bars from the NJ State PBA, the Honor Legion, 200 Club and the FBI National Academy will be worn in that order below Wall Township and MOCIB citation bars.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 23	SECTION: 2	# OF PAGES: 3	
SUBJECT: DEPARTMENT NOTIFICATIONS			
EFFECTIVE DATE: August 17, 2011	ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #:			

PURPOSE: The purpose of this notification policy is to ensure that the Chief of Police, Captain, Division Commanders, and other key personnel are informed in a timely manner of serious and important incidents occurring in Wall Township.

POLICY: This policy will also be the established standardized procedure for the use of Departmental text messaging system.

PROCEDURES:

- I. It shall be the responsibility of the Patrol Shift Sergeant to ensure that chain of Command notifications are initiated in all such cases where Command notifications are indicated. When not on duty, these notifications will be made through the technologies made available to personnel. Same would include Commanders home phone numbers, cellular phone numbers and text messaging.

The on duty communication officer(s) shall immediately initiate the below listed Command notifications. The Chief and Captain, or his designee, by way of Chain of Command, will be immediately notified of the following:

- A. Serious injury to, or death of, any member of the Police Department.
- B. Involvement in any motor vehicle accident while on duty, that results in injury or death to anyone or that results in extensive damage to a department vehicle.
- C. The wounding, killing, or other serious injury of any prisoner, suspect, or participant in a crime by a department member, while in the performance of his duty.

- D. Request from other jurisdictions for mass assistance in the event of riots, civil disorders, disasters, or other emergencies.
- E. Formal written complaints signed by a citizen against any department member (regardless of charge).
- F. The commission of a murder, aggravated assault, sexual assault, kidnapping, armed robbery, bias incident (confirmed), major burglary, suicide, any major crime, in progress crime or crime involving a firearm, or accidental discharge of a firearm, within the jurisdiction of the Wall Township Police Department.
- G. Any tactical situation in which MOCERT will be utilized or any tactical situation requiring our police officers to be utilized in a SRT capacity, i.e. hostage situation, sniper, barricaded subject, planned entry into a home or planned tactical take down of suspect vehicle.
- H. Any time a Police Officer is dispatched out of town, i.e. MOCERT, K9, SCART, the following information is required: Officer, town dispatched to, reason, results when completed.
- I. Any serious or fatal motor vehicle accident within the jurisdiction of Wall.
- J. Serious fires, civil disorders, disasters, or other types of emergencies that would have a detrimental effect on Wall Township residents.
- K. Incidents involving Township officials or their family members, dignitaries, high profile persons, or other persons of interest to the Police Department.
- L. Large-scale drug arrests and/or potential use of Confidential Informants. Police Department personnel involvement in Police drug operations, be they Wall Township exclusive or in conjunction with other agencies.
- M. Homeland Security teletypes and/or advisories. Any information received indicating a potential terrorist threat to the Community or any imminent threat to the Country.
- N. Any MCAS message, BOLO alert, Teletype message, County Hotline Radio broadcast or Spen 1 Radio broadcast that relays an incident that has a likelihood to have law enforcement significance in our jurisdiction.
- N. Any time a detainee attempts suicide while in our custody.
- O. Any time a detainee reports an injury that requires medical attention while in our custody.
- P. ANY incidents of an *unusual* or *significant* nature.
- Q. Any other incident that in the opinion of the Patrol Shift Sergeant should be brought to the attention of the Chief of Police, through the chain of Command.

II. PATROL COMMANDER NOTIFICATION

- A. Incidents requiring Patrol Commander notification should be directed to the on-duty Patrol Commander.

- B. Incidents requiring Patrol Commander notification, when neither Commander is on duty, should be directed to the on call Patrol Commander.

III. PYRAMID NOTIFICATION SYSTEM

- A. In the event of disaster conditions, civil unrest, or other events requiring mass mobilization of the Wall Township Police Department, the following "Pyramid System" will be exercised:
- B. The dispatcher at the direction of the Officer In Charge will notify by telephone or radio the Chief of Police and Captain.
- C. The Captain will notify all Lieutenants.
- D. The Patrol Lieutenant will notify all Patrol Supervisors.
- E. The Detective Lieutenant will notify all Detectives.
- F. Supervisors will notify all personnel under their command.
- G. The Records/Communication Supervisor will be responsible for notifying all civilian personnel including Dispatchers and Secretaries.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 14	SECTION: 8	# OF PAGES: 6		
SUBJECT: DIPLOMATIC & CONSULAR IMMUNITY				
EFFECTIVE DATE: March 2, 2009		ACCREDITATION STANDARDS: 3.1.2b, 3.6.4e	REVISION DATE 04/07/14	PAGE # 3, 4, 6
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this SOP is to codify this department's policy and procedures concerning diplomatic and consular immunity.

POLICY It is the policy of this department to comply with the U.S. Department of State obligations with regard to diplomats and consular officials and applicable law.

Diplomatic and consular officers shall be afforded their respective privileges, rights, and immunities as directed by international law and federal statute. These officials should be treated with the courtesy and respect that befit their positions. At the same time, it is a well-established principle of international law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

PROCEDURES

I. General

- A. Incidents involving foreign diplomats and/or consular officials and their families must be carefully handled to minimize the risk of an international incident.
- B. When personnel come into contact with persons who fall within these categories, they must notify their supervisor as soon as practicable prior to taking any enforcement action.
- C. Supervisors should respond to all situations involving individuals who are identified as foreign diplomats, consular officials, or their families.

II. Diplomatic Immunity

- A. Diplomatic Immunity is a principle of international law that is broadly defined as the freedom from local jurisdiction that is accorded to accredited diplomatic agents and members of their immediate household.
- B. The Vienna Convention on Diplomatic Relations (1961) contains the current law on the subject of diplomatic privileges and immunities and is incorporated into federal law by the Diplomatic Relations Act of 1978 (22 USC § 254).
- C. Ambassadors and Ministers are the highest-ranking diplomatic representatives of foreign governments. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. These officials are typically headquartered in either Washington, D.C. or in New York City.
- D. The Vienna Convention applies to members of the staff of a foreign diplomatic mission that includes the diplomatic, administrative, technical, and service staffs of foreign embassies in the United States. It does not include consular personnel, whose privileges and immunities are governed by the Vienna Convention on Consular Relations.
- E. Foreign diplomatic agents and members of their families have full immunity from arrest, detention, or prosecution for any criminal violation unless such immunity is expressly waived by the sending state. The above individuals also enjoy immunity from civil process except in certain actions involving private activities outside their official function.
- F. The administrative and technical staff of a foreign mission and members of their families who are not U.S. nationals or permanent residents of the United States have full immunity from arrest, detention or prosecution for any criminal offense. Such employees enjoy immunity from civil process only for those actions carried out in their official capacity. Family members of these employees are not immune from civil jurisdiction.
- G. Members of the service staff of a foreign diplomatic mission, including drivers, messengers, and security guards, enjoy immunity only for actions carried out in the course of their official duties. Family members of such individuals have no immunity. Private servants of embassy personnel have no immunity.

- H. Associated with this personal diplomatic immunity is the inviolability enjoyed by the premises of the mission of the sending state and the private residence of a diplomatic agent or member of the administrative or technical staff. Such inviolability extends to his or her property, papers and correspondence. Inviolability means secure from violation; impregnable to assault or trespass.
- I. The person claiming immunity or protected status has the responsibility to notify law enforcement personnel of his/her status. Persons with diplomatic or other immunity should have in their possession a picture ID issued by the United States Department of State, Office of Protocol. A passport, visa, license, or diplomatic tag alone is not enough to verify diplomatic immunity.
1. There are three types of identification cards that are 3¾" x 2½" and contain a photograph of the bearer.
 - a. Diplomatic Identification – blue border.
 - b. Official Identification (employees) – green border.
 - c. Consular Identification – red border.
 2. The cards also contain the bearer's name, title, mission, city and state, date of birth, identification number, and expiration date. A United States Department of State seal appears on the front of the card and a brief description of the bearer's immunity is printed on the back.
 3. Upon encountering a person asserting diplomatic immunity, officers have a right to temporarily detain the individual, using reasonable force, until verification of the status and extent of the individual's immunity can be determined.
 4. Diplomatic officials asserting diplomatic immunity should be treated with respect and courtesy in recognition of their diplomatic status.
 5. There may be situations where an individual who has been granted diplomatic privilege or immunity does not have this identification card in his or her possession. In such situations, the officer should verify the individual's diplomatic status by contacting the appropriate point of contact as indicated below.
- J. For diplomats enjoying full immunity from detention or arrest, reasonable restraints may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.
1. This does not mean the individual is subject to arrest, but the officer is expected to preserve public safety, within reasonable limits.
 2. This may at times require the removal of the individual from the scene, a temporary detention, etc. The shift supervisor shall be consulted prior to any action, whenever possible.
 3. Officers have the right to take any authorized legal action that may be required to prevent property loss, injury, or death, and to preserve the peace, whether or not the subject is claiming diplomatic immunity.

- K. Under the provisions of NJSA 39:5-54, whenever a person with diplomatic immunity is stopped by a law enforcement officer who has probable cause to believe that the person has violated NJSA 2C: 11-5, NJSA 2C: 12-1c, NJSA 39: 4-50, NJSA, 39: 4-50.4a or NJSA 39: 6B-2, or has committed a motor vehicle moving violation, the official shall:
1. As soon as practicable, contact the United States Department of State office to verify the person's status and immunity;
 - a. Contact the Diplomatic Security Command Center, Department of State, 24/7 at 1-866-217-2089 or 1-571-345-3146.
 - b. A listing of alternate telephone numbers concerning immunity can be found at <http://www.state.gov/m/ds/immunities/c9125.htm>
 2. Record all relevant information from the person's driver's license or identification card, including a driver's license or identification card issued by the United States Department of State. Fax copies of all investigation reports and citations to the Diplomatic Security Service, Protective Liaison Division at 1-202-895-3613.
 3. Within five working days after the date of the stop, forward to the N.J. Motor Vehicle Commission the following information:
 - a. A copy of any citation or other charging document that was issued, if any; and
 - b. An Investigation Report describing the incident if no citation or charging document was issued.
 - c. Forward this information by US Mail to:

Chair & Chief of Administration Motor Vehicle Commission
225 East State Street,
Trenton, N.J. 08666
 4. Officers who have detained persons with diplomatic immunity who have been stopped on a suspicion of NJSA 39:4-50 are still subject to the provisions of John's Law NJSA 39:4-50.22 & NJSA 39:4-50.23, and Attorney General's Directive 2004-1 regarding their release and the subsequent release of their vehicle.

III. Consular Immunity

- A. Consular Officials are Consuls General, Vice Consuls, Deputy Consuls and Consular Agents. They are also official representatives of foreign governments. Consular Officers are required to be treated with due respect, and all appropriate steps are to be taken to prevent any attack on their person, freedom, or dignity.
- B. Foreign career consular officials are not liable to arrest or detention pending trial except in the case of a grave crime (felony arrest that would endanger the public safety), and pursuant to a decision by judicial authority. Their immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.

- C. Career consular officials can be identified by credentials issued by the U.S. State Department and by other locally issued identification papers. The U.S. State Department credential bears its seal, the name of the officer, title, and the signatures of the Department of State Officials.
- D. Often, nationals or permanent residents of the receiving state are appointed and received as honorary consular officers to perform the functions generally performed by career consular officers. Such officers do not receive identification cards from the State Department, although they may exhibit reduced sized copies of the diplomatic note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention; they are also not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state except as to official acts performed in the exercise of their consular functions.
- E. Appropriate steps must be provided to afford such officers the protection required by virtue of their official position. In addition, the consular archives and documents of a consular post headed by an honorary consul are inviolable at all times and wherever they may be, provided they are kept separate from other papers and documents of a private or commercial nature relating to the other activities of honorary consuls and persons working with them.
- F. Family members of consular officials do not enjoy the same privileges and immunities with respect to civil and criminal jurisdiction of the receiving state as do consular officials. However, they should be accorded appropriate courtesy and respect.
- G. Consular premises used exclusively for the work of the consular post cannot be entered without explicit permission of the head of the consular post, designee, or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.
- H. The consular archives and documents are inviolable at all times and wherever they may be. The official correspondence of the consular post, meaning all correspondence relating to the consular post and its functions, is likewise inviolable.
- I. Consular officers do not enjoy the same immunity from prosecution for a violation of motor vehicle laws as do foreign diplomats. When a consular officer is stopped for a traffic violation, the officer on the scene, upon being advised by the driver that he/she is a consular officer and, after ascertaining that he/she possesses the proper credentials, should exercise discretion based on the nature of the violation.
- J. In situations involving possible DWI, the primary consideration is to determine if the consular officers are a danger to themselves or the public. Based upon a determination of the circumstances, the following options may be available:
 - 1. Take them to HQ or a location where they can recover sufficiently to enable him/her to drive safely;
 - 2. Take them to a telephone so that they can call a relative or a friend to come for them;
 - 3. Call a taxi for them;

4. Take them home.
 5. Officers who have detained consular officials who had been stopped on a suspicion of NJSA 39: 4-50 are still subject to the provisions of John's Law NJSA 39: 4-50.22 & NJSA 39: 4-50.23, and Attorney General's Directive 2004-1 regarding their release and the impound and subsequent release of their vehicle.
- K. Unless consular officers are considered a serious danger to themselves or others, they should not be physically restrained or subjected to a sobriety test. It should be impressed upon them that the police officer's primary responsibility is to care for their safety and the safety of others.
- L. Family members of a consular officer are not entitled to immunity. However, consideration should be given to the special nature of this type of case. A violation should be handled, whenever possible, through the seeking of a complaint. The individual should be released once positive identification is made and the relationship with the consular officer is verified. If the relative is a juvenile, the subject should be released to the parent.

IV. Supplemental

- A. All incidents involving persons asserting diplomatic, consular, or legislative immunity or their families must be fully documented in an Investigation Report and forwarded through the chain of command to the Office of the Chief of Police.
- B. In the event that a consular official, employee of, members of their families, or personal staff should become involved in a serious incident, the shift supervisor or designee should notify the Office of Protocol, Department of State, Washington, D.C. (Consular Officers 1-202-632-0706, Consular Employees 1-202-632-0605, Off Hours 1-202-632-2412).
- a. The Diplomatic Security Command Center, Department of State, is available 24/7 at 1-866-217-2089 or 1-571-345-3146 to assist with any investigation or to make notifications.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 24	SECTION: 5	# OF PAGES: 7		
SUBJECT: DOMESTIC VIOLENCE CRISIS INTERVENTION TEAM (CIT)				
EFFECTIVE DATE: September 14, 2009		ACCREDITATION STANDARDS:	REVISION DATE Feb 23, 2011	PAGE # 1-7
BY THE ORDER OF: Police Chief David Morris				
SUPERSEDES ORDER #: GO 2002-13				

PURPOSE Often residents and visitors of the Wall Township become involved in domestic issues and become victims of domestic violence. It is the townships legal and moral responsibility to facilitate services and support during such incidents. Wall Township has adopted the following policy in accordance with the provisions of N.J.S.A. 2C: 25, to clearly define the duties and responsibilities of the Crisis Intervention Team (CIT).

POLICY All employees of Wall Township will follow the prescribed policies and procedures for providing support to victims of domestic violence. To assist in this support, the township of Wall has established a volunteer Crisis Intervention Team (CIT).

PROCEDURE

I. DEFINITIONS

- A. 180 CIT Coordinator: The CIT Program Coordinator is employed by 180 Turning Lives Around (180) to supervise and maintain the team and assist liaison officer (s) with in-service trainings and policies and procedures.

- B. DV Liaison Officers (DVLO): A police officer of supervisory rank who is responsible for the CIT program within the police department in collaboration with 180.
- C. CIT Volunteer Members: 180 volunteer advocates trained in domestic violence and crisis intervention to provide victims with their legal rights, information and referrals.
- D. CIT Team Leader(s): 180 volunteer member(s) of the CIT responsible for regular maintenance of the on-call schedule and CIT room, and acts as the primary contact for team communications.

II. DUTIES OF THE OFFICER/SUPERVISOR

- A. Officers and supervisors responding to a call of domestic violence will stabilize the incident in accordance with standing departmental policies and procedures.
- B. Once a domestic violence situation is stabilized, the officer and supervisor will assess the situation and determine if a victim will be arriving at the Police Department. If the investigation determines it is not necessary for a victim to come to Police headquarters, officers shall explain the availability of the CIT and services provided to the victim. Victims should be offered the opportunity to come to headquarters for the sole purpose of speaking to a CIT volunteer.
- C. If it is determined that the victim will be arriving at the police headquarters, the CIT call out will be implemented.
- D. The domestic violence victim will be taken to a designated office in the police department to meet with a CIT member. Minor children or other dependants who are in the care of the victim will remain with the victim at the police department unless the victim consents to appropriate alternate arrangements.
- E. Officers will not use the CIT members to assist in the investigation of any act of domestic violence.
- F. Officers will insure that the names of CIT members are not listed on any reports. Officers should notate CIT response in reports by using the acronym CIT and listing response/arrival/departure times.
- G. The supervisor will notify the department liaison of the domestic incident by means of written reports.

III. CIT CALL OUT PROCEDURES

- A. Call out scheduling and general CIT information will be provided to the Communications Personnel by the department liaison, his designee or the CIT team leader.
- B. The CIT call out will be initiated as follows:
 - 1. A CIT member shall be called whenever a victim of domestic violence comes into headquarters.
 - 2. The CIT member shall be called regardless of any other contact prior to coming to headquarters i.e. social worker, help hotline or a CIT member from a prior incident.
 - 3. Upon notification to communications to activate the call out protocol, communications will follow the call out list provided and initiate the call unless instructed otherwise by the supervisor.
 - 4. A CIT member may be used no more than two (2) times during their shift. Additional calls require contact with a back-up CIT member.
 - 5. Supervisors are responsible for insuring compliance with the above protocol.
- C. CIT should not be used for minor/non-violent disputes where the matter is resolved at the scene of the incident. CIT members will not respond to the scene or hospitals. CIT members will only respond to police headquarters.
- D. CIT members should not see or contact both parties of a domestic dispute. CIT members are to respond and meet with the victim only. In the case of more than one victim a CIT member from the back-up list should be called to respond to a second or subsequent victim.
- E. CIT is supervised by the 180 CIT Program Coordinator in collaboration with the police liaison officer.
- F. CIT will not be used if the victim is under the influence of alcohol or drugs, is violent, a mental health risk or an investigating officer has reason to believe a CIT volunteer would be at risk of harm.

IV. DUTIES OF THE CRISIS INTERVENTION TEAM MEMBER

- A. CIT candidates must successfully complete the selection process and a forty-hour course in accordance with the curriculum recommendations of the New Jersey Association of Domestic Violence Professionals. The forty-hour course will meet the training requirements of the Crime Victim Counselor Privilege Statute Laws of the State of New Jersey and other applicable statute or ordinance.

- B. CIT members will comply with on-going supervision conducted by 180 Turning Lives Around.
- C. CIT members shall sign a "Confidentiality Statement" agreeing that team members will not disclose any information or discuss any case details with unauthorized persons.
- D. The confidentiality statement waiver shall include sanctions for CIT members that violate any provisions of this policy other procedures established by the CIT or applicable policies procedures or laws which govern same.
- E. CIT call sheets will not be disclosed to police or any agency that is not a CIT member or a 180 CIT Program Coordinator/180 staff member.
- F. The CIT shall be available 24 hours a day and 365 days a year to respond to victims of domestic violence.
- G. The CIT members shall respond to the Wall Township police headquarters only after receiving a call by the supervisor or his/her designee. CIT members shall not respond to any location other police headquarters.
- H. The CIT member will provide confidential support to the victim of domestic violence in accordance with the training policies and procedures provided to the CIT members.
- I. The CIT member shall inform the victim of realistic options and referrals to appropriate resources/counseling centers in the accordance with policies, procedures and training and be prepared to provide the following services to a victim:
 - 1. Explanation of the dynamics of domestic violence.
 - 2. Explanation of the prevention of domestic violence act and its components.
 - 3. Explanation of the applicable criminal justice and civil court procedures.
 - 4. Inform the victim of the CIT's limit of authority and actions to include the limits of confidentiality concerning knowledge of intent to harm self or others and child abuse.
 - 5. Advise the victim of available options.
 - 6. Arrange shelter for the victim and minor children if required.
 - 7. Referral to 180 Turning Lives Around or appropriate agency as needed.

- 8. Provide referral to or information about the appropriate crisis services available in Monmouth County.
- J. CIT members will only refer victims to 180 Turning Lives Around which is the CIT managing agency for counseling and services. CIT members are not to refer victims to other counseling agencies or private counselors.
- K. CIT members will only discuss call-out and team business with other certified CIT volunteers during team meetings. CIT members may not discuss call-out and team business outside of the meeting settings.
- L. 180 Turning Lives Around shall serve all as the referral/counseling center for the Wall Regional Crisis Intervention Team.
- M. CIT members will not file TRO's, victim statements, conduct investigations, sign police or investigation documents, or photograph injuries.
- N. CIT members have the right to refuse to meet with any victim if they feel their safety may be compromised. If the CIT member is acquainted with the victim, either party may refuse to meet with the other. In this case other CIT member should be notified to respond in accordance with the call out procedure.
- O. CIT members shall immediately inform the DVLO and the 180 Coordinator for any of the following:
 - 1. If contacted by an attorney or individual who is not a member of the CIT requesting information regarding any case in which the members has responded.
 - 2. If served with a subpoena to testify or produce documents in connection with any case in which the CIT member has responded.
 - 3. Injury to property caused by the team member, or injury to the CIT member while performing services for the CIT.

V. DUTIES OF THE CIT TEAM LEADER

- A. The 180 CIT Program Coordinator and the Wall Township liaison officers shall select a volunteer to act as the CIT Team Leader.
- B. The CIT leader shall maintain an active schedule of call out members and alternates. The CIT leader will submit the schedule directly to the DVLO's for distribution to the acting supervisor and dispatch.
- C. The CIT team leader shall work in conjunction with the 180 CIT Program Coordinator and the Wall Township Police Department CIT liaison officers

to ensure the standards and policies of the CIT are upheld by all members of the CIT.

- D. CIT members may be removed by the 180 Program Coordinator in consultation with the DVLO's.

VI. DUTIES OF THE DEPARTMENT LIAISON OFFICER

- A. The Chief of Police shall designate the CIT Liaison Officer.
- B. The Chief of Police shall provide a room or are in the police headquarters for use by the CIT when responding to assist a victim of domestic violence. Said room shall have priority of use by victims when meeting with the CIT members and shall provide as much privacy and security as possible within the capabilities of the police department.
- C. The Liaison Officers duties shall include:
 - 1. Coordinating with 180 Turning Lives Around and the CIT team members in all activities and functions of the CIT.
 - 2. The daily management of the CIT
 - 3. Insuring that all members of the police department are aware of and have received training, and are updated with the policies and procedures of the CIT.
 - 4. Membership on all panels and committees of the CIT including but not limited to the applicant interview and selection panel.
 - 5. Assisting and coordinating public and private efforts to aid victims of domestic violence
 - 6. Reporting directly to the Chief of Police or his designee.

VII. DUTIES OF THE VOLUNTEER SELECTION PANEL

- A. The volunteer selection panel shall ensure the following minimum requirements are met by CIT volunteers:
 - 1. 18 years of age or older
 - 2. Resident/non-resident of or employed by Wall Township
 - 3. Valid New Jersey Drivers License
 - 4. Available transportation
 - 5. No criminal convictions

6. No prior or on-going history as a defendant in any domestic violence related matter within the past 2 years.
 7. On-call availability
 8. Good communications skills
 9. Good interpersonal sensitivity skills
 10. Sincere desire to participate in community related issues
 11. Availability for initial and continuing training in domestic violence issues
 12. Ability to maintain and perform according to the specified standards and policies of the Wall Township Police Department and 180 Turning Lives Around.
- B. The selection process includes:
1. Interview by the selection panel comprised of the Chief of Police or his designee, Department Liaison Officer and 180 CIT Program Coordinator.
 2. Review of application and confidentiality statement with the applicant.
 3. Complete background investigation and criminal history inquiry of all candidates.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 5	SECTION: 4	# OF PAGES: 1		
SUBJECT: DRESS CODE, MONMOUTH COUNTY POLICE ACADEMY				
EFFECTIVE DATE: December 7, 2009	ACCREDITATION STANDARDS:	REVISION DATE	PAGE #	
BY THE ORDER OF: Police Chief David Morris				
SUPERSEDES ORDER #: 1994-03				

PURPOSE: Members of the Wall Township Police Department, when serving in an official capacity, shall always present themselves in a neat, clean and professional manner.

This would include such instances when members are assigned to attend training courses at the Monmouth County Police Academy, or other training facilities.

POLICY:

I. **MALE OFFICERS**

Business attire, shirt and tie or Sport coat, slacks, shirt and tie, regular Department Uniform or other suitable attire as required by the class to be taken.

II. **FEMALE OFFICERS**

Dresses or skirt and blouse, regular Department Uniform or other suitable attire as required by the class to be taken.

III. **EXCEPTIONS**

- A. There are occasions where the regular police uniform or business attire is not appropriate. Some of these classes may involve firearms or tactics, photography, defensive tactics or other classes where suitable attire will be determined by the instructor.
- B. Violation of the Dress Code may result in refused admittance into the training course or departmental disciplinary action.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 15	SECTION: 4	# OF PAGES: 5		
SUBJECT: DRUG RECOGNITION EXPERT				
EFFECTIVE DATE: February 23, 2011		ACCREDITATION STANDARDS:	REVISION DATE Oct. 23, 2014	PAGE # p.2,4
BY THE ORDER OF: Chief Robert L. Brice				
SUPERSEDES ORDER #:				

PURPOSE The Drug Recognition Expert (DRE) program is a standardized, systematic method of examining a person suspected of impaired driving or some other alcohol and/or drug related offense. The DRE program is part of the Department's effort to eradicate drug-impaired driving. The goal of the program is to provide training to our officers and have them certified as experts, thus making them capable of gathering evidence necessary to substantiate charges of operating a vehicle under the influence of drugs.

POLICY It is the policy of the Department to use the DRE as a resource to assist in the removal of drug-impaired drivers from the roadways.

PROCEDURE

I. SELECTION PROCESS

- A. Officers to be trained as a DRE will be selected by the Chief of Police. They may be required to submit a resume, letter of interest, or sit for an interview.
- B. All officers selected to be trained as a DRE must meet the requirements as set forth by the agency or entity conducting the training:
 1. Certified Alcotest operator.
 2. Successfully completed an approved training class in the administration of Standardized Field Sobriety Tests and received Practitioner certification from the New Jersey Office of Highway Safety.
- C. Officers having an interest in DRE training may submit a training request to the Administration Division Commander at any time.

II. TRAINING, CERTIFICATION AND RE-CERTIFICATION

October 2014 Drug Recognition Expert - Page 1 of 5

- A. Officers enrolled in a DRE training program will be required to successfully complete all classroom, practical, and field work as applicable, and receive certification prior to being allowed to respond and conduct a DRE evaluation.
- B. Officers will also be required to complete the following training requirements in order to maintain their certification as a DRE:
 - 1. Presentation of four (4) evaluations (minimally) over the past two years which shall be reviewed and approved by a certified DRE instructor.
 - 2. Completion of eight (8) hours of recertification training since the date of the DRE's most recent certification. Recertification training shall be in compliance with International Association of Chiefs of Police (IACP) standards for such training.
 - 3. Presentation of the DRE's rolling log and updated resume to the appropriate DRE coordinator for review.
 - 4. Ultimately the burden is on the DRE to maintain his certification per the requirements set forth by the New Jersey State Police. Failure to maintain certification will result in Disciplinary Action.

III. EQUIPMENT

- A. Any and all required equipment (sphygmomanometer, stethoscope, etc.) will be provided by the Department.
- B. It is the responsibility of the DRE to properly maintain any and all issued equipment. Lost or damaged equipment must be immediately reported to the officer's immediate supervisor, who in turn will advise the DRE Supervisor.

IV. REQUEST AND RESPONSE

- A. The DRE may be called upon to assist officers from Wall and other agencies in evaluating persons suspected of drug impaired driving. The DRE is trained to conduct examinations on willing participants to determine whether the suspect is impaired by one or more categories of drugs. They are also trained to document their opinion in a formal report that specifies the basis for their opinion.
- B. DRE evaluations may be conducted in the following circumstances:
 - 1. A subject is arrested for N.J.S.A. 39:4-50, submits to breath tests, the results of which are less than .08% BAC and the indicia of impairment is inconsistent with the readings obtained.
 - 2. Where evidence suggests drug influence, either in combination with or without alcohol in cases such as serious or fatal motor vehicle accidents.
- C. Prior to performing a DRE evaluation the arresting officer shall ensure the following are completed:
 - 1. The Standardized Field Sobriety Tests have been given.
 - 2. Miranda Rights have been given.
 - 3. The subject has been advised of Implied Consent.

- 4. Two (2) breath samples have been obtained, results being less than .08 % BAC.
- D. A DRE will not conduct evaluations on subjects that are not under arrest for Driving While Intoxicated.
- E. A DRE will not conduct an evaluation on a subject who has refused to provide breath samples.
- F. A DRE will not conduct an evaluation on a **JUVENILE** who submits breath samples that show .01% BAC or higher.
- G. DRE evaluations will be conducted in a police station or other appropriate facility.
- H. If the subject is injured, medical assistance should be obtained prior to a DRE evaluation being performed. If, during the course of a DRE evaluation, a medical condition, injury or illness, is discovered, medical assistance shall be sought.
- I. A urine sample is needed for evidence in court when a DRE evaluation is conducted. As such the following apply:
 - 1. Where a drug evaluation is likely, a DRE should be consulted before allowing a suspect to void their bladder.
 - 2. The arresting officer may need to collect the urine sample prior to the evaluation. In those instances, the officer shall obtain the sample and secure the evidence per Department policy.
 - 3. The DRE shall ensure the evidence custodian is notified and advised that a urine sample has been obtained and will subsequently need to be transported to the lab for analysis.
- J. Arresting officers shall remain with the DRE throughout the examination.
- K. The fact that a DRE may be unavailable to respond does not relieve the arresting officer from conducting a complete investigation. This may require officers to conduct additional investigation of the incident or additional questioning of the suspect. This should include requesting examination samples from the subject.
- L. Officers will charge the subject with N.J.S.A. 2C: 35-10b (Under the influence of CDS) if the DRE determines the subject was under the influence of a controlled dangerous substance.

V. DRE EVALUATION PROTOCOL

- A. DRE will interview the arresting officer.
- B. DRE will conduct preliminary examination and first pulse.
- C. DRE will conduct eye examination.
- D. DRE will conduct divided attention tests.
- E. DRE will obtain vital signs and second pulse.
- F. DRE will conduct dark room examination and ingestion examination.

October 2014 Drug Recognition Expert - Page 3 of 5

- G. DRE will examine/note muscle tone.
- H. DRE will check for injection sites and obtain third pulse.
- I. DRE will conduct interrogation, obtain statements, and make other observations.
- J. DRE will formulate an opinion and advise the arresting officer as to his findings.
- K. DRE shall complete the *Drug Influence Evaluation Form* as the steps are being completed.
- L. DRE shall complete his *Rolling Log* as required, with the exception of toxicology results. Under no circumstances is a finding to be made after toxicology results have been received.
- M. DRE shall ensure his reports are placed with the arrest file.
- N. DRE will maintain personal copies of all of their *Drug Influence Evaluation* reports.
- O. DRE will provide the DRE Supervisor with a copy of the *Drug Influence Evaluation and Rolling Log* reports within 72 hours unless the DRE Supervisor has approved an extension.

VI. DUTIES AND RESPONSIBILITIES OF DRE OFFICERS CONCERNING REPORTS

- A. Complete and furnish the arresting officer with a *Drug Influence Evaluation* report as well as any Supplemental report after the report has been reviewed by the DRE Supervisor
- B. Advise the arresting officer to enter *DRE Evaluation Completed* on the Drinking Driving Report (S.P. 317, Rev. 2/92), in the Narrative of Investigation, paragraph 5, list other TRAFFIC OFFENSES.
- C. Advise the officer to enter *DRE* on the traffic summons in the upper right hand corner.
- D. Furnish a copy of their wallet size DRE certification card, both front and back, to the arresting officer.

VI. DUTIES AND RESPONSIBILITIES OF THE DRE SUPERVISOR

- A. Review all DRE Drug Influence Evaluation Reports as well as all or any supplement reports prior to be being furnished to any officer.
- B. Schedule all initial and supplemental training with Training Division and ensure and certifications are maintained.

VIII. AUTHORIZATION FOR DRE CALLOUT

- A. The decision to authorize a DRE callout within Wall Township rests with the Patrol Supervisor.
- B. Authorization for requests for DRE response outside the Township rests with the Patrol Supervisor.

- C. If the Department DRE is off duty, he shall be called first. If unavailable a DRE from another municipality may be called.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 1	SECTION: 13	# OF PAGES: 12		
SUBJECT: DRUG SCREENING GUIDELINES				
EFFECTIVE DATE: July 7, 2015		ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this standard operating procedure is to establish policy and procedures consistent with the guidelines established by the Attorney General of the State of New Jersey and the Monmouth County Prosecutor regarding drug testing.

POLICY It is the policy of the Wall Township Police Department that the critical mission of law enforcement justifies the maintenance of a drug free work environment through the establishment and use of a reasonable drug-testing program.

The police profession has several uniquely compelling interests that justify the use of drug testing. The public has a right to expect that those who protect them are at all times both physically and mentally prepared to perform these duties. There is sufficient evidence to conclude that the use of controlled substances, and other forms of drug abuse, will seriously impair an employee's physical and mental health, and thus, their job performance.

Where police officers or police employees participate in improper drug use and drug activity, the integrity of the police profession and public confidence in it are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug free police profession, this department has instituted a drug testing program to deter prohibited drug use by all sworn and non-sworn personnel.

Although this SOP normally applies to applicants, recruits and in-service sworn personnel, sufficient inferences can be drawn to apply certain provisions of this SOP to non-sworn police personnel in the area of reasonable suspicion drug testing or fitness for duty drug testing.

This SOP is considered an annex to the rules and regulations of the police department.

PROCEDURES

I. DEFINITIONS

- A. Applicant is any person who applies for the position of police officer in the Wall Police Department Police Department.
- B. Drug test is the compulsory production and submission of urine by an employee in accordance with these established procedures for laboratory analysis to detect prohibited drug use.
- C. Employee includes any civilian employee assigned to or under the supervision of the police department.
- D. Officer is a sworn police officer, regardless of rank or assignment, who is responsible for the enforcement of the criminal laws of this state. Officer also includes special law enforcement officers (SLEO).
- E. Positive result is the result given to a specimen that is tested and confirmed to be positive for a controlled substance following laboratory analysis and a review by a medical review officer at the laboratory after comparison with the medication information report and it is determined that any substance listed on the report does not explain the test result.
- F. Random selection is defined as the method by which every police officer regardless of rank or assignment has an equal chance of being selected for drug testing each and every time a drug test is conducted.
- G. Reasonable suspicion is that quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, articulable, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs while either on or off duty.
- H. Recruit/trainee is any applicant who is undergoing mandatory basic training in a police academy.
- I. Supervisor is a sworn officer formally assigned to a position having day-to-day responsibility for supervising subordinates or who is responsible for commanding a work unit.

II. TESTING – GENERAL

- A. Applicants
 - 1. Applicants for the position of police officer and special law enforcement officer (SLEO) shall be required to submit a urine specimen at any time prior to appointment. A statement of this requirement shall be included in the application for employment. Applicants also include existing regular law enforcement officers with valid PTC certificates seeking employment with this department as police officers.
 - 2. A negative result is a condition of employment.

3. A positive result or a refusal to submit a specimen for testing will result in the applicant being dropped from consideration for employment, cause the applicant's name to be reported to the central drug registry maintained by the State Police, and preclude the applicant from being considered for future law enforcement employment for a period of two years.
4. If the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for unlawful drug use, the officer's employing agency shall be notified of the test results without undue delay.
5. Any Wall Police Department police officer who is an applicant in another jurisdiction and yields a positive drug test result after undergoing drug testing by that jurisdiction in comportment with the guidelines established by the Attorney General of the State of New Jersey shall be:
 - a. Immediately suspended from all duties;
 - b. Terminated from employment as a police officer upon final disciplinary action.
 - c. Reported to the central drug registry maintained by the State Police.
 - d. Permanently barred from future law enforcement employment in the State of New Jersey.
6. Except for applicants who are already existing law enforcement officers, urine samples can be processed by the New Jersey State Toxicology Laboratory or another accredited laboratory selected by the Chief of Police and/or Township Administrator. Applicants who are existing law enforcement officers elsewhere must have their urine samples tested by the New Jersey State Toxicology Laboratory only.

B. Recruit/Trainee

1. Recruits/trainees shall be required to submit one or more urine specimens for testing at any time while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with the rules and regulations established by the Police Training Commission.
2. All newly appointed officers shall be informed that drug testing is mandatory during their basic training.
3. A negative result(s) is a condition of continued employment.
4. A positive test result will result in the following:
 - a. The recruit shall be immediately dismissed from the police academy and immediately suspended from this department.
 - b. The recruit shall be terminated from employment as a police officer upon final disciplinary action.

- c. The recruit's name shall be reported to the central drug registry maintained by the State Police.
 - d. The recruit shall be permanently barred from future law enforcement employment in the State of New Jersey.
- 5. Refusal to submit to a drug test shall result in the same penalties set forth in subsection II.A.5 above.
 - 7. Individual trainees may also be required to submit a urine specimen for testing when reasonable suspicion exists to believe that the trainee is illegally using drugs. A recruit/trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor, the Chief of Police, or the academy director.

C. Officers/Random Selection

- 1. Urine specimens shall be ordered from officers who have been randomly selected to submit to a drug test.
- 2. Approximately ten percent of the sworn workforce (including SLEO personnel) shall be randomly selected each time. The frequency and dates of the selection shall be at the sole discretion of the Chief of Police, which shall be at a minimum of one test per calendar year.
- 3. A negative test result is a condition of continued employment.
- 4. A positive test result will result in the following:
 - a. The officer shall be immediately suspended from all duties;
 - b. The officer shall be terminated from employment as a police officer upon final disciplinary action.
 - c. The officer's name shall be reported to the central drug registry maintained by the State Police.
 - d. The officer shall be permanently barred from future law enforcement employment in the State of New Jersey.
- 5. Officer(s) who refuse to submit to random drug testing are subject to the same penalties set forth above in subsection II.C.4.
- 6. Officer(s) randomly selected who are on sick leave, vacation leave, leave of absence, special day off, or away on official business shall be immediately tested upon their return without exception.
- 7. Any employee of the police department who discloses the identity of an officer selected for random drug testing, the fact that a random drug test is scheduled, or that they had supplied a sample for random drug testing shall be subject to disciplinary action.

D. Officers/Reasonable Suspicion

1. In addition to random testing, urine specimens shall be ordered from any officer when reasonable suspicion exists to believe that the officer is improperly using drugs. For this purpose, urine specimens shall not be ordered from the officer without the approval of the Monmouth County Prosecutor or the Chief of Police.
2. A negative test result is a condition of continued employment.
3. A positive test result will result in the following:
 - a. The officer shall be immediately suspended from all duties;
 - b. The officer shall be terminated from employment as an officer upon final disciplinary action.
 - c. The officer's name shall be reported to the central drug registry maintained by the State Police.
 - d. The officer shall be permanently barred from future law enforcement employment in the State of New Jersey.
4. If an officer refuses to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so, the officer shall be charged with gross insubordination and also is subject to the same penalties as for those who test positive for the illegal use of drugs, see above subsection II.D.3.
5. Regardless of the reason for testing, any officer who tests positive for improper drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported to the central drug registry maintained by the State Police and shall be permanently barred from future law enforcement employment in New Jersey.
6. Any employee who has reason to believe that a member of this agency is utilizing illegal drugs must report that suspicion or face disciplinary action.
7. Any employee having reasonable suspicion of illegal drug use by another employee must report it by way of a confidential report to the Chief of Police or the internal affairs commander. The report shall detail the facts that form the basis of reasonable suspicion of illegal drug use.

E. Fitness for Duty Examinations (physical and/or psychological examinations)

1. Urine samples may be requested by a physician/psychologist designated by the Township of Wall during any scheduled and announced medical examination or a fitness for duty examination (physical and/or psychological examination). The subsequent collection and analysis of any specimen obtained through a medical examination or fitness for duty examination (physical and/or psychological examinations) will be under the control of the Wall Township-designated physician/psychologist.

2. All personnel shall be required to submit to urine testing when told to by the Wall Township physician or Wall Township-designated physician/psychologist.
 3. Failure to submit to this physician/psychologist ordered urine testing shall be considered a form of gross insubordination and subject to termination upon final disciplinary action.
- F. Civilian Personnel – Reasonable Suspicion/Fitness for Duty Examinations (physical and/or psychological examinations):
1. Civilian personnel are often called upon to perform a myriad of duties that had traditionally been performed by sworn police officers. These duties require civilians to act and otherwise make decisions that are a matter of public safety and include, but are not limited to the following positions:
 - a. Communications personnel;
 - b. Information systems manager/terminal agency coordinator(s);
 - c. School crossing guards;
 - d. Clerks/stenographers/secretaries, etc.;
 2. Urine specimens shall be ordered from any civilian employee when reasonable suspicion exists to believe that the employee is improperly using drugs. For this purpose, urine specimens shall not be ordered from the employee without the approval of the Chief of Police, internal affairs commander or their designees.
 3. Reasonable suspicion drug testing and fitness for duty drug testing will normally be performed by a physician/psychologist or facility designated by the Township Administrator.
 4. If an employee refuses to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so, the employee is subject to termination upon final disciplinary action for gross insubordination.
- G. Any employee who has reason to believe that a member of this agency is utilizing illegal drugs must report that suspicion or face disciplinary action. These suspicions must be reported by way of a confidential report to the Chief of Police or the internal affairs commander. The report shall detail the facts that form the basis of reasonable suspicion of illegal drug use.

III. PRELIMINARY PROCEDURES

- A. Police Applicants
1. Prior to the submission of a specimen, an applicant shall execute a form consenting to the collection and analysis of their urine for drugs. This form shall include wording advising them that a negative result is a condition of employment and a statement of the consequences of a positive test or refusal to submit a specimen.

2. Applicants shall not complete the *Medication Information Report* prior to the submission of a specimen unless they have already received a conditional offer of employment.
3. Applicants shall subject to the acquisition procedures set forth in section IV.

B. Recruit/Trainee

1. All drug testing conducted during mandatory basic training shall comply with the rules and regulations established by the Police Training Commission and conducted under the auspices of the police academy director or designee.

C. Random Testing of Officers

1. The Wall Township Police Department will conduct random drug testing upon all officers regardless of rank or assignment. The internal affairs commander or his/her designee is responsible for the selection, notification, collection, monitoring, chain of custody, storage and transport of urine specimens to the State Toxicology Laboratory and any subsequent recordkeeping which is necessary to ensure that the testing process is conducted in a prompt, efficient and confidential manner.
2. The tests may include testing for steroids.
3. A representative of the police union(s) shall be notified of every random selection process and may witness the random selection. The union representative(s) shall not be informed of the officers' names. Each representative shall indicate whether they had witnessed the random selection process or declined to do so on the *Random Drug Testing ID Number Selection* form (Attachment C).

D. Civilian Employees

1. Mandatory drug testing will be performed on all civilian police employees after being provided with a conditional offer of employment, but prior to hiring. All testing will be performed under the auspices of the Township Administrator at a location selected by the Township Administrator.
2. Reasonable suspicion drug testing and drug testing performed during a fitness for duty examination (physical and/or psychological examinations) are also under the auspices of the Township Administrator at a location selected by the Township Administrator.
3. Drug test results will normally be forwarded to the Wall Township physician/psychologist or Wall Township-designated physician/psychologist for review. The physician/psychologist will interpret the results and tender a recommendation to the Township Administrator and/or Chief of Police concerning the employee's employment status.
4. If the drug test reveals the use of any unlawful substance, the employee will have the conditional offer of employment withdrawn or be subject to termination upon final disciplinary action, whatever is applicable.

5. The presence of a lawful substance is subject to review by the Wall Township designated physician and Chief of Police to determine if the substance is or has adversely affected the employee's job performance. Any employment action will be decided on a case-by-case basis in comportment with ADA guidelines.

IV. ACQUISITION PROCEDURES

- A. This section applies to sworn applicant testing, random officer testing, and reasonable suspicion testing for sworn officers only.
- B. The Chief of Police may designate any staff member(s) to act as the monitor(s). The monitor(s) shall be the same gender as the subject selected. In the event of any conflict, the Chief of Police or his/her designee will select a monitor.
- C. It is the duty of the monitor(s) to ensure that all required documentation is fully and accurately completed and submitted in accordance with this SOP.
- D. The subject(s) selected shall fully complete a *Medication Information Report* form (Attachment E) provided by the monitor. No subject shall make any false or misleading statements on the report. All prescription drugs listed on the form are subject to verification. ***(This will be the only opportunity for the subject to disclose the medication he/she had taken. Subjects who yield positive test results will not be given another chance to list any medication they have taken.)***
- E. The monitor(s) shall collect the specimen in a manner that provides for individual privacy while ensuring the integrity of the sample provided. The place that the collection takes place will be designated by the Chief of Police and may vary from test to test. The monitor shall complete the *Specimen Acquisition Report* form (Attachment D) for each person tested. Specimens shall be collected utilizing equipment and supplies approved by the State Toxicology Laboratory.
- F. Subjects shall have the option of providing a second specimen that must be collected at the same time as the first. If the subject chooses not to submit a second specimen, the subject shall sign a waiver of this option on the *Specimen Acquisition Report*.
- G. Subjects will provide the required specimen without direct observation of the monitor unless there is reason to believe that the individual will adulterate the specimen or otherwise compromise the integrity of the process. Under these circumstances, the monitor may directly observe the production of a specimen. The monitor must fully document the facts and circumstances underlying their belief that the subject may adulterate a specimen or compromise the integrity of the process.
- H. Subjects must provide the specimen upon being ordered to do so. Subjects that are initially unable to do so may be permitted to drink water in an attempt to induce the production of a specimen. Subjects shall not be permitted to consult with anyone prior to submitting the specimen. Any attempt to delay the submission of a specimen, based upon his/her desire to consult with anyone, will be treated as a refusal. If the subject remains unable to provide a specimen after a reasonable amount of time, the monitor may direct the individual to be examined by a

physician to determine whether the inability to produce a specimen is as a result of a medical or physical infirmity or a refusal to cooperate with the testing process.

- I. The chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice shall be adhered to as set forth in the *Attorney General's Law Enforcement Drug Testing Policy*.
- J. The monitor will secure all samples in secured refrigerated storage. The access to this refrigerated storage shall be restricted to the Chief of Police or his/her designee and the internal affairs commander or other designee.
 - 1. If the Chief of Police has provided a urine sample, he/she shall have his/her access to the secured refrigerated storage revoked until the samples are tested and/or disposed.
 - 2. If the internal affairs commander has provided a urine sample, he/she shall have his/her access to the secured refrigerated storage revoked until the samples are tested and/or disposed.
 - 3. If any designees mentioned above have provided a urine sample, they shall have their access to the secured refrigerated storage revoked until the samples are tested and/or disposed.
- K. The second specimen, if submitted, shall be collected at the same time as the first.
- L. If the first test results in a negative reading, the second sample will be destroyed.
- M. If the first test results in a positive reading, the officer shall notify the department within 10 days of their intent to have the second sample tested by an independent laboratory. If the sample is not claimed and presented to the independent laboratory within 60 days, it will be destroyed.
- N. The second specimen shall be released under the following circumstances:
 - 1. This department is notified by the State of New Jersey Toxicology Laboratory that the first specimen tested positive for controlled substance(s); and
 - 2. This department is notified by the officer that tested positive that they wish to have their second specimen tested by an independent laboratory; and
 - 3. The officer designates a laboratory, licensed as an approved clinical laboratory by the New Jersey Department of Health under *The New Jersey Clinical Laboratory Improvement Act*, to conduct the independent test; and
 - 4. A representative of the designated clinical laboratory takes possession of the second specimen in accordance with acceptable chain of custody procedures.
- O. All secondary testing of specimens shall be at the expense of the officer tested.

- P. **ANY OFFICER OR EMPLOYEE OF THE POLICE DEPARTMENT WHO KNOWINGLY TAMPERS WITH ANY SPECIMEN, OR OTHERWISE COMPROMISES THE TESTING PROCESS SHALL BE SUBJECT TO CRIMINAL AND/OR DISCIPLINARY ACTION.**
- Q. The State Toxicology Laboratory shall minimally analyze each specimen for the following substances and their metabolites:
1. Amphetamine/methamphetamine;
 2. Barbiturates;
 3. Benzodiazepine;
 4. Cannaboids;
 5. Cocaine;
 6. Methadone;
 7. Phencyclidine;
 8. Opiates;
 9. Other drug or substance deemed necessary by the Chief of Police, County Prosecutor, or Attorney General.
- R. The Chief of Police may request that one or more specimens be analyzed for the presence of anabolic steroids and their metabolites.
- S. In the event of a positive test result, the applicant, trainee, or sworn officer shall be notified as soon as practicable. Upon written request, the individual may receive a copy of the laboratory report.
- T. Under no circumstances may this agency or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested.

V. ACCIDENTAL/INADVERTENT EXPOSURE

- A. Any officer or employee who believes that they may have been exposed to any substance that could render a positive test result must notify this department immediately after the exposure. If the exposure occurs on duty the officer or employee must immediately notify their supervisor. A report detailing the facts and circumstances of the exposure shall be forwarded to the Chief of Police or the internal affairs commander through the chain of command. If the exposure occurs off duty, notification must be made as soon as practicable.
- B. The Chief of Police may order the internal affairs commander to investigate the circumstances of the accidental/inadvertent exposure.

VI. POSITIVE TEST RESULT PRECIPITATED BY LAWFUL AND REPORTED PRESCRIPTION MEDICATION

- A. Any test that reveals the presence of a drug or substance listed on the subject's *Medication Information Report* will be reported to the Chief of Police. This result will be reported with the explanation that the substance was listed on the *Medication Information Report*. The Chief of Police will have the option of causing a further investigation into the propriety of the listed substance and its use. The Chief of Police may require documentation from the employee's physician that the medication was lawfully prescribed and does not render the employee unfit for duty.

VII. NOTIFICATIONS

- A. The Chief of Police shall notify the Monmouth County Prosecutor and the first assistant prosecutor if any police officer tests positive or refuses to be tested pursuant to this SOP.
- B. Applicants, trainees and sworn officers who test positive for the unlawful use of drugs, or who refuses an order to submit a urine sample when ordered to shall be reported to the Central Drug Registry maintained by the New Jersey State Police on a form approved for use by the Attorney General. Notifications to the Central Drug Registry shall include the following information as to each individual:
1. Name and address of the submitting agency, and the contact person;
 2. Name of the individual who tested positive;
 3. His/her last known address;
 4. His/her date of birth;
 5. His/her social security number;
 6. His/her SBI number (if known);
 7. His/her gender;
 8. His/her race;
 9. His/her eye color;
 10. The substance for which he/she tested positive, or circumstances of the refusal to submit a urine sample;
 11. Date of the drug test or refusal;
 12. Date of final dismissal or separation from this agency; and
 13. Whether the subject was an applicant, trainee or sworn officer.
- C. The certification section of the notification form must be completed by the Chief of Police and notarized with a raised seal.

VIII. RECORDKEEPING

- A. The internal affairs commander shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers, which shall be stored in the internal affairs files within the Chief's Office.
- B. These records shall include, but are not limited to:
 - 1. The identity of those ordered to submit urine samples;
 - 2. The reason for the order;
 - 3. The date the sample was collected;
 - 4. The name of the monitor;
 - 5. The chain of custody of the sample from the time it was collected until the time it was received by the State Toxicology Laboratory;
 - 6. The results of the drug testing;
 - 7. Copies of notifications to the subject of the drug testing;
 - 8. For any positive result, documentation from the employee's physician that the medication was lawfully prescribed and does not render the employee unfit for duty;
 - 9. For any positive result or refusal, appropriate documentation of the disciplinary action.
- C. For random selection drug testing, the records will also include:
 - 1. A description of the process used to randomly select officers for drug testing;
 - 2. The date the selection was made;
 - 3. A copy of the document listing the identities of those selected for drug testing;
 - 4. A list of those who were actually tested; and
 - 5. The date(s) those officers were tested.
- D. Sworn applicant drug testing, random selection drug testing, and reasonable suspicion for sworn officer drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to the *New Jersey Internal Affairs Policy and Procedures* manual.
- E. Drug testing records for civilian employees will be kept and maintained by the Township Administrator.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 23	SECTION: 9	# OF PAGES: 18		
SUBJECT: DUTY DEATHS AND SERIOUS INJURIES				
EFFECTIVE DATE: February 10, 2009		ACCREDITATION STANDARDS: 2.1.2	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE: The purpose of this standard operating procedure is to define the departmental response in the event of the line of duty serious or fatal injury of an active employee of this department and to ensure that the employee's family is afforded all of the family assistance, legal assistance, financial assistance and agency wide support that they deserve.

POLICY: Due to the inherent dangers associated with police work, the possibility of an employee suffering a serious or fatal injury can not be ignored. In the event of such injury or death, the department shall immediately mobilize sufficient personnel to ensure that a timely in-person notification to the employee's family is conducted. Additionally, the department shall arrange for grief counseling for the employee's family and co-workers as necessary. The focus of departmental efforts during this traumatic period shall remain on providing the employee's family with tangible and emotional support.

PROCEDURE:

I. Serious Injury Notifications

- A. Generally, all of the provisions applicable to the line of duty death notifications and family support apply to serious injury notifications when the injured employee has a poor prognosis for survival. Accordingly, the provisions shall be adapted and applied as appropriate.
- B. One of the most important tenants of a proper notification is the timeliness of the action. If an appropriate level of command is unavailable to respond immediately, the notification cannot be delayed until their arrival. This is especially true in situations regarding serious injury where the family may have an opportunity to respond to the hospital prior to the demise of the employee.

II. Death Notifications

- A. The following notification procedure shall be followed with the understanding that the wishes of the family take precedence over the desires of the agency. This procedure is intended to serve the needs of the family employees and survivors of any employee suffering a serious or fatal injury. Responding personnel shall conduct all reasonable measures to accommodate the needs, wishes and desires of the family and survivors, but shall not make any promises to family employees that cannot be guaranteed.
- B. The first and possibly most important aspect of a line of duty death notification is the prompt delivery of the notification made in-person by personnel of this department.
 - 1. It is the responsibility of the duty shift commander to ensure that immediate command notifications are made whenever an employee is seriously injured or killed in the line of duty.
 - 2. Simultaneous to this notification shall be the assignment of a delegation to travel to the employee's residence to provide the appropriate notification to family employees.
 - a. Unless relieved of this responsibility by a member of the command staff, the duty shift commander shall make this a top priority in an effort to minimize the possibility that the employee's family will learn of the tragic event through someone other than a department representative.
 - b. Supervisors should not underestimate the speed with which word of an employee's death or serious injury will travel through unofficial channels. Immediate action is required regarding the family notification.
 - 3. The assignment should include a minimum of two on duty personnel, at least one of which should be a supervisor.
 - a. If readily available for the assignment, it is desirable that a member of the command staff participates in the notification.

- b. If possible, an on duty employee who is a close friend of the seriously injured or deceased employee's family should also be assigned to provide comfort to the surviving family employees.
- C. While the period of time immediately following the line of duty death of an employee will certainly be traumatic and somewhat confusing for on duty personnel, the need to exercise discretion regarding radio transmissions and independent notifications is important.
 - 1. Radio transmissions regarding the death of an employee shall be avoided at all costs to negate the possibility of the message being intercepted by a civilian scanner and the subsequent unofficial release of the information through the grapevine. (The best method for communication is hardwired telephones, as cellular communications are also susceptible to interception on a scanner, or the MDC, mobile data computer).
 - 2. The release of information concerning a line of duty death to family, friends and co-workers by on duty personnel must also be avoided until the surviving family of the deceased employee has been properly notified.
- D. A death notification shall only be made upon definitive confirmation of the death of an employee provided by a reliable and trusted source. Otherwise, the family shall be advised of the seriousness of the injury and transported to the appropriate hospital at the earliest possible opportunity.
 - 1. The Police Chief and other command personnel must be kept apprised of the notification and/or transportation of an employee's family so they can respond to the appropriate location to offer support and/or sympathy.
- E. There are several considerations and plans that must be developed in the brief period of time between the death/injury and the notification.
 - 1. The notification delegation should decide who will speak and the designated spokesman should rehearse the context of his comments prior to arrival at the employee's residence.
 - a. This should include a contingency plan for remarks in the event that the family has learned of the situation from an independent source not associated with the department.
 - 2. Advanced planning for the possibility of an adverse medical reaction to the shocking news should be anticipated if a pre-existing medical condition is known to exist with a family member.
 - 3. If necessary, emergency medical services personnel shall be requested to standby while the notification is made.
 - 4. The notification delegation should travel to the residence in at least two (2) vehicles. This will provide a degree of flexibility to facilitate transportation when appropriate.

- F. Upon arrival at the residence for the notification the following principals shall be followed:
1. Ask to come into the residence. The mere presence of a department delegation will provide the survivors with a signal that something very serious has happened. Do not conduct the notification on the steps or porch of a home.
 2. If the notification takes place at a location other than the survivor's residence, attempt to secure a private area or room to provide the survivors with a degree of privacy for their initial outpouring of shock and grief.
 3. Be certain you are notifying the proper person unless you are personally familiar with family.
 4. If children are present, consider having a member of the delegation take the children aside until such time as the adults present receive the notification.
 5. Older children will probably sense a tragic event has occurred and will not want to leave.
 6. After the adult survivors have been notified, ask how they want the children to be told. If they are incapable of making the notification, and they would like your assistance, then a member of the delegation should tell them.
 7. When conducting the notification be direct and state exactly what has happened.
 - a. Begin by saying "I have some bad news to tell you" and pause to allow the survivor(s) time to prepare for the shock.
 - b. Establish eye contact with the survivor and state what happened in plain language. (e.g., "Your (husband, wife, son, daughter) was injured tonight and has died".)
 - c. Avoid vague or confusing terms such as "your husband was lost", "he is no longer with us", or "he didn't make it".
 - d. Anticipate a reaction that may include anger, physical abuse, fainting, confusion, etc.
 - e. Refer to the deceased employee by name and avoid terms such as "the body".
 - f. Frankly answer all questions posed by the survivors if you know the answer. If not, document the question and advise the survivors you will contact them later with the information. Make sure the question gets answered and the follow-up contact is made.
 - g. Although there is nothing that can be said at this point to relieve the grief, an expression of condolence and sympathy should be extended.

- K. It is very important that the delegation or other department representatives plan on staying with the survivors for a sufficient period of time. Never make a notification and then leave. Department personnel remaining at the residence shall be called upon to provide information and obtain answers to questions that may arise concerning any number of topics.
- L. The personal belonging of the deceased employee should be treated with care and secured for eventual delivery to the survivors. The survivors should be told that the property is being held and will be delivered when they are ready.
 - 1. The delivery of personal belongings not considered to be evidence should be handled with dignity and respect. For some survivors this is another extremely emotional moment and the department representative should be prepared for such a reaction.
 - 2. All personal belongings that are considered evidence will be return as soon as possible. Appropriate approval shall be received from the Prosecutor's Office prior to return.
- M. Additional follow-up visits are an extension of the death notification process and should be conducted by a department representative on a daily basis for a reasonable period of time.
 - 1. The purpose of these visits is to ensure that the survivors do not feel as if the department has abandoned them at a time when their family has suffered the worst tragedy imaginable.
 - 2. There will also be much planning and arrangements taking place in the days following the employee's death. Depending on the family's wishes, the department may or may not be heavily involved in this process.
- N. The appointment of a family representative should occur within hours of the employee's death. The family representative should be a department employee who is a trusted friend of the employee's family whose responsibility it is to represent the concerns of the survivors. This is a considerable responsibility and should only be undertaken by a person who is available to dedicate the required amount of time to this task.
 - 1. The family representative will work closely with department representatives in the days following the death to plan the funeral, if department assistance and participation is requested, and to provide counseling and daily assistance to the surviving family until the funeral is completed.
 - 2. On the day of the funeral, the family representative should be with the primary survivor(s) from the start of the day, until the primary survivor(s) returns home at the end of the day. If this is not possible for any reason, the family representative shall ensure that uniformed personnel of the department are available to escort the primary survivor(s) at all times throughout the day.
- O. The Concerns of Police Survivors (C.O.P.S.) is a group whose membership includes widows and survivors of other police employees killed in the line of duty. This group can provide invaluable assistance to the deceased employees

survivors immediately following the employee's death. Upon approval of the survivors, they should be promptly contacted at (314) 346-4911 and requested to provide available assistance.

- P. The Township Employee Assistance Program Coordinator shall be contacted to provide assistance to the family and employees.

III. Hospital Procedures

- A. The primary purpose of department personnel at the hospital is to provide support and assistance to the family of any employee seriously injured or killed in the line of duty. The Police Chief, or next highest-ranking officer in the Police Chief's absence, shall join the family upon his arrival at the hospital to express the agency's support. The next highest-ranking officer shall assume responsibility for the following:
 - 1. Ensure that arrangements are made to establish waiting facilities in a private area for use by the injured or deceased employee's immediate survivors. Access to this area shall be strictly limited to persons having a reasonable need to enter and those requested by the family.
 - a. Instruct medical personnel to report pertinent medical information on the employee's condition to the family before any other parties are notified.
 - b. Assist family employees in gaining access to the injured or deceased employee in accordance with their wishes.
 - 2. If a possibility exists that the family may be able to visit with an employee prior to death, they should most certainly be afforded that opportunity.
 - 3. The family employees should be made aware of what they might see in the emergency room/trauma unit and shall be accompanied at all times if so requested.
 - 4. Provide hospital personnel with all necessary billing information for the medical services being rendered. The bills shall be directed to the Township through the workman's compensation insurance carrier and not the employee's personal home.
 - 5. Confer with a representative of the law enforcement agency providing primary police service in the jurisdiction where the hospital is located, if outside Wall Township, to ensure adequate security is maintained.
 - 6. Designate a staging area for the press and provide information concerning scheduled press briefings.
 - 7. Greet any officials arriving to show support to the family.
 - 8. Ensure that the family is promptly made aware of new developments concerning the incident that gave rise to the employee's injury or death.

9. Provide for the constant presence of personnel of the notification delegation to provide assistance as needed and to transport the family home when appropriate.

IV. Administrative Record Keeping

- A. Bereavement Questionnaire – Each employee of this organization has the option to forward to the Patrol Division Commander a sealed, dated bereavement questionnaire, which will be kept sealed and secured for use when:
 1. An employee is scheduled to undergo a serious medical procedure which has a significant chance of death or long term incapacity;
 2. An employee is seriously injured;
 3. An employee is killed in the line of duty.
- B. Police Memorial Day – Every Police Memorial Day (May 15th), the envelopes containing bereavement questionnaires will be given back to the employee for review. If the employee determines that new information needs to be completed, he/she will seal the old one and return it to the Administrative Division Commander. A new questionnaire will then be completed and provided to the Administrative Division Commander, at which time the old one will be pulled for destruction and/or given to the named employee.

V. Written Agenda for Funeral Details

- A. The Funeral Commander shall prepare a written agenda with the proper time and order of events. A copy of this agenda should be given to all personnel involved with the service such as clergy, funeral director, traffic officers, rifle squad leader, bugler, honor guard, etc.
- B. All personnel involved with the service should be familiar with the agenda in an effort to maintain an orderly service that renders an appropriate tribute to the deceased employee.

VI. Coordination of Assignments and Responsibilities

- A. The Funeral Commander shall be the Patrol Division Commander.
 1. The assignment of the Funeral Commander will be by a written special order posted to all personnel.
 2. The Funeral Commander will determine from the surviving family members, if all appropriate support was given during any notifications made in regard to the death of the department member.
 3. Any additional support required in regards to the notification procedure should be rendered as soon as possible.
 4. The Funeral Commander shall supervisor the entire process.

- B. The Traffic Commander shall be 2nd Patrol Lieutenant.
1. The Traffic Commander will coordinate all traffic planning. This will include planning routes for visiting officers from other jurisdictions to use, making maps, locating potential parking areas for visiting officers and assisting the funeral commander in determining a staging area and funeral procession route.
 2. The Traffic Commander should survey all sites involved in the funeral, such as the church, funeral home, cemetery, and all routes to be used. This should also include the route needed to enter the cemetery, proceed to the gravesite and exit the cemetery.
 3. Additional officers should be assigned to the Traffic Commander as needed to assist with visiting officers entering town, approaching the site of the funeral service, and locating parking areas. The procession route should also be surveyed for all needed traffic posts.
 4. The Traffic Commander will also coordinate and ensure that there is sufficient communication between the various departments who are assisting with the traffic assignments and details.
- C. The Honor Guard Commander shall be designated by the Chief of Police. The Honor Guard Commander will also be designated as the Pall Bearer Commander;
1. The Honor Guard Commander shall provide for the organization, drill and practice of the honor guard team in order to provide proper respectful representation for any service or presentation. This shall include the following:
 - a. Regular drill practice as necessary prior to the service;
 - b. Obtaining white gloves for actual events;
 - c. Planning a schedule of assignments.
 2. The Honor Guard Commander will assemble and brief all honor guard members prior to the funeral services. The honor guard will, whenever appropriate, move as a unit in a military fashion.
 3. The Honor Guard Commander will determine the dress code, which will either be the duty uniform or the department's formal dress uniform.
 4. The honor guard will be posted whenever the deceased member is on public view and during any private viewing of the deceased, by family members, unless the immediate survivor specifically requests the honor guard to withdraw.
 5. The honor guard shall be posted in shifts of two, taking positions at the ends of the casket and standing at parade rest position. No salutes are required when posted.
 6. The relief procedure of the honor guard will be as follows:

- a. The relieving honor guards will march to the casket and halt facing the duty guards and stand at attention;
- b. The duty guards will come to attention and a slow hand salute shall be exchanged by all. The duty guards shall take two side steps and march away. The relieving officers shall take a step forward and execute an about-face and assume the parade rest position;
- c. The shifts shall be fifteen minutes in duration, unless a funeral service is about to begin. If a service is about to begin the guards should change immediately prior to the start of the service and not change until the service is terminated;
- d. All relief moves shall be made in a military fashion;
- e. The honor guard detail is concluded when the pallbearers take possession of the casket.

7. Pallbearers

- a. The pallbearer commander shall determine the pallbearers. This should be done, whenever possible, with the participation of the deceased family members.
- b. The pallbearers will be dressed in either the uniform of the day or the department's dress uniform. This decision will be made by the pallbearer commander. The pallbearer commander may or may not actually be one of the pallbearers.
- c. The pallbearers commander and/or the pallbearers will meet with the funeral director to accomplish the following:
 - 1) To obtain instructions and to practice the movements needed to handle a casket. The senior ranking officer serving as a pallbearer shall be responsible for the proper performance of the duties;
 - 2) The pallbearers will move the casket as directed by the funeral director;
 - 3) The pallbearer commander in conjunction with the Funeral Commander will make arrangements for transportation for all honor guards and pallbearers.

D. The Funeral Home Liaison shall be the commander of the Detective Bureau.

- 1. The funeral home representative will assist the funeral home with obtaining and dressing the deceased officer in proper uniform (unless the family or the bereavement questionnaire dictates otherwise) to include the following:
 - a. Hat with band and hat badge;
 - b. Shirt and tie with tie tack;

- c. All appropriate badges and name plates;
 - d. Department duty trousers;
 - e. Pistol belt with buckle (no other belt gear);
 - f. Shoes and socks;
 - 2. All uniform items are to be in new condition.
- E. The family representative shall be the officer picked by the Chief of Police in consultation with the deceased department member's family and after review of the Bereavement Questionnaire.
- 1. The Chief of Police or designee will officially recognize a volunteer, usually a close friend of the deceased, as the family representative. The family representative will provide immediate support to the surviving family members of the deceased. His/her primary concern will be the immediate surviving family of the deceased officer.
 - 2. The family representative serves in a long-term liaison and support capacity for the surviving family. These duties include, but are not limited to:
 - a. Providing contact with surviving family members in order to keep them briefed on any criminal proceedings relating to the death of the deceased officer;
 - b. Escorting surviving family members to criminal proceedings explaining the nature of the proceedings and assisting the prosecutor's office with supporting the family;
 - c. Identifying all support services available to family members and working on their behalf to secure any services necessary;
 - d. Briefing family survivors on scheduled law enforcement memorials on the national state and local levels.
 - e. Assisting the benefits coordinator with processing the necessary paperwork
 - f. Maintaining routine contact with the survivors to provide companionship and emotional support and maintaining an ongoing relationship between the department and the immediate family survivors.
 - g. Relaying the concerns and the needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

- F. The Administrative Division Commander and his/her staff will be responsible for the following responsibilities:
1. Lodging Coordinator;
 - a. The lodging coordinator will contact local hotels for availability and rates.
 - b. This information along with directions and/or maps will be available to distribute to other agencies, family members, or civilians who express a need for this service.
 2. Food Coordinator;
 - a. The food coordinator should assist with accommodating the visiting officers at a location near the staging area.
 - b. This should include refreshments prior to the service and again after the burial is completed.
 - c. Additional arrangements should be made for any support needed by the visiting officers.
 - d. If comfort facilities are not available, then portable facilities can be considered for the day of the service.
 - e. Consult with State PBA, Salvation Army and local business in making arrangements for food.
 3. Benefits Coordinator;
 - a. The benefits coordinator will assist the family survivors with obtaining the various family benefits available subsequent to an officer being killed in the line of duty.
 - b. A review in association with the Wall Township Personnel Director shall include pension, insurance, health coverage, the federal death benefit, workman's compensation and social security.
 - c. The Personnel Director shall assist the surviving spouse with the personal paperwork, with the goal of having the survivor functioning without assistance as soon as possible.
 - d. The duties of the family benefits coordinator will conclude when all paperwork and applications are completed and available benefits obtained.
 4. Notification Coordinator;
 - a. Ensure that all active department members are notified of any death of a department member (active or retired) or medical issue which has a significant chance of death or long term incapacity.

- b. Ensure that all retired members who have supplied contact/notification information are notified of any death of a department member (active or retired).

G. The Media Coordinator shall be the Chief of Police or his/her designee.

1. The Media Coordinator will act as the representative for the news organizations for the duration of the funeral planning and service.
2. The Media Coordinator should obtain a complete history of the deceased officer, circumstances of the death, and any other information necessary to provide an initial news release.
3. He or she should assist the news media, so they can provide an appropriate tribute to the deceased officer.
4. The Funeral Commander or family representative should attempt to have a photograph of the deceased available to the news media. The photograph could be on a loan, photographed by the media, then returned to the survivors.
5. Photographs, including the family, can also be made available.
6. Information about the funeral service should also be included in the news release.
7. The Media Coordinator will be responsible for putting a release together for national broadcast on the NCIC database.
8. On the day of the viewing and funeral, the Media Coordinator will, in consultation with the Funeral Commander, provide a staging area for the media services to assemble.

VII. Pre-Funeral Activities

A. Funeral Watch

1. The Funeral Commander will delegate a volunteer, generally the off-duty employment coordinator, to be the funeral watch commander and organize a funeral watch made up of all volunteer officers.
2. This is accomplished by posting a police vehicle at the funeral home during the entire time the deceased officer is located there, 24 hours a day.
3. The funeral watch is performed in four-hour shifts by having volunteers posted in the police vehicle.
4. Police officer volunteers from nearby departments can also be used as members of the funeral watch.
5. The funeral watch is maintained until the honor guard takes their post.

B. Volunteer officers shall be attired in the uniform of the day.

VIII. Funeral Seating

- A. The Funeral Commander will determine the uniform of the day for the department members and will post same through a special order.
- B. Funeral Seating Protocol
 - 1. The Funeral Commander will plan for the family survivors to sit front right at the funeral service.
 - 2. Members of the deceased officer's department to sit, by ranking order, front left.
 - 3. The Chief of Police should be seated front left by the center aisle, and the subordinate commanders to his/her left, etc.
- C. Visiting Officers
 - 1. In most cases, visiting officers will not be able to be seated for the services.
 - 2. Visiting officers should gather at the staging area and prepare to pass in review of the deceased officer. After which, they will stand by until it is time to escort the funeral procession.

IX. The Funeral Service

- A. The Funeral Commander will determine from the family survivors the type of funeral service requested. The following funeral service can be suggested:
 - 1. The deceased officer is viewed in private by the immediate family;
 - 2. The deceased officer is viewed by the public the night prior to the burial OR the funeral service and burial is held all on one day;
 - 3. The deceased officer after viewing has a funeral service conducted by appropriate clergy and any additional speakers requested by the survivors.
- B. Then the members of the deceased officer's department will enter as a group in order of rank with the Chief of Police first. They will pass in review of the deceased officer, passing the casket from the foot to the head. They will then be seated front left for the service.
- C. Visiting officers from other jurisdictions will pass in review of the deceased officer in a single file.
- D. When the funeral service is completed:
 - 1. Members of the deceased officer's department stand and pass in final review of their fellow officer;
 - 2. The department members then form an aisle by making two lines outside for the casket to pass through;

3. Visiting officers' form in the staging, area next to the location of the funeral service, in preparation for the procession;
4. The funeral director guides the pallbearers in moving the casket to the hearse;
5. Police honors are accorded when the casket is being moved outside;
6. The deceased officer is escorted in the funeral procession by department members and visiting police officers from the church or funeral home to the cemetery for graveside services.

X. Procedures to Move the Deceased

- A. The deceased officer's casket is only to be moved by the pallbearers.
- B. All department members and visiting officers shall stand at attention and render a hand salute whenever the casket is being moved outdoors.
- C. This will be done with the command, "Detail, present arms" and "detail, order arms".
- D. Prior to the casket being moved from the funeral service location all available department members shall form two rows, facing each other and making an aisle. The aisle shall be wide enough to permit the passage of the casket and pallbearers.
- E. The Chief of Police shall be closest to the hearse with the senior-ranking officer facing him. Other officers will form according to rank with the junior ranking officers closest to the church/funeral home.
- F. This procedure will be repeated at the gravesite with the Chief of Police and Senior Ranking officer facing each other closest to the grave and the junior officers closest to the hearse.

XI. Funeral Procession

- A. The Funeral Commander shall determine the route of the funeral procession. If the route is not overly long, a funeral procession march by uniformed officers can be considered.
- B. The following configuration should be used for vehicle funeral processions or marches:
 1. Vehicle Procession;
 - a. Police escort vehicles;
 - b. Flower cars;
 - c. Hearse;
 - d. Funeral home vehicle with immediate family only;

- e. Police vehicle with pallbearers;
 - f. Police vehicle with department members;
 - g. Private vehicles with other family members and friends;
 - h. Police vehicles from visiting agencies;
 - i. Police escort vehicles.
2. March Procession:
- a. Police escort vehicles;
 - b. Flower cars;
 - c. Honor guard;
 - d. Pallbearers;
 - e. The hearse with the fellow officers of the deceased marching along side and behind;
 - f. Funeral home vehicles with immediate family;
 - g. Officers from visiting agencies marching in columns;
 - h. Citizens walking as a group;
 - i. Police escort vehicles followed by any private vehicles being used.
- C. Motorcycle units can lead in the front of either procession.

XII. Reporting Time and Staging Area

- A. The Funeral Commander shall determine the most appropriate reporting time for the department members and visiting police officers to meet and also a staging area for officers to meet.
- B. This information should be included with funeral messages issued to other law enforcement agencies.
- C. If necessary, maps of the staging area, parking lots and all funeral routes should be included.

XIII. Honor Guard, Bugler and Rifle Squad

- A. The Funeral Commander will make any needed communications to obtain the services of an honor guard, bugler, and rifle squad to participate in the formal funeral services.
- B. If approved by the surviving family, the services of police bagpipes can also be obtained.

XIV. Escort on Funeral Day

- A. On the day of the funeral service the family representative will be assigned to escort the immediate survivor from the time they depart for the service until they return home.
- B. The Funeral Commander will be in the police escort vehicle accompanying the funeral home vehicle when the family survivors and family representative are picked up to attend the funeral service.
- C. The family survivor/family representative will have a police vehicle assigned.

XV. Graveside Services

- A. The department members again form an aisle at the graveside for the casket to pass through.
- B. The clergy renders graveside services after the casket is in place at the grave.
- C. After the graveside clergy service is concluded, the Funeral Commander will initiate police honors.
- D. The department renders police honors by:
 - 1. Detail hand salute;
 - 2. Flag folded in a military manner and presented by the Chief of Police to the survivor;
 - 3. Rifle squad firing a volley three times;
 - 4. Taps played;
 - 5. If the police bagpipers are available, they can be used at this time;
 - 6. It should be explained to the survivors that whenever the casket is moved, it will be escorted and saluted by fellow police officers.

XVI. Cremated Remains

- A. If it is decided to cremate the remains of the deceased officer and the ashes interred, prescribed procedures are as directed by the funeral home and the surviving family shall govern.
- B. The surviving family can consider a formal memorial service in lieu of a funeral service.

XVII. Post Funeral Activities

A. Grave Marker or Headstone Engraving

1. The department's Administrative Commander or his designee will obtain a grave marker (flag holder) made of bronze, ½" thick and 6" in height with the representation of the department shield indicating the name of the deceased officer and the date of his death. If a headstone engraving is chosen, the department shield indicating the name of the deceased officer and the date of his death shall be engraved.
2. This grave marker will be permanently placed on an 18" metal rod in the grave of the deceased officer with the permission of the surviving family.
3. The department will assign the day shift patrol supervisor to visit and inspect all grave sites of department members annually on May 15, National Police Memorial Day.
4. All necessary repairs or replacements will be made and appropriate tribute to the fallen officers given.

- B. If the cemetery is located more than two hours from Wall Township, a request will be conveyed by the Chief of Police or his/her designee to the local police jurisdiction where the cemetery is located to perform this function.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>			
VOLUME: 18	CHAPTER: 2	# OF PAGES: 18	
SUBJECT: DWI COUNTERMEASURES			
EFFECTIVE DATE: June 1, 2015	ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #:			

PURPOSE The purpose of this standard operating procedure is to establish a DWI countermeasures program designed to reduce alcohol/drug-related crashes.

POLICY The Wall Township Police Department fully supports a comprehensive cooperative DWI countermeasures program and has established DWI enforcement as one of its highest priorities.

Wall Township police officers shall be alert for signs of alcohol and/or drug impairment in all contacts with motorists and make every effort to detect and apprehend them. After conducting an initial examination at the scene of the traffic contact and upon determining that probable cause to arrest is present, officers will make a physical arrest of the subject and process them in accordance with law.

Chemical testing shall be conducted in accordance with State of New Jersey statutes and contemporary criminal procedure.

NOTE: any suspected DWI with a collision involving a fatality or serious bodily injury must be investigated and conform to the Monmouth County Prosecutor's Office *Uniform Fatal Motor Vehicle Investigation Manual*.

PROCEDURES

I. GENERAL

- A. Drivers impaired by alcohol and/or drugs represent a serious threat to the life and safety of persons using the streets and highways of this state. Consequently, a comprehensive, coordinated countermeasures program involving education, enforcement, adjudication, treatment and public support is essential if the program is to have long-term success in combating the DWI problem.
- B. Enforcement is one of the key elements in the DWI countermeasures program. If the department does not detect and apprehend impaired drivers, the rest of the system cannot function.
- C. The detection and arrest of impaired drivers differs significantly from other traffic law violators. Specific statutes and regulations govern driving while under the influence of alcohol and/or drugs; implied consent, chemical tests for intoxication, and established legal limits of impairment or intoxication. These statutes and regulations include many provisions, which affect an officer's authority and establish procedures for conducting chemical tests and initiating the DWI sanction process.
- D. An arrest can be made on private property for 39:4-50, 39:4-14.3g, 39:4-50.14 and 39:4-50.15, but refusal to submit to chemical breath testing (39:4-50.4a) is not applicable on private property.
- E. Miranda warnings are necessary when the defendant is subject to custodial interrogation.
- F. Always issue a summons for the precipitating offense, reckless driving and DWI.
- G. The Traffic Division is responsible for the security and maintenance of the departments ALCOTEST 7110 MK III-C, and related equipment, materials, and report forms. The Traffic Division or his/her designee:
 - 1. Will coordinate regular inspections by the New Jersey State Police as required.
 - 2. Will take immediate action to correct malfunction of equipment when detected.
 - 3. Will maintain an ample supply of blood specimen kits
 - 4. Will maintain an ample supply of urine sample containers.
 - 5. Will maintain all inspection certificates and make them available for 39:4-50 hearings.
 - 6. Will change the simulator solution in accordance with NJSP guidelines and training.

II. TRAINING

- A. Designated officers will complete DWI detection and field sobriety training and receive appropriate in-service refresher training.
- B. All department personnel conducting preliminary or evidential chemical tests for intoxication shall complete operator training programs and appropriate in-service training as required.
- C. All department personnel conducting preliminary or evidential chemical tests shall be certified in accordance with state/local requirements.
- D. The New Jersey State Police must certify all Alcotest operators. Further, Alcotest operators:
 - 1. Must attend periodic refresher courses as required by NJAC 13:51-1.6(d).
 - 2. Must conduct breath tests in accordance with approved methods as outlined in the state police training.
 - 3. Must submit required reports.
 - 4. Must testify in court where appearance is required in contested cases.

III. DWI DETECTION AND PRE-ARREST SCREENING

- A. Detection is the first step in any DWI enforcement action. The officer's observations in this stage are crucial in establishing probable cause upon which the arrest decision is based. Officers must perform the following tasks:
 - 1. Recognize and identify specific driving behaviors that have a high probability of signifying that the driver may be impaired by alcohol and/or drugs, Proof of operation and evidence of influence. All three elements must be present
 - a. Operation of the vehicle by any of the following:
 - 1) Observation;
 - 2) Self admission;
 - 3) Witness.
 - b. Impairment of the operator by any of the following:
 - 1) Observation of driving;
 - 2) Witness;
 - 3) Physical test on road.
 - c. Alcohol or drugs are suspected based upon any of the following:
 - 1) Odor of an alcoholic beverage or drugs;

- 2) Self admission;
 - 3) Paraphernalia and/or open containers;
 - 4) Witness.
- d. The officer shall formulate an opinion as to the operator's sobriety at the scene and the operator shall be placed under arrest at the scene, not after the breath test.
2. Recognize and identify specific driving or other behaviors occurring during vehicle stops that provide additional evidence/suspicion that the driver may be impaired.
 3. Note all observations leading to the suspicion that the driver may be impaired in the report of the incident.
 4. Exercise due care and caution in attempting to stop impaired drivers and be alert for unusual or inappropriate reactions from the driver.
 5. Attempts to stop should not be prolonged; apprehension should be made as soon as possible in a safe location.
 6. Once the vehicle has stopped and the driver is impaired, do not allow the driver to move the vehicle.
 7. Approach the vehicle with caution, but with minimal delay.
 8. Recognize and identify specific characteristics, attitudes and actions commonly manifested by impaired drivers during face-to-face contact.
 9. Note all observations leading to the suspicion that the driver may be impaired. If probable cause exists to support your suspicion, request the driver to exit the vehicle for further investigation.
 10. If vehicle was not observed in motion, determine if probable cause exists to charge driver with actual physical control.
 11. Request the subject to exit the vehicle and move to a safe location to conduct field sobriety tests. Officers **shall not** conduct interviews or field sobriety tests in the space between the patrol vehicle and the subject's vehicle unless this is the only available area.
 12. Select and administer appropriate field sobriety tests, if possible, to assess impairment (e.g., horizontal gaze nystagmus test, walk-and-turn test, one-leg stand test).

IV. FIELD SOBRIETY TESTING

- A. The following basic tests are the only NHTSA approved tests and should be performed at the scene. Remember to keep the driver out of the traffic lane and not between cars.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 1	SECTION: 8	# OF PAGES: 10		
SUBJECT: EARLY WARNING SYSTEM				
EFFECTIVE DATE: January 1, 2013	ACCREDITATION STANDARDS: 2.2.3	REVISION DATE October 2, 2013	PAGE # 4	
BY THE ORDER OF: Chief Kenneth Brown Jr.		June 29, 2016	2, 7-9	
		October 9, 2017	2-3, 7	
SUPERSEDES ORDER #:				

PURPOSE The purpose of this Standard Operating Procedure is to establish a policy and procedures for administering a personnel early warning system.

POLICY It is the policy of the Wall Township Police Department to implement and utilize an early warning system for tracking and reviewing the incidents of risk and provide timely intervention consistent with Attorney General Guidelines.

PROCEDURES

I. General

- A. An early warning system is designed to detect patterns and trends before the conduct escalates into more serious problems. The primary intent is to address potential problems through the use of appropriate management intervention strategies before negative discipline becomes necessary.
- B. All levels of supervision, especially first line supervisors, are expected to recognize potentially at-risk employees, identify training needs and provide professional support in a consistent and fair manner. Emphasis should be placed on anticipating problems among employees before they result in improper performance or conduct.
- C. Many different measures of employee performance can be regularly examined for patterns or practices that may indicate potential problems. These performance measures may include, but are not limited to, the following documented indicators as per the Attorney General Guidelines:
 - 1. Vehicle stop demographic data;
 - 2. Search and seizure demographic data;
 - 3. Internal complaints, regardless of outcome;
 - 4. Civil actions filed, regardless of outcome;
 - 5. Use of force incidents;
 - 6. Claims of duty-related injury;
 - 7. Arrests for resisting arrest;
 - 8. Arrests for assault on a law enforcement officer;
 - 9. Criminal investigations or complaints made against the employee;
 - 10. Incidents of arrested persons injured;
 - 11. Vehicular pursuits;
 - 12. Vehicular accidents;
 - 13. Cases rejected or dismissed by the prosecutor;
 - 14. Evidence suppressed by the court;
 - 15. All domestic violence incidents (regardless of whether or not a complaint or TRO/FRO was issued.
 - 16. Domestic violence investigations (as an alleged actor);

- 17. Off-Duty Contact with Law Enforcement Agencies as a result of personal conduct.
- D. The early warning system is primarily the responsibility of the Chief of Police; but, any supervisor can initiate the early warning process based upon his/her own observations.
- E. The Chief of Police shall cause an annual evaluation of the early warning system to assess its effectiveness. The Chief of Police or designee shall prepare a written report by February 1st of the prevailing year noting the previous year's participants and outcomes. Modifications to this process should be implemented at the earliest opportunity.

II. Guardian Tracking Software

- A. This department will utilize Guardian Tracking® software in order to manage, track, and trigger alerts with respect to this Personnel Early Warning System.
 - 1. Guardian Tracking® is an employee behavioral monitoring and early warning system. In no way, does it excuse a supervisor or any other employee from following the procedures mandated in this department's Internal Affairs SOP.
- B. Supervisors of all ranks and assignments shall have access to the Guardian Tracking system via an assigned login and personal password. Employees who have not been issued a login are not authorized to access the system.
- C. It is the responsibility of all supervisors to enter all incidents listed below for each of their subordinates. Supervisors who fail to document incidents as required by this SOP will be subject to disciplinary action.
- D. The following shall serve as a guide to the incident categories contained within Guardian Tracking®:

Application of Leadership Skills – To be used when an employee demonstrates or exhibits commendable actions that indicate his/her knowledge of job responsibilities.

Civil Action Filed - To be used when a person files a civil action against a member of the agency;

Commendation - Official awards or citations that commend an employee's action.

Court - Failure to Appear – To be used when an employee fails to appear before the court after proper notification has been given.

Crime Scene Protection – To be used when an employee does an outstanding job in protecting a crime scene.

Demeanor/Attitude - To be used when an employee exhibits, or is alleged to have exhibited, behavior that constitutes poor demeanor or attitude.

Exceptional Performance – actions that are above and beyond what is expected, but may not be worthy of an official commendation.

Grooming/Dress - To be used when an employee's manner of grooming or dress is not in compliance with department policy;

Initiative - To be used when an employee either shows initiative in the performance of a job function or when needed to document the absence of initiative on the part of an employee;

Injury – On Duty - To be used whenever an employee is injured while on duty regardless of circumstances;

Injury of Arrestee - To be used when an arrestee is injured or receives medical treatment as a result of the process of being arrested. An entry in this category does not presuppose that the officer acted improperly or contrary to policy or procedure;

Internal Affairs Investigation – To be used whenever an Internal Affairs Investigation has been opened and the employee is the target.

Interviewing Skills - To be used when an employee has the ability to elicit required information from suspects, victims, witnesses and associates.

Letter of Praise – Written correspondence received by the agency regarding positive actions demonstrated by an employee.

Motor Vehicle Accident - On-Duty - To be used when an employee is involved in a Motor Vehicle Accident while on duty. An entry in this category does not presuppose that the employee was at fault;

Notes - Notes are to be used to track any communications that do not need to be monitored.

Operation/Care of Equipment - To be used when an employee fails to properly care for or damages department equipment.

Outstanding Community Involvement – To be used when an employee shows outstanding community involvement.

Performance Deficiency: To be used when an employee's performance is sub-standard or not in keeping with the standards set forth by this agency. Behavioral anchors listed in the department evaluation can be used as a guide for what constitutes negative performance.

Perf. Note - Positive - To be used when an employee's behavior exceeds the expectations and standards set forth by this department. Behavioral anchors listed in the department evaluation can be used as a guide for what constitutes positive performance.

Policy Violation - To be used when an employee violates departmental policy and none of the other categories available is appropriate;

Positive Impact with Youths – To be used when an employee has a positive impact with local youths

Radio Procedure - To be used whenever an employee uses radio procedure that is contrary to department policy or FCC regulations;

Resisting Arrest Charge - To be used whenever an officer charges an arrestee with resisting arrest;

Sick Time Abuse - To be used whenever an employee utilizes a sick day improperly or for an identified pattern of sick time use.

Sick Time Used - To be used whenever an employee utilizes an unscheduled sick day. Entries in this category are restricted to unscheduled sick time. Prescheduled sick leave taken for tests, scheduled surgery/procedures, etc., does not qualify under this category;

Tardiness - To be used whenever an employee reports for work after the time set forth by his/her schedule in accordance with department policy.

Use of Force Incident – To be used when the employee is involved in an incident that requires a Use of Force report to be completed.

Vehicle Operation – To be used when an employee operates a department vehicle on duty in an improper or unsafe manner.

Vehicle Pursuit Incident - To be used whenever an employee participates in a pursuit as either a primary or secondary unit as defined by department directive;

Teamwork – to be used when employee(s) exhibits exceptional teamwork behavior.

Leadership Demonstrated – to be used when an employee exhibits exceptional leadership.

III. Remedial Action

- A. If the early warning system reveals a potential problem through the presence of a flag in the Guardian Tracking® software, or as identified by a supervisor, the Chief of Police or designee will gather all relevant information from the system. A separate incident will be generated in the Guardian Tracking® software using the appropriate Early Warning Intervention Incident category (II.E.4).
- B. The Chief of Police will cause a review of the data provided, along with more detailed information available from department records. If this review indicates that the early warning system flag is unwarranted, the Chief of Police or designee will document this result in writing. The incident narrative placed in the Guardian Tracking® software may serve as adequate documentation.
- C. If the review reveals that an employee has violated department SOPs, the Chief of Police may proceed with an internal investigation, if warranted. If the review reveals that the employee has engaged in conduct that indicates a lack of

understanding or inability to comply with accepted procedures, the Chief of Police shall determine the appropriate course of remedial action. All action taken will be documented in the Guardian Tracking® software under the previously created Early Warning Intervention Incident category.

- D. Remedial intervention may include, but is not limited to:
 - 1. Training;
 - 2. Retraining;
 - 3. Counseling;
 - 4. Intensive supervision;
 - 5. Fitness for duty examination;
 - 6. Employee Assistance Program;
 - 7. Peer counseling.
- E. Internal disciplinary action, remedial action, and fitness for duty examinations are not mutually exclusive and should be jointly pursued if and when appropriate.
- F. When remedial action has been undertaken, the Chief of Police shall ensure that such actions are documented in writing. No entry should be made in the employee's personnel file, unless the action results in a sustained investigation. If the remedial action is a training program, attendance and successful completion of that program should be noted in the employee's training record.
- G. The Chief of Police shall cause a review of any individual employee's history anytime a new complaint is made. Using this information, the Chief of Police or designee may be able to identify employees who may need counseling, training or other remedial action even before such is indicated by the early warning system's ongoing data review.
- H. Generally, four (4) instances of questionable conduct or flag indicators within the same six (6) month period would initiate the early warning system process. Generally, three (3) use of force incidents within the same six (6) month period would initiate the early warning system process. Generally, two (2) vehicle pursuit incidents within the same six (6) month period would initiate the early warning system process.
- I. Generally, personnel should expect to remain under intensive monitoring and supervision for six (6) months.
- J. When under early warning system monitoring, the employee's direct supervisor shall meet with the employee to discuss the situation in depth to:
 - 1. Identify problems or potential problems;
 - 2. Determine short and long-term goals for improvement;

3. Come to a consensus commitment on a plan for long-term improved performance;
 4. Advise of the monitoring process and the repercussions of future sustained transgressions.
- K. All employee-supervisor meetings shall be thoroughly documented in the Guardian Tracking® software, which will automatically be forwarded to the Chief of Police. The affected employee and supervisor shall meet on a regular basis, minimally monthly, to discuss progress towards the agreed upon goals and objectives.
 - L. All regular monthly progress/status reports shall be submitted via the Guardian Tracking® software.
 - M. An additional six (6) months of documented monitoring is required following removal from early warning system. Monthly monitoring reports from the direct supervisor are required.
 - N. All reports shall be forwarded to the Chief of Police through the Guardian Tracking® software for review. These reports have the same confidential status as Internal Affairs documents and are subject to the same disclosure and retention regulations and guidelines.

IV. Monmouth County Prosecutor's Office Notifications

- A. Domestic Violence Protocol
 1. For all incidents where it is alleged that a law enforcement officer committed an act of domestic violence or was the victim of domestic violence, regardless of whether or not complaints and/or a temporary or final restraining order has been issued, the Chief of Police or his/her designee shall promptly notify the Monmouth County Prosecutor's Office Professional Responsibility and Bias Crime Unit by emailing mcpopru@mcponj.org.
 2. All police officers of the Wall Township Police Department are required to identify themselves as law enforcement officers to responding officers when their off-duty conduct results in a police call, regardless of whether or not complaints and/or a temporary or final restraining order has been issued. The involved off-duty police officer shall also be required to self-report the incident to Internal Affairs. Said identification will ensure that the responding police department may notify the involved officer's agency of said police call. Notification is not required when the police involvement consists of minor traffic infractions where no injury was sustained by any party. A police officer's failure to make such notification may result in departmental discipline in accordance with departmental policy and procedures.
 3. This notification should include the following information:
 - a. Agency name;
 - b. Officer's name;

- c. Victim's name, if other than officer;
 - d. Reported date/time;
 - e. Date of incident, if other than reported date/time;
 - f. Incident location, including municipality;
 - g. Assigned case number;
 - h. Nature of incident;
 - i. Injuries sustained by victim;
 - j. Witness names;
 - k. Criminal complaint and/or TRO/FRO issued;
 - l. Assigned personnel, e.g., (local law enforcement officer, internal affairs officer); and
 - m. Copies of all police reports and relevant paperwork, e.g., (complaint, TRO, VNF, etc.).
- 4. All emergent matters shall be reported directly to the Monmouth County Prosecutor's Office Professional Responsibility and Bias Crime Unit by calling 732-577-8700.
 - 5. The Wall Township Police Department shall provide to the Monmouth County Prosecutor's Office Professional Responsibility and Bias Crimes Unit a listing of any and all calls where it is alleged that a law enforcement officer committed an act of domestic violence or was the victim of domestic violence, regardless of whether or not complaints and/or a temporary or final restraining order has been issued to include, but not limited to:
 - a. All incidents that occurred within their jurisdiction in the past three (3) years;
 - b. All out of county and/or state notifications of domestic violence calls involving law enforcement officers;
 - c. Verification that if an officer from another county, state or out of state agency was involved that notification has been made to the involved officer's employing agency.
 - 6. It is the continuing responsibility of the Professional Responsibility and Bias Crimes Unit to open a file, review the incident, and investigate the matter further, if necessary.

B. Fitness-for-Duty Protocol

- 1. The Chief of Police or his/her designee shall make notification to the Monmouth County Prosecutor's Office Professional Responsibility and Bias

Crimes Unit by emailing mcpopru@mcponj.org to include, but not limited to the following:

- a. Any time an officer is sent for a fitness for duty evaluation regardless of the reason for the evaluation;
 - b. Any time an officer is disarmed, regardless of the reason for the disarming;
 - c. Any time the early warning system results in the law enforcement officer being counseled, disciplined, sent for a fitness for duty evaluation, or disarmed; or
 - d. Any time the early warning system indicates the officer has received three (3) citizen complaints within a six (6) month period, regardless of the reason.
2. All emergent matters shall be reported directly to the Monmouth County Prosecutor's Office Professional Responsibility and Bias Crime Unit by calling 732-577-8700.
 3. When a law enforcement officer has been disarmed, regardless of the reason and prior to the Wall Township Police Department rearming the officer, the Monmouth County Prosecutor's Office must be provided with a copy of the corresponding fitness-for-duty report and a written plan regarding the rearming of the officer. This written plan should include whether or not the rearming will be conditional or unconditional. If it is a conditional rearming, the agency must notify the Monmouth County Prosecutor's Office of all the terms of the conditional rearming, and the duration of the conditional rearming.
 4. In addition, whenever the Wall Township Police Department sends any officer for a fitness-for-duty evaluation, the Chief of Police or his/her designee is also required to submit to the physician, psychiatrist or psychologist an itemized list of the documents it forwarded to him/her along with the documents it submitted. A copy of this itemized list must be maintained in the agency's internal affairs file and made available to the Monmouth County Prosecutor's Office upon request.
 5. It is the continuing responsibility of the Professional Responsibility and Bias Crimes Unit to open a file, review the incident, and investigate the matter further, if necessary.

V. Annual Review

- A. The Wall Township Police Department shall review its early warning system on an annual basis during the month of January. The Chief of Police or his/her designee shall provide a letter to the Monmouth County Prosecutor's Office documenting proof of such review. The review shall include, but not be limited, to the following:
 1. Number of audits conducted;
 2. Number of employees flagged;

3. Number of instances where remedial/corrective action was taken;
4. Number of internal affairs cases opened as result of early warning system;
5. Changes in number of internal affairs complaints with reference to flagged indicators and whether they have increased/decreased;
6. Number of notifications made to the Monmouth County Prosecutor's Office.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 1	SECTION: 3	# OF PAGES: 2		
SUBJECT: ELECTRONIC RECORDING DEVICES / USE				
EFFECTIVE DATE: March 20, 2012		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE: The purpose of this SOP is to regulate the use of electronic recording devices by department employees for any purpose other than authorized investigation.

POLICY: It is the policy of the Wall Township Police Department to foster trust and a secure working environment by forbidding the use of surreptitious audio/ video recording for reasons other than official purposes, and to ensure that any recording taken shall be for official purposes only.

Therefore, it is the intention of this department to safeguard all its members' and employees' Federal and State Rights, and any action designed to infringe upon these rights shall be viewed very seriously by the department. Every necessary resource shall be utilized to identify and enforce any actions in violation of this policy.

DEFINITIONS:

Official Purpose : Recording in furtherance of an official law enforcement investigation.

Recording Device : Any electronic or analog device that is capable of capturing audio and/or video recording.

PROCEDURE :

I. Surreptitious Recordings

- A. Notwithstanding the provisions of NJSA 2A:156 No member/ employee shall operate a recording device on his/ her person, or under his/ her control without disclosing the fact that a recording device is being used while on or off duty, unless for official purposes.

- B. Any surreptitious audio/ video recordings of township employees or officials must be expressly approved by the Chief of Police prior to taking such an action.

II. Other Recordings

- A. Personnel are prohibited from capturing audio/ video/ images recordings for personal use and retention of any incident or transaction that occurs while on duty. These include but are not limited to:
 - 1. Photographs
 - 2. Images
 - 3. Reproductions or other depictions of agency uniforms, badges, patches, equipment, weapons, marked or unmarked units,
 - 4. Reports
 - 5. Evidence
 - 6. Crime or crash scenes
- B. Any employee who is required to capture audio/ video/ images recordings for official purposes will utilize department authorized equipment and all recordings shall be turned in to the department as part of official reporting directives.
- C. In exigent circumstances personnel may utilize personal recording devices to capture audio/ video/ images recordings. This is limited to circumstances where it is impractical to secure agency issued equipment or in an emergent situation. Any products of this kind or recording shall be turned in to the agency through the proper chain of evidence and no copies shall be retained. Any incidents covered by this subsection shall be reported in writing to the Chief of Police through the chain of command.
- D. Deviations from subsection B are permitted only with prior authorization from the Chief of Police.
- E. Any employee with knowledge of any person who is recording, was recorded or will surreptitiously record in violation of this SOP must report same to the Chief of Police. All video and/or audio recordings made while on duty or while acting in an official capacity are the intellectual property of the Wall Township Police Department. Release of such video and/or audio recordings must be expressly approved by the Chief of Police. Unauthorized release is subject to criminal, civil and administrative sanctions.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>			
CHAPTER: 8	SECTION: 9	# OF PAGES: 8	
SUBJECT: ELECTRONIC SOCIAL MEDIA / NETWORKING			
EFFECTIVE DATE: July 11, 2016	ACCREDITATION STANDARDS: N/A	REVISION DATE January 11, 2017	PAGE #
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #:			

PURPOSE The purpose of this standard operating procedure is to provide guidance to the employees of the Wall Township Police Department concerning their personal web pages, websites, and other electronic social networking sites. A further purpose is to regulate this department's procedures concerning its social media/networking site(s).

POLICY While employees have a right to maintain personal web pages and websites, their status as members of the Wall Township Police Department requires that the content of those web pages and websites are not in violation of existing agency rules, regulations, policies, procedures, policies or create a potential conflict of interest. The Chief of Police reserves the right to restrict an employee's involvement in electronic social networking sites for the good of the agency.

It is further the policy of the Wall Township Police Department to utilize electronic social media to advise the public on matters of concern, foster community outreach efforts, investigate crimes, and to provide a mechanism for citizen feedback while safeguarding the Wall Township Police Department's professionalism.

PROCEDURES

I. GENERAL

A. Definitions:

1. Avatar – A computer user's representation of himself/herself, or an alter ego.
2. Blog – A series of electronic entries, diary or commentary, written by one or more persons in an on-line journal that may permit visitors to post responses, reactions or comments. The term is an abbreviated version of 'web-log'.
3. Comments – Responses to a blog post, news article, social media entry or other social networking post.
4. Commenting – The act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
5. Forum – An online discussion site.
6. Identity – An online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
7. Mobile social networking – Social networking using a mobile phone or other cellular based device.
8. Wall Township police personnel – Includes all sworn and non-sworn personnel.
9. Page – The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
10. Post – The content a person shares on a social media site or blog; an entry to any type of computerized bulletin board; the act of publishing content on a social media site.
11. Posting – The act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
12. Profile – Information that a user provides about himself or herself on a social networking site.
13. Social networks – Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

14. Social media – A category of Internet-based resources that integrate user-generated content that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform. This includes, but is not limited to, social networking sites (Facebook®, MySpace®), micro-blogging sites (Twitter®), photo and video sharing sites (Flickr®, Snapchat®, Instagram®, YouTube®), wikis (Wikipedia®), blogs, and news sites (Digg®, Reddit®).
 15. Speech – Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
 16. Web 2.0 – The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
 17. Wiki – Web page(s) that can be edited collaboratively. Post: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- B. There are no reasonable expectations of privacy while engaging in social media activities. All social media is subject to public view and comment, criminal defense and prosecutorial review, and review by this agency.
- C. Conduct both on and off duty is subject to the rules and regulations of this agency. Any electronic social networking activity that brings discredit to the Wall Township Police Department and/or of an employee's status as an employee of this agency is prohibited.
- D. Employees shall not express personal opinion as official agency policy or position.
- E. Employees shall not display or post any image or comment involving a reference concerning any form of bias, hatred, or derogatory comments about any protected class of persons.
- F. [REDACTED] employees shall not assume the identity of another or an identity that could be assumed to be a factual (e.g., alias, penname, avatar, etc.) while posting any comments.

II. DEPARTMENTAL USE OF SOCIAL MEDIA

- A. Sanctioned Presence
1. Determine strategy
 - a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
 - b. Where possible, the page(s) should link to the Wall Township Police Department's official website.