

2. Procedures

- a. All Wall Township Police Department social media sites or pages shall be approved by the Chief of Police or his/her designee and shall be administered by the Chief's designee.
- b. Where possible, social media pages shall clearly indicate they are maintained by the Wall Township Police Department and shall have Wall Township Police Department contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Wall Township Police Department.
- e. Pages shall clearly indicate that posted comments will be monitored and that the Wall Township Police Department reserves the right to remove obscenities, off-topic comments, personal attacks, and any posts that may identify juvenile offenders, endanger victims, or jeopardize an active investigation.

3. Sanctioned Use

- a. Wall Township Police Department personnel representing the Wall Township Police Department via social media outlets shall:
 - 1) Except where officially sanctioned by the Chief of Police (department managed sites), identify themselves as a member of the Wall Township Police Department and shall adhere to all existing federal, state, and local laws policies, standards of conduct, and procedures of the City of Wall Township and the Wall Township Police Department, laws regarding public information on arrests, investigations, and personnel data, and shall observe conventionally accepted protocols and proper decorum.
 - 2) Under no circumstances, make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions.
 - 3) Not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to Wall Township Police Department training, activities, or work-related assignments, including crime or crash scenes, without the permission of the Chief of Police or his/her designee.
 - 4) Not conduct political activities or private business.

- 5) Not endorse any product or service without the prior written permission of the Chief of Police or his/her designee.
- b. The Chief of Police shall designate personnel to manage the department's social media. The designee is authorized to access such media from personally owned devices.
- c. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

III. PERSONAL USE

- A. Barring state law or binding employment contracts to the contrary, Wall Township Police Department personnel shall abide by the following when using social media while off duty and using privately owned electronics.
 - 1. Wall Township Police Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair any working relationships within the Wall Township Police Department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers or negatively affect the public perception of the Wall Township Police Department.
 - 2. As public employees, Wall Township Police Department personnel are cautioned that speech, dealing in matters of public concern, on or off-duty, made pursuant to their official duties, that is, that owes its existence to the employee's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Wall Township Police Department. Wall Township Police Department personnel should assume that their speech and related activity on social media sites could adversely reflect upon their office and the Wall Township Police Department.
 - 3. Employees are prohibited from using Wall Township Police Department computers, cell phones, personal data assistants, mobile data computers/terminals or any other devices for any unauthorized purpose, including participation in personal social media or social networking.
 - 4. This prohibition shall include the use of departmental computers for bidding, buying and / or selling of personal items on such sites as eBay or similar activities that shall instead be conducted on an employee's personal computer.
 - 5. Employees are prohibited from updating / posting to any personal social media or social networking platform from a department-owned device while on duty, (except while on an approved break or meal period, but not using a department-owned device) unless written permission is granted for investigative or public information purposes.

6. Wall Township Police Department personnel shall not post any information concerning their employment with the Wall Township Police Department that would be deemed inappropriate, offensive, or in violation of any rule, regulation or SOP of the Wall Township Police Department, nor shall they post information pertaining to any other member of the Wall Township Police Department without that employee's permission. As such, Wall Township Police Department personnel shall not:
- a. Post personal photographs, or provide similar means of personal recognition that would cause them to be identified as a police employee of the Wall Township Police Department that would be deemed inappropriate, offensive, or in violation of any rule, regulation or SOP of the Wall Township Police Department. Some exceptions to this shall be the announcements of appointment, promotions, honors, graduations, retirements, or other such professional recognitions.
 - b. Post false or improper personal or professional information (e.g., college degree when one was not earned, training certification when one was not earned, etc.)
 - c. Unless granted explicit permission, employees of the Wall Township Police Department are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:
 - 1) Any text, photograph, audio, video, or any other multimedia file related to any investigation (criminal, quasi-criminal, or administrative), both current and past, of the Wall Township Police Department.
 - 2) Any text, photograph, audio, video, or any other multimedia file related to any past or current action of the Wall Township Police Department, either in homage or critique.
 - 3) Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with the Wall Township Police in an inappropriate or offensive manner or in a way that is in violation of any rule, regulation or SOP of the Wall Township Police Department.
 - 4) Any item, symbol, wording, number, likeness or material that is identifiable to the Wall Township Police Department in an inappropriate or offensive manner or in a way that is in violation of any rule, regulation or SOP of the Wall Township Police Department.
 - 5) Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the Wall Township Police in an inappropriate or offensive manner or in a way that is in violation of any rule, regulation or SOP of the Wall Township Police Department.

- 6) Weaponry, owned by this department and/or owned personally or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.
 - 7) Any text, photograph, audio, video or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the officer's views on the public shall not be detrimental to the department's mission, nor shall it in any way undermine the public's trust or confidence in this department.
 7. When using social media, Wall Township Police Department personnel should be mindful that their postings become part of the worldwide electronic domain. Therefore, adherence to the Wall Township Police Department's code of conduct and rules and regulations is required in the personal use of social media. In particular, Wall Township Police Department personnel are prohibited from the following:
 - a. Postings containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, ethnicity, religion or religious belief, sexual orientation, sexual identity, or any protected class of individuals.
 - b. Postings involving themselves or other Wall Township Police Department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 8. Engaging in prohibited postings noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal, civil, and administrative proceedings. Personnel thus sanctioned are subject to discipline up to and including termination of office.
 9. Wall Township Police Department personnel may not divulge information gained by reason of their authority, make any statements, speeches, appearances, and endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Wall Township Police Department without the expressed written authorization from the Chief of Police.
 10. Personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Wall Township Police Department at any time without prior notice.
- B. Employees have the potential to be called as a witness in court proceedings related to their employment as a member of this agency. Credibility and character are subject to challenge and potential impeachment based upon the nature of postings on personal webpages, websites and other electronic social networking sites from any time, past or present and the person(s) or organization(s) with whom the employee networks.

- C. Employees shall not network with judges, attorneys, court personnel, or other members of the judiciary or defense attorneys as it may result in adverse consequences to the operation of the police department or the Monmouth County Prosecutor's Office when prosecuting or attempting to prosecute criminal and civil matters. Examples of such consequences include, but are not limited to:
 - 1. Having to change prosecution venues if a conflict of interest is alleged;
 - 2. Rendering testimony of investigative personnel inadmissible or impeachable due to alleged conflicts of interest due electronic personal relationships;
 - 3. An increase in successful appeals due to perceived conflicts of interest.

IV. REPORTING VIOLATIONS

- A. Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of this SOP shall notify his or her supervisor immediately for follow-up action.

V. APPROVAL PROCESS

- A. Any employee seeking approval to use any item, object, or material described in subsection III.A.6 on a personal webpage or website shall submit a written request through the chain of command to the Chief of Police.
 - 1. Describe the proposed reference to the agency and purpose.
 - 2. Provide a list of media to be used on the web page.
 - 3. Provide a printed layout of the material that is the subject of the request.
- B. The Chief of Police will approve or deny the request based upon the merits of the request and its compliance with existing agency SOPs or policies.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 15	SECTION: 1	# OF PAGES: 13	
SUBJECT: EMOTIONALLY DISTURBED PERSONS			
EFFECTIVE DATE: March 2, 2009	ACCREDITATION STANDARDS: 3.5.4	REVISION DATE 04/08/14	PAGE # 2-8
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #: GO 1993-20			

PURPOSE The purpose of this SOP is to provide guidance for department personnel in recognizing and dealing with persons with mental illness or emotional disturbances.

POLICY It is the policy of the Wall Township Police Department to treat emotionally disturbed persons and persons with mental illness with dignity and to divert these persons from the criminal justice system where appropriate.

It is further the policy of this department that the procedures necessary to involuntarily commit emotionally disturbed persons and persons with mental illness conform to NJSA 30:4-27-1 et seq. in order to provide for the public good while maintaining the rights and dignity of the persons being committed.

Although mental health professionals treat various mental disorders differently, for purposes of this SOP mental illness also includes anxiety, personality, mood, developmental, emotional and conduct disorders, where this department's response is somewhat consistent.

PROCEDURES

I. Definitions

- A. **Autism/Autism Spectrum Disorder (ASD)** is a biologically based disorder that affects the development and functioning of a person's verbal and non-verbal communication skills, social interactions and patterns of behavior. Autism affects people of all races, ethnicities and socio-economic groups and is found throughout the world. Autism is four times more prevalent in boys than girls.
- B. **Dangerous to self** means that by reason of mental illness the person has threatened to harm him or herself, or has behaved in such a manner as to indicate that the person is unable to satisfy their need for nourishment, essential medical care or shelter, so that it is probable that substantial bodily injury, serious physical debilitation or death will result within the reasonable foreseeable future; however, no person shall be deemed to be unable to satisfy their need for nourishment, essential medical care or shelter if they are able to satisfy such needs with the supervision and assistance of others who are willing and available. (NJSA 30:4-27.2h)
- C. **Dangerous to others or property** means that by reason of mental illness there is a substantial likelihood that the person will inflict serious bodily harm upon another person or cause serious property damage within the reasonably foreseeable future. This determination shall take into account a person's history, recent behavior and any recent act or threat. (NJSA 30:4-27i)
- D. **Emotionally disturbed person** is generic term used to describe a person with an emotional disturbance, behavioral disorder, or mental illness. There is a wide range of specific conditions that differ from one another in their characteristics and treatment including, but not limited to:
1. Autism/Autism Spectrum Disorder;
 2. Anxiety disorders;
 3. Bipolar disorder (sometimes called manic-depression);
 4. Conduct disorders (including disorder due to substance abuse);
 5. Diminished capacity;
 6. Obsessive-compulsive disorder (OCD); and
 7. Psychotic disorders.
- E. **In need of involuntary commitment** means that an adult who is mentally ill, whose mental illness causes the person to be dangerous to self or dangerous to others or property and who is unwilling to be admitted to a facility voluntarily for care, and who needs care at a short term care facility or special psychiatric hospital because other services are not appropriate or available to meet the person's mental health care needs. (NJSA 30:4-27.2m)

- F. **Mental illness** means a current, substantial disturbance of thought, mood, perception or orientation which significantly impairs judgment, capacity to control behavior or capacity to recognize reality, but does not include simple alcohol intoxication, transitory reaction to drug ingestion, organic brain syndrome or developmental disability unless it results in the severity of impairment described herein. The term mental illness is not limited to psychosis or active psychosis, but shall include all conditions that result in the severity of impairment described within. (NJSA 30:4-27.2r)
- G. **Screening** means the process by which it is ascertained that the patient being considered for commitment meets the standards for both mental illness and dangerous to self, others, or property and that all stabilization options have been explored or exhausted.
- H. **Screening outreach visit** means an evaluation provided by a mental health screener wherever the person may be when clinically relevant information indicates the person may need involuntary commitment and is unable or unwilling to come to a screening service and the police are unable or unwilling to transport without the an evaluation. (NJSA 30:4-27.2aa)

II. General Provisions

- A. Absent criminal behavior or danger to self or others, persons with mental illness permit no special police responses. Mentally ill persons have a right to be left alone as long as they do not violate the law.
- B. No person suspected of having mental illness is to be taken involuntarily into police custody unless such person has committed an offense that could result in their arrest or has demonstrated by acts observed by a police officer or other reliable persons, that he/she is dangerous to the lives or safety of others or himself/herself.
- C. No one is to be treated as being mentally ill unless a compelling necessity exists. Police officers shall exercise extreme care in determining that a person is mentally ill and in conforming to the procedures set out in this policy.
- D. The Police Training Commission currently requires entry-level training in this topic for new police officers. Entry-level officers shall receive training in the police academy or prior to assuming operational duties.
- E. Refresher training in this SOP shall be conducted at least once every three years.

III. Recognizing Signs of Mental Illness / Emotional Disturbance

- A. Symptoms vary and each person with mental illness is different, but people with mental illness have some of the thoughts, feelings, or behavioral characteristics listed below. While a single symptom or isolated event is not necessarily a sign of mental illness, multiple or severe symptoms may indicate a need for a medical evaluation. These symptoms should not be construed as an all-inclusive list.
 - 1. Changes in thinking or perceiving, such as:
 - a. Hallucinations;

- b. Delusions;
 - c. Excessive fears or suspiciousness;
 - d. Inability to concentrate;
 - e. Expressing a combination of unrelated or abstract topics;
 - f. Expressing thoughts of greatness (e.g. believes they are God);
 - g. Expressing ideas of being harassed or threatened (e.g. CIA is monitoring their thoughts through TV set);
 - h. Preoccupation with death, germs, guilt, etc.
2. Changes in mood:
- a. Sadness coming out of nowhere; unrelated to events or circumstances;
 - b. Extreme excitement or euphoria;
 - c. Pessimism, perceiving the world as gray and lifeless;
 - d. Expressions of hopelessness;
 - e. Loss of interest in once pleasurable activities;
 - f. Thinking or talking about suicide.
3. Changes in behavior:
- a. Sitting and doing nothing;
 - b. Friendlessness; abnormal self-involvement;
 - c. Dropping out of activities; decline in academic or athletic performance;
 - d. Hostility, from one formerly pleasant and friendly;
 - e. Indifference, even in highly important situations;
 - f. Seeing or hearing things that cannot be confirmed;
 - g. Confusion about or unawareness of surroundings;
 - h. Lack of emotional response;
 - i. Causing injury to self, others or damage to property;
 - j. Inappropriate emotional reactions.

- 1) Overreacting to situations in an overly angry or frightening way.
 - 2) Reacting with opposite of expected emotion (e.g. laughing at an auto accident).
 - k. Inability to express joy;
 - l. Inability to concentrate or cope with minor problems;
 - m. Irrational statements;
 - n. Peculiar use of words or language structure;
 - o. Excessive fears or suspiciousness;
 - p. Involvement in automobile accidents;
 - q. Drug or alcohol abuse;
 - r. Forgetfulness and loss of valuable possessions;
 - s. Attempts to escape through geographic change; frequent moves or hitchhiking trips;
 - t. Bizarre behavior (skipping, staring, strange posturing);
 - u. Unusual sensitivity to noises, light, clothing.
4. Physical changes:
- a. Hyperactivity or inactivity or alternations of these;
 - b. Deterioration in hygiene or personal care;
 - c. Unexplained weight gain or loss;
 - d. Sleeping too much or being unable to sleep.
5. Physical appearance:
- a. Wearing clothing inappropriate to environment (e.g. shorts in winter, heavy clothing in summer);
 - b. Wearing bizarre clothing or cosmetics (taking into account current trends).
6. Body movements:
- a. Strange postures or mannerisms;
 - b. Lethargic, sluggish movements;
 - c. Repetitious, ritualistic movements.

7. Unusual speech patterns:
 - a. Nonsensical speech or chatter;
 - b. Word repetition (frequently stating the same or rhyming words or phrases);
 - c. Pressured speech (expressing an urgency in manner of speaking);
 - d. Extremely slow speech.
8. Verbal hostility or excitement:
 - a. Talking excitedly or loudly.
 - b. Argumentative, belligerent or unreasonably hostile.
 - c. Threatening harm to self, others or property.
9. Environmental Indicators:
 - a. Decorations (e.g. strange trimmings, inappropriate use of household items such as aluminum foil covering windows);
 - b. Waste matter and trash;
 - c. Accumulation of trash such as newspapers, paper bags, egg cartons, etc. (Hoarding, Pack Rat Syndrome);
 - d. Presence of feces and/or urine on the floor or walls.
- B. Often the symptoms of mental illness are cyclic, varying in severity from time to time. The duration of an episode also varies; some people are affected for a few weeks or months while for others the illness may last many years or for a lifetime. There is no reliable way to predict what the course of the illness may be. Symptoms may change from year to year. Also, one person's symptoms may be very different from those of another although the diagnosis may be the same.
- C. In many cases of apparent mental illness, other diseases or maladies are found to be the cause including, but not limited to: Alzheimer's, epilepsy, Parkinson's, diabetes, etc. Be alert for and note behaviors to relay to mental health professionals for their diagnosis. A thorough examination by a health professional should be the first step when mental illness is suspected.

IV. Encounters with Emotionally Disturbed Persons

- A. Personnel may encounter a person with mental illness or emotional problems as a result of field encounters or when otherwise notified by a mental health professional.
- B. When encountering an emotionally distressed/disturbed person or a person with suspected mental illness:

1. Approach the person with extreme caution; be alert and maintain a calm and casual demeanor
 2. If possible, identify a friend or relative that can provide assistance in dealing with the person or who may be able to explain the behavior
 3. Speak to the person by name, if known; your tone of voice should be soothing, but firm and businesslike.
 4. Avoid exciting the person; do not say or do anything that may threaten or intimidate the person
 5. Ask questions slowly, one at a time, and be patient in waiting for a response; be prepared that the person may not understand questions and/or instructions or be able to answer in an understandable manner
 6. Avoid arguing with or scolding the person; do not allow anyone else to do so
 7. Avoid deceiving the person (although sometimes it may be necessary)
 8. Ignore verbal abuse directed at you or others
 9. Make use of friends or relatives who know how to talk to, and deal with, the person unless there is friction between them
 10. Whenever possible, try and stall until a back-up officer arrives at the scene
 11. Show kindness and understanding; maintain professionalism
 12. Be aware that the person may respond the way he/she thinks you want him/her to
- C. If it is necessary to restrain or take the person into custody, do so carefully; use physical restraint sparingly as it may cause more aggressive behavior. Keep sidearms and other weapons out of the person's reach. Contact EMS or the fire department for restraints and/or transportation.
- D. Avoid chokeholds and be continually aware of the potential for positional asphyxia.
- E. In addition to the requirements set forth in this department's directive on Interviews, Interrogations, & Access to Counsel and depending on the circumstances, personnel need to establish that any confession made by someone with mental illness is knowingly and intelligently given, see *State v. Flower* 224 NJ Super (App. Div. 1988). Consult with the Monmouth County Prosecutor for guidance in these situations.

V. Voluntary Referral

- A. The preferred method of obtaining mental health evaluation and assistance is getting the person to accept a voluntary referral.
- B. In most situations, no extraordinary steps are required other than to be patient, calm and attempt to convince the person to seek professional assistance. Officers

should tactfully inform the person that the psychiatric department at the hospital is equipped to handle their problems and that, if the person wishes, a police conveyance can be arranged to the hospital.

1. Monmouth Medical Center (MMC), 300 Second Avenue, Long Branch, N.J. 07740 is designated as the primary screening center in Monmouth County (**HOTLINE 732-923-6999**), but the EDP (or family member) may opt for a closer medical facility.
 2. The psychiatric staff is available 24/7 in the hospital and the staff will be summoned whenever the police bring an EDP to the emergency room.
- C. If the person refuses to cooperate and responsible adult members of the person's family or the person's guardian are known, the officer may want to contact them and suggest that they try to influence the person to seek care.
- D. Officers should transport the EDP to the hospital by ambulance. Officers are authorized to search the person prior to transport to ensure that no weapons are present.

VI. Involuntary Commitment

- A. The State of New Jersey is responsible for providing care, treatment and rehabilitation services to mentally ill persons who are disabled and cannot provide basic care to themselves or who are dangerous to themselves, to others, or to property. Because involuntary commitment entails certain deprivations of liberty, it is necessary that State law balance the basic value of liberty with the need for safety and treatment, a balance that is difficult to affect because of the limited ability to predict behavior.
- B. The procedures set forth in this directive are as a result of rules promulgated by the New Jersey Department of Human Services, Division of Mental Health and Services Screening Outreach, specifically NJAC 10:31-8.1 through 10:31-8.3.
- C. There are four situations in which a mentally ill person or EDP may be taken into custody.
1. If he/she committed a crime for which, under normal circumstances, he/she would be arrested; or
 2. Where from acts observed by the officer or other credible person(s), the officer believes the person poses a substantial risk of physical harm to other persons as manifested by evidence that others are placed in reasonable fear of violent behavior and serious physical harm to them.
 3. From acts observed by the officer or other credible person(s), the officer believes the person poses a very substantial risk of physical impairment or injury to himself/herself as manifested by evidence that his/her judgment is so affected that he/she is unable to protect himself/herself in the community and that reasonable provision for his/her protection is not available in the community.
 4. Where from acts observed by the officer or other credible person(s), the person demonstrates a substantial risk of physical harm to himself as

manifested by evidence of threats of, or attempts at, suicide or serious bodily harm.

- D. Upon determining that a person is in need of involuntary commitment or further evaluation, the investigating officer shall request that Monmouth Medical Center (MMC), 300 Second Avenue, Long Branch, N.J. 07740 is notified (**HOTLINE 732-923-6999**). MMC is staffed 24/7 and is the designated screening service for Monmouth County. This notification shall include information related to the person's:
 - 1. Name, if known;
 - 2. Age, if known;
 - 3. Physical condition (obvious injuries or illnesses);
 - 4. Whether ambulatory or not;
 - 5. A brief summary of the observations leading to the need for involuntary commitment;
 - 6. Criminal charges, if applicable.
- E. Depending on the circumstances, investigating personnel may request a screening outreach visit, if available.
- F. In situations where there is overt and extreme danger or believed to be such, personnel shall contact MMC and request screening outreach as soon as practicable. Officers should attempt to stabilize the situation to the extent of their training and experience, if and when possible.
 - 1. Certain situations may require prompt police intervention prior to the arrival of MMC screening personnel. (Examples: person threatening to jump from a bridge, building or other structure; person threatening him/herself with a firearm or other weapon.)
 - 2. MMC personnel will verbally engage the subject only with the approval of police personnel.
 - 3. Officers shall not permit MMC personnel to place themselves in harms way to engage a subject.
- G. Often, a screening outreach visit by MMC may occur without this department's prior knowledge. A physician or a family member may have arranged these visits. If the screener determines that police intervention is necessary due to the potential for danger or to escort the subject to MMC, they will contact this department for assistance.
 - 1. Upon receiving a call for assistance, communications personnel shall record the following information:
 - a. The MMC screener's name;
 - b. The name and home address of the subject;

- c. The time the call was received;
 - d. The reason for the escort, if applicable;
 - e. The location of the incident;
 - f. The MMC screener's telephone number;
 - g. Any other pertinent information provided.
- 2. If responding personnel determine that transportation to MMC would cause a clear and present danger to police personnel, the subject, or the public due to a lack of appropriate equipment or personnel necessary to safely conduct the transport, they shall consult with the MMC screening staff to determine appropriate available transportation.
- 3. If a MMC screening staff member is present, personnel shall request and obtain a copy of a signed *Authorization for Transportation* (involuntary patients only).
- H. Screeners may meet with this agency prior to responding to the patient's location or may call from the patient's location. The amount of police personnel appropriate for the situation shall be assigned. Field personnel shall:
 - 1. Take control of and secure any dangerous situations;
 - 2. Remain at the scene until the MMC screener indicates that the initial assessment is completed and it is determined that the patient is in need of further assessment or commitment at the MMC screening center. Officers will ordinarily arrange transportation for the patient to the MMC screening center.
- I. If a screening outreach visit is unavailable or impracticable, personnel shall transport the person to be evaluated to the Jersey Shore University Medical Center Crisis Unit (JSUMC).
 - 1. Personnel should first contact the screening center prior to transporting the subject to discuss the appropriate disposition.
 - 2. Unless otherwise mandated by the screener, the transportation should ordinarily be accomplished by ambulance.
 - 3. If a Wall Township ambulance is unavailable, consider mutual aid or consult with the screener for other available options.
- F. Unless otherwise instructed by the duty supervisor, two officers should ordinarily be used to affect any transportation to the JSUMC Crisis Unit.
 - 1. Ideally, one officer should be in the rear compartment of the ambulance with the patient.
 - 2. The second officer should ride behind the ambulance (or transporting vehicle) in a radio car to render immediate aid, if necessary.

3. Since this is an involuntary commitment the patient may have to be placed in restraints. Common sense and sound judgment will dictate whether restraints are necessary and if so, what level of restraints should be employed. If a screener is present, they will determine the level of necessary restraints.
 4. Consider using personnel from other bureaus, units, or squads or mutual aid from surrounding municipalities if the prevailing staffing levels do not permit two officers to be involved in the transport.
- G. Ordinarily, police personnel shall remain at the hospital until the patient is assessed, the situation is stabilized and JSUMC security takes over. Once the patient has been secured in the screening facility, it is normally not necessary for the officers to remain.
1. Personnel must remain with the patient if the patient is being held on bail resulting from criminal/disorderly person charges or if the patient is being held on a warrant.
 2. On occasion, JSUMC personnel may request officers to remain in extraordinary situations. The duty road supervisor shall render this determination.

VII. Incidents Involving Arrests

- A. Personnel are obliged to arrest any person who has committed an act in violation of any criminal statute.
- B. In cases requiring a full custody arrest, consult with the Arrest & Transportation SOP, specifically the section on Special Needs Custody & Transportation.
1. If the person is going to be incarcerated, ensure that the person is screened for suicide potential.
 2. The duty supervisor may order close observation of the subject while in custody.
- C. When the mental status of an arrested person requires evaluation by a MMC screener, the duty supervisor shall cause notification to MMC.
1. Personnel may transport to subject to the JSUMC Crisis Unit for evaluation; or
 2. Personnel may request that MMC respond to this department for an outreach screening.
 - a. If the MMC screener determines that the subject does not meet the criteria for involuntary commitment, personnel shall continue with the arrest process.
 - b. If the subject is determined to meet criteria for involuntary commitment, the duty supervisor shall cause transportation to JSUMC.

- c. If the subject remains in police custody, this department is responsible for the person.
 - d. If the subject is released ROR, the screening center is responsible for the person.
- D. If the subject is admitted or committed to a State psychiatric facility, personnel shall complete a *Uniform Detainer Form* (Appendix A). The detainer shall be forwarded to the psychiatric facility. Copies of the *Uniform Detainer Form* must be retained by this department, filed with all police reports and filed with any criminal complaints that are forwarded to the courts.
- E. Under the provisions of NJSA 30:4-27.22c, this department may be required to take custody of a person being released from involuntary commitment by the psychiatric facility and who was being held on bail resulting from criminal/disorderly person charges. Normally, this department must take custody within 48 hours.
- F. For the protection of all concerned parties, all incidents involving involuntary commitment must be thoroughly documented.

VIII. Laws Concerning Involuntary Commitment

A. NJSA 30:4-27.6, Basis for Custody of Person and Transport to Screening Service by Law Enforcement Officer:

A State or local law enforcement officer shall take custody of a person and take the person immediately and directly to a screening service if:

- 1. *On the basis of personal observation, the law enforcement officer has probable cause to believe that the person is in need of involuntary commitment; or*
- 2. *A mental health screener has certified on a form prescribed by the division that based on a screening outreach visit the person is in need of involuntary commitment and has requested the person be taken to the screening service for a complete assessment; or*
- 3. *The court orders that a person subject to an order of conditional discharge issued pursuant to NJSA 30:4-27.15c who has failed to follow the conditions of the discharge be taken to a screening service for assessment.*

The involvement of the law enforcement authority shall continue at the screening center as long as necessary to protect the safety of the person in custody and the safety of the community from which the person was taken.

B. NJSA 30:4-27.7, Law Enforcement Officers, Screening Service, Emergency Services or Medical Transport Persons or their Employers; Immunity from Liability for Assessment, Custody, Detention and Transportation:

- 1. *A law enforcement officer, screening service or short term facility designated staff person or their respective employers, acting in good faith pursuant to NJSA 30:4-27 et seq. who takes reasonable steps to assess,*

take custody of, detain or transport an individual for the purposes of mental health assessment or treatment is immune from civil and criminal liability.

2. *An emergency services or medical transport person or their respective employers, acting in good faith pursuant to this act and pursuant to the direction of a person designated in subsection 1 (above), who takes reasonable steps to take custody of, detain or transport an individual for the purpose of mental health assessment or treatment is immune from civil and criminal liability*
3. *Emergency services or medical transport person means a member of a first aid, ambulance, rescue squad or fire department whether paid or volunteer, auxiliary police officer or paramedic.*

C. NJSA 30:4-27.22. Admitting or committing persons awaiting trial on criminal or disorderly persons charges; discharge, reads:

1. *If a person in custody awaiting trial on a criminal or disorderly persons charge is admitted or committed pursuant to this act, the law enforcement authority that transferred the person shall complete a uniform detainer form [appended], as prescribed by the Division of Mental Health Services, that shall specify the charge, law enforcement authority and other information that is clinically relevant. This form shall be submitted to the admitting facility along with the screening certificate or temporary court order directing that her person be admitted to the facility.*
2. *The division shall prepare the form with the approval of the Administrative Office of the Courts.*
3. *When the person is administratively or judicially discharged and is still under the authority of the law enforcement authority, that authority shall within 48 hours of receiving notification of the discharge, take custody of the person.*

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 9	SECTION: 20	# OF PAGES: 9		
SUBJECT: EMPLOYEE ASSISTANCE PROGRAM & CRITICAL INCIDENT RESPONSE SERVICES				
EFFECTIVE DATE: February 2, 2011	ACCREDITATION STANDARDS: 2.1.1	REVISION DATE March 20, 2012	PAGE # 1-9	
BY THE ORDER OF: Chief Robert Brice				
SUPERSEDES ORDER #: GO 2000-33				

PURPOSE The purpose of this Standard Operating Procedure (SOP) is to provided assistance and critical incident response services through an employee assistance program. The Wall Township Police Department recognizes that its employees may be exposed to critical job related incidents or crisis events that may affect their job performance.

POLICY It is the policy of the Wall Township Police Department to provide its personnel with access to an employee assistance program to help them preempt and resolve emotional difficulties and to take those measures necessary as outlined in this SOP to maximize the well-being and safety of employees and the general public.

PROCEDURES

I. BACKGROUND

- A. Across the nation and throughout public safety, police personnel have become more aware and sensitized to the unique stresses inherent to their profession. These stresses to which police personnel are routinely exposed often manifest themselves in physical and/or psychological symptoms which individuals may or may not be able to successfully manage on their own. Though many of these symptoms are transitory and most personnel have no long-term negative effects, research indicates that a small percentage of personnel do experience continuing long-term detrimental effects resulting from exposure to such incidents. Without professional intervention, these individuals may experience declining work performance, deterioration of family relationships, and increased health problems.
- B. Personnel at all levels should be aware that minimizing exposure time at stressful incidents results in fewer stress-related problems. This can be accomplished by rotating personnel and by removing initial responding personnel from the scene as soon as possible. The department may also call upon the New Jersey Crisis Intervention Response Network to address the stress experienced by department members during critical incidents.
- C. The most valuable asset the department has to complete its police mission is its employees. The governing body of Wall Township and the Administration of the Police Department are committed to providing a means to ensure that every employee of the department has access to a mechanism that will administer to the employee's mental wellness and furnish a rehabilitation program needed to maintain a stable, healthy and productive work force. The Wall Township Police Department is providing an Employee Assistance Program for its employees and their respective family members.

II. DEFINITIONS

- A. **Acute Stress Reaction or Post-Trauma Stress Reaction(s)** - refers to the physical, psychological or emotional reaction(s) possible resulting from exposure to a critical incident or crisis event; these reactions hamper one's ability to function normally and with stability, and may require further attention by EAP and/or mental health professionals.
- B. **Critical Incident** - refers to any situation that may cause participants and/or witnesses to experience unusually strong physical, psychological or emotional distress or responses, having the potential to impair ability to function, either at the incident or later. Critical incidents include but are not limited to: death, mass casualty incidents serious injury or accident, death of a co-worker, discharge of a firearm/shooting, hostage taking, threats or acts of violence, major disturbance/riot, suicide attempt, assault, sexual assault/rape, natural disasters, blood/body fluid exposure, executions, use of deadly force, and events that attract extremely unusual or critical news media coverage. Critical incident also includes work-related events involving employees, who are on official business when the event occurs, but not necessarily on location.
- C. **Critical Incident Response (CIR)** - refers to specially structured group meetings or individual meetings between persons directly involved in the event

and the EAP CIR Providers. CIR is concerned with the physical, emotional, and psychological reactions of individuals, not on the effectiveness of the department's response to the incident.

- D. **Critical Incident Response Provider** - refers to the certified EAP personnel who provide intervention and/or conduct the response, and who have extensive training in disaster response, psychological first aid, defusing and debriefing, and other intervention methods of responding to critical events.
- E. **CIR Designated Employee Representative (CIR DER)** - refers to the Incident Commander or identified officer within the police department who locates the area to be used for the debriefing(s), coordinates with the EAP Response Team, and develops a specific plan for when the debriefing(s) takes place.
- F. **Employee** - shall mean all employees of the police department, whether sworn or civilian.
- G. **Employee Assistance Program (EAP)** - shall be defined as the mechanism put into place by the Governing Body of the Township of Wall and the Administration of the Wall Township Police Department, which is intended to maintain employee mental health wellness or provide for referral.
- H. **Family**- shall be defined as members of an employee's immediate family as covered by the medical insurance carrier.
- I. **Program** - shall be defined as the Employee Assistance Program currently in effect, subject to considerations dealing with provider contracts provided by the Township of Wall Police Department.
- J. **Program Staff** - shall be defined as the clinicians of the Employee Assistance Program.
- K. **Provider** - shall be defined as the person or organization that has been contracted by the Township of Wall Police Department to provide Employee Assistance Program Services.

III. EMPLOYEE ASSISTANCE PROGRAM SERVICES

- A. The Township of Wall Police Department has entered into a contract for the provision of an Employee Assistance Program with Preferred Behavioral Health Consulting Group, Brick, NJ, office phone # 732-785-1900. The provider agrees to render the following services to the Wall Township Police Department:
 - 1. The provider will afford to the employee three (3) free evaluation, counseling and/or referral sessions per employee/family member when the case enters the Employee Assistance Program on a voluntary basis.
 - 2. Evaluation and referral services when appropriate for the any of the following issues:
 - a. Substance abuse;

- b. Family and marital conflict;
- c. Depression or mood concerns;
- d. Stress management;
- e. Anger management;
- f. Anxiety disorders;
- g. Compulsive/behavioral disorders;
- h. Trauma reactions;
- i. Grief or bereavement issues

B. Nothing in this SOP shall be interpreted as constituting a waiver of management's responsibility to maintain discipline or the right to take disciplinary action against the employee. However, participation in or assessment results from the EAP will not be used for disciplinary purposes, nor in any way restrict or jeopardize the participating employee's opportunity for advancement or other work related alternatives.

IV. REFERRALS FOR EMPLOYEE ASSISTANCE

A. There are two (2) means of entry and referral into the Employee Assistance Program: voluntary self-referral and supervisory imposed referrals.

- 1. Voluntary self-referral occurs when an employee seeks counseling on his or her own initiative.
- 2. Supervisory referrals may occur in a number of ways as illustrated in the following paragraphs under the heading of supervisor referrals:

B. Voluntary Self Referral

- 1. Any employee or his/her family member may contact the program staff directly and at anytime for confidential assistance.
- 2. Voluntary use of the employee assistance program is the optimal manner of entry into the program and the usual confidentiality privileges will apply. By virtue of the current Employee Assistance Program contract, employees and their families are entitled to three (3) evaluation/counseling/referral sessions.
- 3. These three sessions will be utilized for assessment and either a) brief problem-solving or b) the appropriateness of referrals for further services beyond the scope of the EAP.
- 4. The employee may decline the recommendations or referrals and may select to seek a health service professional on their own.

5. At this point the employee or family member may enter the health service system with the usual financial relationship, insurance plus co-pay, with the professional to whom they are referred or have selected.
6. Both within the Employee Assistance Program and the service delivery process, the usual and customary rules of confidentiality apply. The client is protected from disclosure except if there is a danger to themselves or others (42 USC 290 dd-3 - 42 USC 290 ee-3 and NJSA 2A:62A-17). The limits of confidentiality are to be explained orally and in writing by EAP staff.

C. Supervisory Referrals – Informal - Employee Notification Interview.

1. Whenever a supervisor suspects or has reason to believe that an employee's performance, attendance, on-the-job behavior, or conduct has changed in a manner to which, if left untreated may detract from his/her job performance, sound management practices require corrective action. The Employee Assistance Program is designed to provide assistance and may be beneficial to the employee in these situations.
2. The supervisor can conduct an informal interview with the employee. The objective of the interview would be to serve as a reminder to the employee that the program is in place and is an option for the employee.
3. The employee may elect to avail themselves of the services provided by the program. If the employee determines that the program would be beneficial to him/her and proceeds to make an appointment, the use of the program will be considered a self-referral and no further documentation is necessary.

D. Supervisor Imposed Referrals – Formal; (Level I)

1. The level one supervisor-imposed referral would be exercised in the event an employee's conduct is such that documentation of the behavior is warranted.
2. The referral is made by notifying the employee, the department's Administrative Officer and the EAP Director or designee of the referral.
3. The supervisor must be able to cite specific reasons for the referral and the time period allotted for an Employee Assistance Program assessment.
4. The Employee Assistance Program Director or designee in her absence will be responsible for informing the supervisor as to whether or not the employee came in for the assessment, was cooperative, and whether or not the employee followed any recommendations given.
5. The specifics of the assessment/referral remain confidential (42 USC 290 dd-3 - 42 USC 290 ee-3 and NJSA 2A:62A-17).

6. Only the reason for the referral and the referral itself will be documented on any evaluation forms, or any form, which would ultimately be placed in the employee's personnel file.

E. Supervisory Imposed Referrals – Formal; (Level II)

1. Whenever a supervisor has reasonable suspicion based on articulable facts identified through the evaluation process and/or is made aware by another employee, or has evidence from another source that an employee's performance, attendance, behavior or conduct has faltered to the point that it has become a detriment to the sound functioning of the police department, a supervisor imposed referral is an option available to the supervisor.
2. The supervisory imposed referral is a mandatory referral to the program when it appears that substandard performance, serious breaches in employee conduct or violations of rules and regulations may be related to such issues as substance abuse, family and marital conflict, depression, stress management, anger management, anxiety disorders or behavioral problems.
3. The supervisor must be able to point out specific aspects of sub-standard job performance; violations of rules and regulations or employee conduct as the basis for the supervisor imposed referral to the administrations.
4. There may be specific circumstances where a formal Fitness-for-Duty Evaluation is needed or recommended. In those cases, the EAP referral may be bypassed and the employee may be directly referred to the contracted Fitness-for-Duty practitioner; or the EAP may be utilized to assist with case management in conjunction with the Fitness-for-Duty practitioner in these situations.
5. **Note:** Nothing in this SOP shall be interpreted as constituting a waiver of management's responsibility to maintain discipline or right to take disciplinary action against an employee. Employees will not be granted any special privileges or exceptions to normal administrative and disciplinary procedure that pertain to unavailability for work or inability to satisfactorily perform the job.

V. CRITICAL INCIDENT RESPONSE / EAP

- A. This section outlines the responsibilities for initiation, implementation, monitoring, and evaluation of trauma response services for employees after a critical incident.
- B. To ensure that involved parties are given the appropriate support necessary, the opportunity to stabilize and return to their work duties fully functioning, and be given any resources that may be needed. All employees involved in critical incident stress incidents will be required to debrief with the EAP Provider or designee as determined by the Chief of Police.

- C. The subsection excludes employees who experience trauma in their private capacity. If such individuals need help, an appropriate individual EAP referral process will be followed, as outlined in section IV.
- D. In the event of a crisis event or critical incident, the Wall Township Police Department Incident Commander (or CIR Designated Employee Representative will:
 - 1. Identify all involved employees in the critical incident.
 - 2. When feasible, remove the involved employee(s) from the area in which the event occurred as soon as reasonably possible, if they are not already.
 - 3. Directly contact the EAP Director (or designee) as soon as possible with details of the event.
 - 4. Coordinate with the EAP Director (or designee) the need for response and the level of services to be activated, as well as the appropriate timeframe for response: most responses to be scheduled 12-72 hours from event.
 - 5. Identify the appropriate location or site for the CIR services, and the date and exact time of services
 - 6. Ensure that involved employees attend the scheduled Critical Incident Stress Response group session.
- E. The EAP Director (or designee) will coordinate the needed and identified CIR services and will also oversee the administration of CI Responses and any EAP staff involved in delivering those services, to ensure appropriate quality CIR services are delivered. Critical Incident Response EAP Services include, but are not limited to the following:
 - 1. Immediate short-term crisis intervention;
 - 2. Psychological first aid;
 - 3. One-on-one support and stabilization for employees and first responders;
 - 4. Defusing group meetings post-event;
 - 5. Critical Incident Stress debriefing group meetings post-event;
 - 6. Support for directly affected employee family members;
 - 7. Follow-up response or groups as indicated;
 - 8. Individual Assessment & Brief Counseling through the EAP;
 - 9. Referral to external mental health providers or specialists for longer-term treatment, when applicable and if needed;

10. Assistance with benefit and insurance issues in the case of the above.
- F. Individual Trauma Evaluation/Supervisory Referral by a trained EAP provider for the purposes of assessing stability of functioning post-event may be strongly recommended for any employee involved in, but not limited to, any of the following on-the-job incidents:
1. Use of force that results in serious injury or death;
 2. Use of deadly force;
 3. Witnessing or involvement in any incident where serious injury or death occurs;
 4. Sexual assault;
 5. Serious injury due to an offender assault;
 6. Involvement in a shooting incident;
 7. Involvement in a hostage situation;
 8. Other incidents the Chief of Police believes to have potential for post-trauma effects.
- G. In such a situation, the Chief of Police, Incident Commander, or direct supervisor will implement a supervisory referral with the following procedures:
1. Notify the involved employee of the need for evaluation and complete required documentation as described in section IV of this SOP.
 2. Consider relieving the affected employee(s) from safety-sensitive active or assigned duties if appropriate and as soon as possible. The employee may be reassigned to duty status at a change in work location, or may take personal sick time at home, if determined necessary and as determined by the Chief of Police.
 3. Inform the employee of the necessity to comply with directions from his/her commanding officer regarding contacting the EAP for assessment, counseling or other intervention, and to sign the appropriate releases and authorizations for communication to the EAP.
 4. Consult with the EAP Professional regarding evaluation results.
 5. Coordinate with other involved agencies (County or State) and follow departmental guidelines regarding when and how an employee can return to active duty.
 6. Consider assigning a peer supporter to be with the affected employee(s).
 7. **Note:** This mandatory counseling is not to be construed as to question the individual officer's ability to handle traumatic experiences and stressful occurrences, rather, it is sound management practice based

upon an extensive body of mental health research conducted by mental health practitioners.

- H. When self-referring, post-event, employees and their dependents may contact the EAP and undertake counseling services knowing that information will be kept in the strictest confidence. Neither the department nor its representatives will have access to personal information regarding any employee. Statistical information only is provided by the EAP for the purposes of utilization. Confidentiality is provided within the following guidelines:

1. **Consent to Release** - No personal information will be released by the EAP nor will the EAP Provider request information, unless requested to do so by the employee, and a written, informed and voluntary consent is provided. When an employee consents in writing to the release of information by the EAP Provider, he or she will be required to be specific as to the nature of the information to be provided or requested and the individual(s) with whom it will be shared, as designated in detail on the release form.
2. **Limits of Confidentiality** - The EAP Provider may be required to disclose information without the written consent of the client in the following situations:
 - a. As a result of being subpoenaed by a court of law.
 - b. When communicating suspected violations of relevant child welfare legislation.
 - c. When it is perceived the client poses a serious risk to him or herself, or others.

VI. TRAINING

- A. Agency supervisory personnel will receive training in the services offered by the Employee Assistance Program that are available employees of this agency, including but not limited to: supervisor's role and responsibility, identification of employee behaviors which would indicate the existence of employee concerns, and problems and/or issues that could impact an employee's job performance.

VII. ADDITIONAL RESOURCES

- A. The State of New Jersey Civil Service Commission has instituted a 24 hour toll free law enforcement hotline to assist law enforcement officers and their families with personal or job-related stress problems. 1-800-COP-2-COP is a toll free, confidential service staffed by trained counselors and qualified retired law enforcement officers. The hotline is operated under the supervision of the University of Medicine and Dentistry, University Behavioral Healthcare Unit.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>				
CHAPTER: 1	SECTION: 12	# OF PAGES: 16		
SUBJECT: EMPLOYEE INVOLVED DOMESTIC VIOLENCE				
EFFECTIVE DATE: January 7, 2014		ACCREDITATION STANDARDS: N/A	REVISION DATE October 6, 2016	PAGE # 1, 2, 6, 11, 12
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE The purpose of this standard operating procedure is to establish the process for handling matters of domestic violence involving police employees. This SOP addresses instances when the police employee is alleged to have committed acts of domestic violence and instances when the police employee is a victim of domestic violence. This SOP is applicable to all members of this department, both sworn and non-sworn.

POLICY It is the policy of the Wall Township Police Department to adopt a position of zero tolerance regarding domestic violence. All domestic violence matters involving employees of this department will be investigated in strict accordance with the N.J. Attorney General's Guidelines, the appropriate county prosecutor's directives, applicable federal and state laws, and this department's written directive system.

In 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. See subsection V.E of this SOP and *SOP V1C8 Early Warning System* specifically section IV for details.

PROCEDURES

I. GENERAL

- A. This department will act quickly where incidents of domestic violence are alleged to have occurred to protect the victim, arrest the actor where appropriate and conduct parallel administrative and criminal investigations. Additionally, this department will strive to develop and implement appropriate, case-specific remedies to the situation.
- B. Domestic violence is the occurrence of one or more of the following criminal offenses upon a person protected under the *Prevention of Domestic Violence Act of 1991*, N.J.S.A. 2C: 25-17 et seq.
1. Homicide NJSA 2C: 11-1, et seq.;
 2. Assault NJSA 2C: 12-1, et seq.;
 3. Terroristic threats NJSA 2C: 12-3;
 4. Kidnapping NJSA 2C: 13-1;
 5. Criminal restraint NJSA 2C: 13-2;
 6. False imprisonment NJSA 2C: 13-3;
 7. Sexual assault NJSA 2C: 14-2;
 8. Criminal sexual contact NJSA 2C: 14-3;
 9. Lewdness NJSA 2C: 14-4;
 10. Criminal mischief NJSA 2C: 17-3;
 11. Burglary NJSA 2C: 18-2;
 12. Criminal trespass NJSA 2C: 18-3;
 13. Harassment NJSA 2C: 33-4;
 14. Stalking NJSA 2C: 12-10;
 15. Criminal Coercion NJSA 2C: 13-5;
 16. Robbery NJSA 2C: 15-1;
 17. *Contempt of a Domestic Violence Restraining Order* pursuant N.J.S.A. 2C: 29-2b, that constitutes a crime or disorderly persons offense;
 18. Any other crime involving a risk of death or serious bodily injury to a person protected under the *Prevention of Domestic Violence Act of 1991*, N.J.S.A. 2C: 25-17 et seq.

- C. Domestic Violence investigation guidelines can be found on the NJ DCJ Website at http://www.nj.gov/oag/dcj/agguide/directives/dv_manual.htm.
- D. A listing of all Attorney General Guidelines can be found on the NJ DCJ Website at <http://www.nj.gov/oag/dcj/agguide.htm>
- E. This SOP does not supersede:
 - 1. *New Jersey Attorney General's Guidelines on Police Procedures in Domestic Violence Cases*;
 - 2. *New jersey Attorney General Directives Implementing Procedures for the Seizure of Weapons from Municipal and County Law Enforcement Officers and from All State Law Enforcement Officers Involved in Domestic Violence Incidents*.
 - 3. Monmouth County Prosecutor's Office Uniform Policy on Domestic Violence Investigations.
- F. These guidelines and directives remain in full force and effect and must be followed by officers responding to a domestic violence call involving a law enforcement employee.
- G. Failure of any officer or supervisor to comply with any provision of this SOP may subject the officer to discipline and criminal, civil, and administrative sanctions.
- H. This SOP adopts the definitions found within N.J.S.A. 2C: 25-19 and all New Jersey Attorney General guidelines and directives involving domestic violence.
- I. Employee shall mean any employee of this police department including sworn and non-sworn personnel.

II. PRE-EMPLOYMENT SCREENING AND BACKGROUND INVESTIGATIONS

- A. The Chief of Police or his/her designee shall cause a thorough background investigations of all potential new employees to determine if there is a criminal history with particular attention to acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse, including a check of the domestic violence central registry to determine the existence of any active restraining orders and to determine if there is a history of domestic violence.
- B. Candidates shall be interviewed about any history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition.
- C. Those candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse shall be identified and declared ineligible for employment as police officers and non-sworn staff members.
- D. Following a conditional offer of employment, candidates for police officer positions shall be required to undergo a psychological examination, performed by an experienced and licensed psychiatrist/psychologist or other mental health professional. The psychological screening should include a focus on indicators of

violent or abusive tendencies or behaviors, including domestic violence, in their background.

III. EDUCATION AND TRAINING

- A. All officers shall receive at least four hours of training on domestic violence issues annually, as approved by the Division of Criminal Justice, pursuant to N.J.S.A. 2C: 25-20.
- B. Additionally and when available, all supervisors may receive training on:
 - 1. How to recognize potential indicators or early warning signs of domestic violence behavior by law enforcement employees;
 - 2. How to investigate indicators of potential abusive behavior or early warning signs potentially indicative of domestic violence;
 - 3. When to notify the Chief of Police or his/her designee of information gathered in accordance with the established chain of command;
 - 4. Programs to assist law enforcement domestic violence victims and batterers, if available.

IV. EARLY WARNING AND INTERVENTION

- A. Department responsibilities:
 - 1. In response to observed warning signs of domestic violence behavior or at the request of an employee, this department will provide non-punitive avenues of assistance to employees, their partners, and other family members.
 - 2. To encourage employees to take personal responsibility in seeking referrals and assistance, confidential or otherwise, and assistance from the department, or on their own initiative, to prevent a problem from escalating to the level of criminal conduct.
 - 3. When this department is aware that an employee is undergoing a separation or divorce, or that an employee is otherwise undergoing a high conflict period with a spouse or intimate partner, and the employee is exhibiting any of the warning signs of domestic violence behavior, the department will encourage the employee to seek individual counseling.
 - 4. This department will investigate reports of domestic violence reported by family members, other employees, or neighbors of employees when committed within this jurisdiction.
 - 5. In response to observed signs of domestic violence behavior or at the request of an employee, this department will refer the employee to counseling.

B. Supervisor responsibilities

1. Supervisors shall document any information potentially indicative of domestic violence including, but not limited to:
 - a. Aggressiveness
 - 1) Excessive or increased use of force on the job;
 - 2) Inappropriate surveillance activities;
 - 3) Unusually high incidences of physical altercations and verbal disputes;
 - 4) Citizen and fellow officer complaints of unwarranted aggression or verbal abuse;
 - 5) Inappropriate treatment of animals;
 - 6) On or off-duty officer injuries.
 - b. Domestic violence-related issues
 - 1) Monitoring, controlling, or harassing the purported victim directly or through any other person.
 - c. Deteriorating work performance
 - 1) Tardiness;
 - 2) Excessive unscheduled absences;
 - 3) Evidence of alcohol and/or drug abuse.
2. When a supervisor notices a pattern of behavior potentially indicative of domestic violence, he/she will:
 - a. Address the behaviors, through interviews with the employee and document all contacts.
 - b. Under no circumstances will the identity of a reporting victim or witness be disclosed to the employee at this stage.
 - c. Forward written reports detailing the behaviors to Internal Affairs through the appropriate chain of command in a timely manner to determine if disciplinary or other appropriate action is required.
 - d. Prepare and submit to the Chief of Police a written request for a psychological exam or counseling by a licensed psychologist, psychiatrist, or other mental health professional. The supervisor's written report will include the factual basis for the referral and will attach any relevant supporting documentation. A copy of the report will also be forwarded to the Monmouth County Prosecutor for consideration and discussion with the Chief of Police.

3. When a supervisor determines that an employee is an actor in a domestic violence, the supervisor will:
 - a. Prepare and submit to the Chief of Police a written request for a psychological examination or counseling by a licensed psychologist, psychiatrist, or other mental health professional. The psychologist, psychiatrist, or mental health professional must be provided with all reports and information available regarding the domestic violence incident(s) and other history. The psychologist, psychiatrist, or mental health professional must attempt to contact the reported victim for their input and must be provided with the reported victim's contact information; the contact information must be kept confidential. A copy of the report will also be forwarded to the Monmouth County Prosecutor and/or other county prosecutor if the incident occurred outside of Monmouth County..
 - b. Request that the Chief of Police order the employee to seek assistance from a program for batterers that has been approved by the Monmouth County Prosecutor or the department. If such a program is not available, request that the Chief of Police order the officer to a counselor who has demonstrable training and experience in counseling domestic violence batterers. The employee may bear the cost of counseling subject to collective bargaining agreements.
 - c. Contact and inform the victim of the concerns regarding the employee's behavior; that the employee has been ordered to undergo a psychological evaluation; that the evaluator will be contacting the victim; that the victim is not required to speak with the evaluator; and, that any information disclosed by the victim may not be confidential. The supervisor will document that he/she informed the reported victim concerning this procedure.
 - d. If the department decides to take disciplinary action against the employee, it will provide a copy of the psychological report to the employee in a timely manner, unless doing so would endanger the safety of the victim.

C. Employee responsibilities

1. All employees of this department shall to identify themselves as a Wall Township Police Department employee to responding officers when it results in a law enforcement response, regardless of whether or not complaints and/or a temporary or final restraining order has been issued. This notification will prompt the responding agency to report the incident to this department.
2. The involved off-duty employee shall also immediately self-report the incident to the internal affairs officer. An employee's failure to make such notification may result in departmental discipline in accordance with existing SOPs.

3. Employees have an obligation to cooperate with any investigation of a domestic violence case involving a law enforcement employee, except in the case where the employee is the victim.
4. Employees may be subject to criminal charges or departmental discipline if they:
 - a. Interfere with domestic violence cases involving themselves or fellow employees;
 - b. Intimidate or coerce witnesses or victims (e.g. surveillance, harassment, stalking, threatening, or false reporting, etc.).
5. Employees, who are involved in any domestic violence incident involving a police response, regardless of jurisdiction, must immediately notify their immediate supervisor and provide notice of the court dates, times, appearances, and proceedings. Failure to do so may result in disciplinary action. The supervisor must report the incident through the chain of command to the Chief of Police.
6. Employees, who are the subject of any domestic violence restraining order or protective order proceeding, whether or not the order is issued and regardless of jurisdiction, must immediately notify their supervisor and provide a copy of the order, if issued. The supervisor must report the incident through the chain of command to the Chief of Police. Failure to do so may result in disciplinary action.
7. When an employee knows or is made aware of any information of abuse or violence involving a fellow employee, the employee must immediately report that knowledge or information to a supervisor. The supervisor must report the incident through the chain of command to the Chief of Police.

V. INCIDENT RESPONSE PROTOCOLS

A. Department-wide response

1. This department will accept, document, and preserve all calls or reports, including those made anonymously, regarding domestic violence as on-the-record information. The responding officer must complete a detailed Offense Report. This report shall be completed regardless of whether or not an arrest is made and regardless of whether or not a criminal offense has been committed.
2. All reports of possible criminal activity implicating law enforcement employees in domestic violence will be documented in accordance with approved policies governing the handling of reports of domestic violence incidents.
3. A copy of the report alleging domestic violence by an employee will be forwarded to the Chief of Police and the Internal Affairs Office through the chain of command.

4. The Chief of Police will consult with the Monmouth County Prosecutor, who will determine who should be the designated principal law enforcement contact person. If the designated principal law enforcement contact person is not available 24/7, then, after consultation with the Chief of Police, the Monmouth County Prosecutor will select an alternate contact person. The contact person's information must be provided to the victim. The principal law enforcement contact person will:
 - a. Advise the victim to immediately report any violation of any restraining order to the police department where it occurred and to him/her.
 - b. Advise the victim to contact him/her if there is any harassment, witness tampering or intimidation by a law enforcement officer.
 - c. Intervene if the officer or agents of the employee are harassing or intimidating the victim, or violating no-contact orders.
 - d. Provide the victim with the name and contact number of the domestic violence assistant prosecutor in the county where the actor employee is charged with committing a criminal offense, contempt of a domestic violence restraining order, or subject to a motion for forfeiture of weapons. The victim should also be provided with the name of the victim-witness advocate or detective in the prosecutor's office who have been designated as the resource persons in the prosecutor's office.
 - e. Provide the victim with contact information for a local domestic violence program and with approved safety planning material.
 - f. Keep the victim apprised of all case developments.
 - g. Ensure that the chain of command, including the Chief of Police is regularly briefed on both the administrative and criminal investigations.
 - h. Assist the victim with safety planning should the employee be terminated. Assistance will be provided by linking the victim with resources and preparation planning either within the department or via outside government and non-profit agencies.

B. Patrol Response

1. Upon arrival on the scene of a domestic violence call or incident involving a law enforcement officer, the primary patrol unit will immediately notify communications and request a supervisor to report to the scene, regardless of the involved employee's jurisdiction.
2. Responding officers will follow standard police response procedures as set forth in the *Attorney General's Guidelines on Police Response Procedures in Domestic Violence Cases* and the SOPs of this department.

C. Supervisor response

1. The supervisor will immediately report to the scene of all law enforcement employee domestic violence incidents regardless of the involved employee's jurisdiction.
2. The supervisor will assume command and ensure that the scene is secured and that all evidence is collected in accordance with approved investigative procedures.
3. The supervisor will ensure that an arrest is made in cases where mandatory arrest is required or probable cause exists.
4. If the alleged offender has left the scene and probable cause exists, the supervisor will:
 - a. Exhaust all reasonable means to locate the alleged offender;
 - b. Ensure that an arrest warrant is sought, if unable to locate the alleged offender;
 - c. Document all subsequent actions in a timely manner.
5. If the victim has left the scene, the supervisor will make every effort to follow through on the investigation and attempt to locate the victim.
6. Arrest of both parties involved in a domestic violence incident should be avoided. The supervisor will ensure that a thorough investigation is conducted and an arrest of the primary aggressor is made in accordance with State law. In determining which party is the primary aggressor where both parties exhibit signs of injury, the supervisor should consider such factors as:
 - a. Any history of domestic violence or violent acts by either person;
 - b. Whether the injury was caused by a person acting in self-defense;
 - c. Relative size and strength of the persons involved;
 - d. The comparative severity of the injuries suffered or inflicted;
 - e. Each person's fear of physical injury resulting from the other person's threatened use or history of use of force.
7. The supervisor or designee will ensure the victim is informed of the following:
 - a. Victims' rights as set forth in the *Victim Notification Form*;
 - b. Procedures for obtaining a restraining order;
 - c. The availability of a Domestic Violence Response Team member or a domestic violence advocate immediately following the incident;

- d. The availability of confidential transportation to a location that can provide improved victim safety;
 - e. The availability of community resources, local domestic violence victim services, including shelter and safety planning information.
- 8. Whenever a domestic violence call involving a law enforcement officer does not result in an arrest or a warrant is not sought, the supervisor will explain in a written report why these actions were not taken, and the report shall be forwarded to the Internal Affairs Office.
 - 9. The supervisor will notify the Chief of Police through the chain of command as soon as possible. If the employee is from another jurisdiction, the supervisor will ensure that notification is made to the Chief of Police or law enforcement chief executive in the department where the accused employee is employed. All notifications, and attempts to notify, will be fully documented in writing and shall be forwarded to the Internal Affairs Office.
 - 10. The supervisor will ensure that communications personnel are notified that the incident involves a law enforcement employee.

D. Additional critical considerations

- 1. When responding to a domestic violence incident involving a law enforcement officer from another jurisdiction, all responding officers, investigators, and supervisors will follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from this department as set forth in the *Attorney General's Guidelines on Police Response to Domestic Violence Cases* and *Attorney General Weapons Seizure Directives*.
- 2. When responding to a domestic violence incident involving a law enforcement officer from another county, the Chief of Police or designee shall notify the county prosecutor where the officer is employed.
- 3. If the reported incident involves the Chief of Police or law enforcement chief executive, or a person acting in those capacities, the supervisor will immediately notify the Monmouth County Prosecutor's Office, which may directly oversee the criminal investigation. If warranted, the Monmouth County Prosecutor may designate a member of that office to respond to the scene of all domestic violence incidents involving a Chief of Police, law enforcement chief executive.
- 4. In responding to domestic violence incidents where the victim is a law enforcement officer, standard domestic violence response and investigation procedures should be followed as set forth in the *Attorney General's Guidelines on Police Response to Domestic Violence Cases*.
- 5. In responding to domestic violence incidents where the parties involved are both law enforcement officers, standard domestic violence response and investigation procedures as set forth in the *Attorney General's Guidelines on Police Response to Domestic Violence Cases* and the *Attorney General Weapons Seizure Directives* should be followed.

6. When responding to a domestic violence complaint involving a law enforcement officer employed by the federal government or out-of-state agency, all responding officers, investigators and supervisors will follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from this Department as set forth in the *Attorney General's Guidelines on Police Response Procedures in Domestic Violence Cases* and in the *Attorney General's Weapons Seizure Directives*. When applicable, all weapons are to be seized. The Chief of Police or his/her designee shall notify the federal government agency that employs the officer.

E. Department follow-up

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 at mcpopru@mcponj.org.
2. 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 (full street address);
 - 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 documents (e.g., CDRs, TRO, Victim Notification Form, etc.).
3. 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.

4. The Chief of Police or his/her designee 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 (regardless of employing agency) 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.
5. In a timely manner, the Chief of Police shall ensure that all officers who responded to a law enforcement officer domestic violence call are debriefed. The debriefing should include:
 - a. A review of department confidentiality guidelines;
 - b. A direct order prohibiting discussion of the incident outside of the official inquiry;
 - c. A clear delineation of assignments.
6. Follow-up investigators will proactively seek out information on existing protective orders and, if found, will enforce them and any applicable state and federal firearms laws and determine whether the officer violated department policy by failing to report the temporary or final restraining order.
7. Arrest warrants charging law enforcement officers with domestic violence and protective orders issued at a later time should all be served by no fewer than two officers with at least one being of senior rank to the officer being served. In cases where firearms have not previously been seized, firearms will be seized and decisions about seized weapons shall be made as set forth in the *Attorney General's Guidelines on Police Response Procedures in Domestic Violence Cases* and in the *Attorney General Weapons Seizure Directives*.
8. If an employee of this department is an actor in a domestic violence incident, the Chief of Police will cause a thorough internal affairs investigation even if the temporary or final restraining order is dismissed.
9. Following the reported incident, the Chief of Police or law enforcement chief executive of the primary investigative department or designee will immediately contact the designated principal law enforcement contact person and advise that person of the domestic violence incident and request that he/she perform the duties listed in Subsection V.A.5 of this SOP.

F. Response in cases involving restraining order only

1. Any law enforcement officer who is served with a temporary or final restraining order must immediately inform his or her supervisor and provide a copy of the order to the supervisor. The supervisor must promptly notify the Chief of Police.

2. Whenever this department is notified that a temporary or final restraining order is issued against a member of this department, this department will serve the restraining order, if it has not already been served, or will assist any other agency in ensuring the immediate service of the restraining order. If the defendant lives in Wall Township, this department will also ensure that a supervisory officer will be present at any time the law enforcement officer is removing personal items from any common residence with the victim pursuant to the restraining order.
3. If a law enforcement officer's duty and off-duty firearms and weapons have not already been turned in pursuant to the *Attorney General Weapons Seizure Directives*, the weapons shall be immediately seized by this department.
4. No weapon is to be returned or issued to the law enforcement officer except pursuant to the procedure set forth in *Attorney General Weapons Seizure Directives*.
5. This department will ensure that an Internal Affairs investigation is initiated pursuant to the procedures set forth in the *Attorney General's Internal Affairs Policy and Procedures Manual*.
6. This department will immediately notify the Prosecutor's Office of the issuance of a restraining order against the officer.
7. The Chief of Police or designee will immediately contact the designated principal law enforcement contact person to perform the duties listed in Section V.A.5 of this SOP.

VI. SEIZURE OF WEAPONS

- A. See *Attorney General Directives Implementing Procedures for the Seizure of Weapons from Municipal and County Law Enforcement Officers and from All State Law Enforcement Officers Involved in Domestic Violence Incidents* [Directives 2000-3 and 2000-4 dated September 1, 2000].

VII. VICTIM SAFETY AND PROTECTION

- A. This department will make all reasonable efforts to:
 1. Provide law enforcement protection and other safety measures to a victim of law enforcement officer domestic violence when the victim lives in Wall Township.
 - a. Directed patrol initiatives including:
 - 1) Drive-bys;
 - 2) Dismounted patrols;
 - 3) Welfare checks.
 2. Assist in arranging for the transportation of the victim to a safe place when necessary.

3. Ensure victim contact with trained domestic violence advocates for safety planning.
 4. These protective measures will remain in effect even if the officer is terminated as a result of committing domestic violence.
- B. Victim notification – To better ensure victim safety, the designated Principal Law Enforcement Contact person will inform the victim as to the status of the case as far in advance as possible to all impending actions taken against or with the officer. This department will provide reasonable assistance to help the victim with safety measures.
 - C. Confidentiality of victim location – If the victim wishes to be placed in an undisclosed safe home, another person may transport the victim instead of a law enforcement officer. Those law enforcement employees who do have contact with the victim must keep all information concerning his/her whereabouts and safety plans confidential.
 - D. Prohibition of law enforcement court accompaniment – No law enforcement officer will attend any domestic violence related court proceeding of any law enforcement employee unless subpoenaed to appear, or authorized by the agency, or as part of their investigation.

VIII. POST INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS

- A. This department shall conduct an administrative investigation of an alleged incident of domestic violence committed by an officer of the department in accordance with *the Attorney General's Internal Affairs Policy and Procedures Manual*.

IX. SUPPLEMENTAL

- A. Any police officer found guilty of acts related to domestic violence in criminal court, civil court, or administrative hearing(s) may be subject to termination upon final disciplinary action if the guilty finding abrogates his/her police powers or the requirement to carry weapons.
- B. Any civilian employee of this department found guilty of acts related to domestic violence in criminal or civil court, or administrative hearing(s) may be subject to termination upon final disciplinary action if the conviction negates any certifications required to perform any of the essential functions of their position. Examples include CJIS access, etc.

X. 18 USCA § 922 ET SEQ. (LAUTENBERG LAW)

- A. The Lautenberg Law, 18 USCA § 922 (g) (9) prohibits police officers convicted of certain domestic violence related crimes and offenses from carrying firearms. The Chief of Police shall ensure compliance with this federal law.
- B. 18 USCA § 922 (g) (9) makes it unlawful for any person who has a prior conviction for a "*misdemeanor crime of domestic violence*" to ship, transport or receive firearms or ammunition. Federal, state and local officers and employees who carry firearms in the course of performing their duties are not exempt from this law.

This law applies regardless of the date of the conviction and regardless of the date of the commission of a "*misdemeanor crime of domestic violence*".

- C. In order for this law to be applicable, the actor and the victim must have a relationship covered by this law. Consistent with this law's focus on domestic violence, it applies only if the actor is:
 - 1. The current or former spouse of the victim; or
 - 2. The parent or guardian of the victim; or
 - 3. A person with whom the victim shares a child in common; or
 - 4. A person who is cohabiting or has cohabited with the victim as a spouse, parent or guardian; or
 - 5. A person who is similarly situated to a spouse, parent, or guardian of the victim.
 - 6. A person who is cohabiting with a victim, but not as a spouse, parent or guardian. Dating relationships are not included unless living together.
- D. The offense must have specific violent elements, specifically:
 - 1. The use or attempted use of physical force; or
 - 2. The threatened use of a deadly weapon.
- E. If a particular offense has alternative elements then the conviction counts only if the conviction is based upon facts that include the use or attempted use of physical force or the threatened use of a deadly weapon.
- F. The offense must be a misdemeanor within the meaning of federal law. Since New Jersey does not have misdemeanor offenses, the term should be construed to include offenses that New Jersey classifies as disorderly person and petty disorderly person offenses.
- G. The actor must have been represented by counsel or waived the right to counsel. Under federal law, a conviction for a crime that is a '*misdemeanor crime of violence*' does not count if the person convicted was not represented by counsel or did not knowingly and intelligently waive the right to counsel at the time of trial or guilty plea.
- H. The conviction must be one that has not been expunged, set aside or pardoned.
- I. Pursuant to the provisions of the Lautenberg Law, 18 USCA § 922 (g)(8), if a final domestic violence restraining order is issued, and for the duration of that order:
 - 1. A police officer may be authorized by a court to possess a department-issued firearm under conditions recommended by the appropriate County Prosecutor; and
 - 2. The officer may not possess any personally owned firearms.

- J. Any police officer convicted of a domestic violence related crime or offense requiring them to be disarmed will be subject to termination from employment as a police officer upon final disciplinary action.
- K. Police officers, who are the subject of a final restraining order for domestic violence under the Lautenberg provisions, shall be disarmed unless otherwise ordered by the court that issued the final order, and will be terminated from employment as a police officer upon final disciplinary action, unless the restraining order is dismissed.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>					
CHAPTER: 9	SECTION: 21	# OF PAGES: 5			
SUBJECT: EMPLOYEE PHYSICAL FITNESS PROGRAM					
EFFECTIVE DATE: January 4, 2010		ACCREDITATION STANDARDS:	REVISION DATE June 13, 2011	PAGE # 3-4	
BY THE ORDER OF: Police Chief Robert Brice					
SUPERSEDES ORDER #: GO 1998-11, GO 2000-05, GO 2000-10, SOP 1.6					

PURPOSE: To establish uniform guidelines for all police department employees and retired officers to follow while utilizing or involved in any aspect of this departments Physical Fitness Program. All of the police department's employees are encouraged to engage in the Physical Fitness Program in an attempt to maintain the highest levels of physical, mental and emotional fitness.

POLICY: This department is committed to provide all employees the opportunity to maintain good general Physical Fitness Levels. Studies have shown that fit employees generally perform better, are healthier and suffer fewer injuries. These employees cost the department less in sick time, health costs and disability expenses. Physical fitness is essential to performing a police officer's job. Police work is recognized as one of the most stressful occupations in the country.

Under Article XXXII of the contract agreed upon by the township and officers of this department there will be three (3) one (1) hour periods during each week permitted to be devoted by the officers to physical fitness training. Each of these one-hour periods shall occur during the normal course of the Officers working day, subject to procedures established by the Chief of Police.

PROCEDURES:

I. Employees Utilizing the Gym Area.

- A. Sworn employees participating in the physical fitness program shall follow the below listed procedures. These procedures include, but are not limited to, the following:
 1. All Fitness Training will be at the discretion of the Duty Supervisor. Sworn employees will receive authorization prior to any fitness time, on duty or off duty.

2. Sworn employees will wear appropriate work out clothing when on-duty fitness time is used in the gym area.
 3. Sworn employees are permitted to utilize the department gym and associated equipment or the recreation fitness trails located within the Township as permitted by their supervisor.
 4. Sworn employees utilizing the department gym equipment will advise duty desk officers when they are on fitness time. The duty desk officer will monitor the gym area when employees are actively using the gym. This is solely for officer safety in the event an emergency arises during the course of a workout. Under no circumstances should an employee be utilizing the gym area without an operational camera or a work out partner. Any camera equipment problems will be reported on the building inspection form. Desk officers will notify a supervisor of any problem with camera equipment or the inability to monitor officers in the gym, and the supervisor will terminate fitness time until repairs are made or a work out partner is available.
 5. At no time will an officer be permitted to engage in any other activities or utilize any other locations unless specifically authorized in this directive. If an officer feels there may be a beneficial exercise activity or area that should or could be utilized, the officer will submit a written proposal through the appropriate chain-of-command. The Chief of Police will present it at an administrative staff meeting for further review, research, discussion, and final approval prior to authorizing it.
 6. If a sworn employee is injured while working out, on or off duty, he will immediately notify the Duty Supervisor who will then ensure that the established injury reporting procedures are followed.
 7. During the course of working out, if there is any need for repair observed or noted, the officer will fill out a building inspection form indicating the problem and will forward the building inspection form to the shift supervisor. The shift supervisor shall notify the training officer of the repair needed.
 8. The Chief of Police may, upon written request, authorize other non-contract department employees the use of any or all of the equipment or facilities related to this program. This authorization will be made on a case-by-case basis. Any authorized use will require strict adherence to all the specifications and regulations contained in this directive.
- B. The police department's gymnasium will be available to those Wall Township Police retired members who are still covered under the Township's insurance policy. Procedures to be followed by retired sworn officers requesting the use of the gym include, but are not limited to, the following:
1. Check with the on duty inside supervisor and advise them of their work out schedule. This shall be done upon each visit to the fitness gym.
 2. Officers will also be required to sign a "hold harmless agreement" form. This form relinquishes the Wall Township Police Dept. from damages or injuries. The "hold harmless agreement" form (page 5) will be signed once by the officer and filed in the Administrative Division of the Department.

3. If a retired officer should become injured while using the fitness gym, they will be required to report the injury immediately to the on duty supervisor.
 4. If the retired officer wishes to utilize the gymnasium after they have recovered from their injury, they will need to provide a physician's note indicating that they are fit to do so.
- C. Non-sworn members of the police department will be allowed to use the police department gymnasium under the following conditions. These conditions include, but are not limited to, the following:
1. The employee must be a full or part-time employee who is directly employed by the police department.
 2. The employee must provide a note from a physician. The note must specify that the employee is capable of vigorous physical activity, or must specify limits for the employee.
 3. The employee must receive training on gymnasium safety, etiquette, and proper use of equipment and free weights by the training officer. The training officer will document this training session.
 4. The employee can utilize the gymnasium immediately following his or her normal work hours or immediately proceeding his or her work hours. The employee may not use the gymnasium during scheduled work hours. The employee may use the gym on days off, but according to workmen's compensation rules, the employee must be off duty while utilizing the gym.

II. Annual Physical Examination

- A. In accordance with the contracts between the Township of Wall and members of the Patrolman's Benevolent Association #234 and the Superior Officers Association, sworn members of the Police department who turn 35 years of age during calendar year, or are 35 years of age and older, shall schedule themselves for an annual medical examination. The Police Department will provide, at no expense to the member, a complete medical examination. The examination will include at a minimum the following:
1. basic physical examination
 2. urinalysis
 3. blood work-up
 4. EKG
- B. Sworn members of the police department shall schedule an annual medical examination with one of the following physicians:
1. Doctor Asim Gilani-Police Physician
459 Jack Martin Blvd.
Brick, N.J. 08724
Phone (732) 785-1000
 2. Wall Family Medical

2130 Hwy. 35
Wall, N.J. 07719
Phone (732) 974-1980

- C. All medical examinations shall be scheduled for the month of September or October. Medical examinations conducted while the employee is on duty or off duty shall be in accordance with the employee's respective collective bargaining agreement. The "Medical Examination Result Form" (Appendix A-1 and A-2) will be completed by the examining physician selected by the employee, and sent to the Office of Chief of Police by the physician.
- D. Upon receipt of the Medical Examination Result Form, the chief of Police will review same and forward to Dr. Asim Gilani, Police Physician.
- E. Dr. Asim Gilani will review the contents of the report. Dr. Gilani may require any or all of the following, and may communicate directly with the physician chosen by the employee for the annual physical.
 - 1. Dr. Gilani may require further clarification from the employee's physician regarding;
 - a. Missing or incomplete information
 - b. Information which he finds questionable which is not addressed by the physician
 - c. General discussions as to the employee's health
- C. Based upon Dr. Gilan's discussions with the physician, Dr. Gilani is empowered to act upon his findings. His actions may include, but are not limited to, the following:
 - 1. Order additional testing at the Township's expense
 - 2. Require an additional examination by himself, at the Township's expense
 - 3. Recommend to the employee that he/she seek consultation with a specialist, at the Township's expense
- D. Dr. Gilan is empowered to address "Fitness For Duty" issues and make recommendations on it. After his review and upon his completion of the "Medical Examination Result Form", the completed form will be copied and sent to the employee's personal physician, as per the Agreement between the Township of Wall and the Policemen's Benevolent Association #234 and the Superior Officer's Association.
 - 1. Should the employee choose not to have a copy of the form mailed to his/her personal physician, the employee will submit request, in writing, to the Administrative Commander assigned the responsibility for monitoring the Employee Physical Examinations.
- E. The Chief of Police will review the completed form.
- F. The completed form will be placed in the employee's "Personnel Medical File."
- G. In all cases, the physical examinations conducted will be at the Township's expense through submission to the Township supplied insurance carrier.

HOLD HARMLESS AGREEMENT

LIABILITY RELEASE

I hereby state I have conditioned myself to participate in the utilization of the Wall Township Police fitness gym. I, for myself, my executors, administrators and assignees, do hereby release and discharge the Township of Wall, Wall Township Police, and Wall Township Police personnel, from damages or injuries occasioned by my participation in utilizing the Wall Township fitness gym. By signing my name below, I hereby certify that I have read all the terms and conditions of this policy and release and do intend to be legally bound thereby.

Name (Please Print): _____

Signature: _____

Date: _____

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 27	SECTION: 2	# OF PAGES: 3		
SUBJECT: EMS BILLING AND COLLECTION OF FUNDS				
EFFECTIVE DATE: February 1, 2011		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Captain Tim Clayton, Officer in Charge				
SUPERSEDES ORDER #: GO 2002-23				

PURPOSE: Effective immediately, and until further notice, this SOP will list the procedures for EMS related billing.

POLICY: The purpose of this SOP is to establish uniform guidelines for the billing of services, collection of monies and dissemination of funds received as a direct result of the duties performed by the paid Wall Township Emergency Medical Service.

PROCEDURES:

I. Wall Township Emergency Medical Service (EMS)

A. The Wall Township Emergency Medical Service (EMS) was established to assist the two Wall Township volunteer first aid squads.

1. EMS incorporates full time and part time employees.
2. In order to compensate the Township for the cost incurred as a result of the paid EMS, the EMS submits invoices to patient that are transported to hospitals.
3. The EMS utilizes an outside billing service to send invoices and collect funds. It is incumbent upon the EMS service to properly submit run sheets and disseminate collected funds

B. Insurance Information

1. After transporting a patient to the hospital a copy of the patient's insurance cards is obtained, if no card is available a face sheet is obtained from the hospital.

2. A copy of the insurance card or the patients face sheet from the hospital is than prepared for the billing company and attached with the yellow copy of the call sheet.
3. Our billing company than will pick up an envelope from the dispatch center and process the paperwork to the proper insurance companies or patient.

C. Intake of insurance funds

1. The EMS supervisor than receives checks from the insurance companies and also the patients by mail at police headquarters.
2. The checks are copied twice. The original checks are given to the Admin. Captain, a copy is provided for the billing company and a copy is kept in a file in the EMS office.
3. The checks are recorded in an electronic ledger by date, company/patient and amount. A running total is kept and updated each time.
4. The original checks are forwarded to the Records Bureau for deposit.
5. This process is preformed on a weekly basis.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 27	SECTION: 1	# OF PAGES: 4	
SUBJECT: EMS- PAID EMT GENERAL GUIDELINES			
EFFECTIVE DATE: February 24, 2011	ACCREDITATION STANDARDS:	REVISION DATE 3/24/14	PAGE # 1,2,4
BY THE ORDER OF: Captain Tim Clayton, Officer in Charge			
SUPERSEDES ORDER #: GO 2003-22			

PURPOSE In order to provide the citizens of Wall Township with effective first aid services, the township will employ paid Emergency Medical Technicians (EMT).

POLICY In order to provide quality and timely emergency medical services to Wall Township, full & part-time paid EMTs will be employed. The paid Wall Township EMTs will be required to follow general guidelines so that Wall Township Emergency Medical Services (EMS) operates efficiently and effectively.

PROCEDURE

I. REPORTING FOR DUTY

- A. EMTs will report for duty at the Wall Township Police Dept. located at 2700 Allaire Road at 0600 or 0800 hours (depending on their assigned shift) and will remain on duty until 1600 or 1800 hours, unless assigned otherwise by the EMS Supervisor.
- B. EMTs will be required to enter the building from any Key Fob accessible door. The Key Fob will document the start time.

II. SICK AND LEAVE ABSENCES

- A. In the event an EMT is sick and cannot report for their tour of duty, they must notify the Wall Township Police Desk and EMS Supervisor. This should be done at least two hours prior to their scheduled tour of duty.
- B. In the event an EMT has a scheduling conflict and cannot work a particular shift that EMT will be responsible for filling their shift with another Wall Township EMT. This must be done three (3) days in advance of the scheduled tour. A shift change form must be filed and/or emailed to the EMS Supervisor for his/her approval. See enclosed shift change form. Emergency schedules changes, within the three (3)

day time frame, will be addressed immediately with the EMS supervisor for their approval.

III. AMBULANCES

- A. Wall Township EMS currently has a 2-ambulance fleet. These ambulances are numbered in accordance with the Monmouth County numbering system. The numbers assigned to these ambulances are 52-3-60 and 52-3-61. The on duty EMS Supervisor will determine which vehicle will be used during the shift.
- B. At the beginning and end of every shift the EMTs will check each ambulance to ensure that it is properly stocked with equipment. A checklist will be completed and logged into the appropriate log book. All daily checks will be noted in the daily blotter. EMTs will correct any and all deficiencies A.S.A.P.
- C. At the beginning of every shift the EMTs will check to ensure that all of the ambulance emergency warning lights are functioning properly. This will be documented on the aforementioned checklist as well. Correct any deficiencies A.S.A.P.
- D. At the beginning of every shift the EMTs will check to ensure that the ambulance's non-emergency equipment is functioning properly. This will include checking all of the vehicles fluid levels. This will be documented on the aforementioned checklist. Correct any deficiencies A.S.A.P.
- E. Ambulances will be fueled at the Wall Township DPW Garage located on Tiltons Corner Road. A key to the designated pump is on the ambulance key ring. The ambulance will be filled with fuel at the end of every shift
- F. Record beginning and ending mileage on daily log sheet.

IV. MEAL BREAKS

- A. EMTs will be allowed meal breaks during their shifts. They will be taken in accordance with the call volume.
- B. Meal breaks will not be taken in the Ambulance.
- C. EMTs will be required to be available for calls during their meal break.
- D. Meal breaks may be taken at any non-alcohol providing restaurants within Wall Township or you may bring your meal to work with you. A refrigerator is available in the kitchen at police headquarters and you may eat in the EMS office if you so choose.

V. RADIO PROCEDURE

- A. All radio communications will concise accurate and professional.
- B. All EMTs will be required to carry a portable radio while on duty, as this will be the means in which EMTs are dispatched.

- C. At the beginning of the shift, EMTs will call in service with the communications officer. Example, Wall from 3-60, 3-60 go ahead, 3-60 in service, received 3-60.
- D. At the end of the shift the EMT will be responsible for calling out of service with communications officer.
- E. When an EMT acknowledges that they are in service for a call, the following will apply: Wall from 3-60 wait for acknowledgement, IN Service.
- F. For each call an EMT will be required to advise the communications officer of the following information; In service, On scene, Enroute to Hospital, Out at Hospital, and Available from hospital. These times as well as the case/run number can be obtained from the communications officer via the Mobile Data Terminal or telephone. Do not ask for these times over the radio unless it is absolutely necessary.
- G. All radio communications and dispatches will be on the Wall Fire and EMS frequency.
- H. In the event that an EMT needs to contact the Monmouth County Radio Room via the radio, they will use Monmouth EMS #2 and unit-to-unit on-scene communications will be on EMS 3.
- I. The paramedics have Wall EMS frequency in their units and you may use this frequency to contact EMTs as needed.

VI. POLICE HEADQUARTERS

- A. The EMT office is currently in the upstairs of police headquarters. This office can be used to complete your run sheets and required paperwork. EMTs will be stationed and respond out of this office.
- B. If an EMT needs to wash up after a call and requests the use of the shower facilities, an EMT must contact the on duty EMS or police supervisor and they will make arrangements.
- C. EMTs will not be allowed to loiter in or around the communications center.

VII. PARAMEDICS

- A. MONOC Paramedics service Wall Township. Usually Unit 59-53 or 59-55.
- B. The paramedics are dispatched from their own "Control Center" in accordance with the designated criteria.
- C. In most cases, the responding MICU will be monitoring our local frequency.

VIII. FIRE CALLS

- A. EMS unit/s will respond to all fire calls in accordance with the Wall Township Police Fire Dispatch Policy. Remember you are functioning as EMT's on these calls, regardless of your possible fire background and training.

- B. Respond to all fire calls in a cautious manner, unless there are reported injuries.
- C. Be sure to park ambulance in a safe location and out of the way of incoming fire apparatus.
- D. Once on scene of a fire call an EMT will determine if there is a need for the volunteer squad to be dispatched. (Based on type and length of incident).

IX. END OF SHIFT

- A. At the end of the shift, an EMT will make sure that the ambulance has a full tank of fuel and that the ambulance is properly stocked and the ambulance check sheet is completed.
- B. An EMT will take all personal belongings out of the ambulance and office.
- C. Complete and file all necessary paperwork. All daily run reports will be completed prior to the employee securing for duty.
- D. Email the daily EMS Blotter to the EMS Group in Microsoft Outlook.
- E. Advise communications officer that EMTs have secured for the day.
- F. Secure the office and lights.
- G. Key Fob out of the building.
- H. If there is a late call where EMTs are held over their end of duty time, the appropriate Wall Township Police Overtime Report Slip shall be completed and handed into the EMS Supervisor prior to securing from duty.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 27	SECTION: 3	# OF PAGES: 2	
SUBJECT: EMS SELECTION PROCESS			
EFFECTIVE DATE: July 1, 2011	ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #:			

PURPOSE: To provide a selection process for the hiring of EMS personnel for Wall Township Police Emergencies Services Unit.

POLICY: Candidates applying for the position of full or part time EMT will adhere to the following set of selection guidelines. At the time of the hiring announcement, blank applications will be available at Wall Township Police Headquarters. The examination for the position will consist of two phases.

PROCEDURE:

I. ELIGIBILITY AND PROCESS

A. Emergency Medical Technician (EMT)

1. Applicants for the position must have NJ-EMT Basic and Healthcare provider CPR.
2. The candidates must follow all rules, indicated on the application, and either mail or drop off the completed application to Wall Police Headquarters.
3. After the allotted time has expired for accepting applications, all of the applicants' pedigree information will be submitted to the Administration Sergeant. The Sergeant will have the applicants' background information checked.

B. Phase #1 – Consists of two testing Sections

1. Practical Skill Scenarios conducted by certified EMT instructors.
 - a. The first scenario will be a Medical practical.
 - b. The second scenario will be a trauma practical.
 - c. The third scenario will be a CPR practical.
2. Written Test section: Consists of two written tests
 - a. First - a written exam will be administered, consisting of a 50 question BLS/EMT test. The 50 questions will be taken from the New Jersey test question bank.
 - b. Second - a psychological profile exam will be administered

C. Phase #2 - Interview panel

1. The applicants will be scheduled for an interview with the following interview panel:
 - a. Administration Sergeant
 - b. EMS Coordinator
 - c. EMS Supervisor
2. Final Approval - After the interviews are complete, the interview panel will submit their candidate recommendation(s) to the Chief of Police for consideration in a background investigation. After successfully completing a background investigation, the candidates will be recommended to the Chief of Police for hiring.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>					
CHAPTER: 15	SECTION: 3	# OF PAGES: 23			
SUBJECT: EVIDENCE AND PROPERTY CONTROL					
EFFECTIVE DATE: March 2, 2009		ACCREDITATION STANDARDS: 4.2.1, 4.2.2, 4.2.3, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5	REVISION DATE	PAGE #	
BY THE ORDER OF: Police Chief Robert Brice			May 18, 2009	8	
			June 26, 2009	18-20	
			February 1, 2011	12	
			February 4, 2014	3-13, 20-23	
SUPERSEDES ORDER #: GO 1993-17, GO 2003-07, GO 2005-09					

PURPOSE: The purpose of this directive is to provide a standardized procedure regarding the documenting and handling of evidence and property throughout the Wall Township Police Department. The procedures set forth are to ensure that the integrity of evidence and property are accurately maintained.

POLICY: The utilization of proper and accepted methods for the collection, packaging, storage, and preservation of all evidence and seized property is of paramount importance in the successful investigation and prosecution of criminal and/or civil cases. The lawful and appropriate disposition of such property at regular intervals is necessary for the efficient management of the property and evidence function.

PROCEDURE:

I. COLLECTION AND PRESERVATION OF EVIDENCE

A. Administration

1. Investigative personnel trained in crime scene/traffic collision processing shall be available 24 hours a day, 7 days a week. Crime scene processing shall be conducted by members of the Wall Township Detective Bureau and if necessary the Monmouth County Prosecutor's Office. Traffic collisions involving serious injury or death will require the notification of the Lieutenant in charge of the fatal squad and if necessary the Monmouth County Serious Collision Analysis Team, (SCART). The on-call status schedule shall be maintained the Communications Desk.
 - a. In the event that crime scene processing is required, the patrol supervisor shall request notification be made to the on-call detective to initiate scene processing or a follow-up investigation. Major incidents requiring the assistance of the prosecutor's office shall also require the notification of the Chief of Police through the chain of command. Major incidents include, but are not limited to:
 - 1) Homicide;
 - 2) Any potential homicide, i.e. an incident in which the death of the victim is probable, after which the case would be listed as a homicide;
 - 3) Suspicious or unnatural deaths;
 - 4) Fires or explosions involving a fatality or serious bodily injury as defined in 2C:11-1(b);
 - 5) Any sudden or unexpected death of infants or children less than 14 years of age and fetal deaths occurring without medical attendance;
 - 6) Any individual who is killed or receives serious bodily injury as defined in 2C:11-1(b) by a law enforcement officer;
 - 7) Any death of a person in police custody or any person who receives serious bodily injury as defined in 2C:11-1(b) while in police custody;
 - 8) Any firearm discharge (including accidental) by a law enforcement officer with the exceptions of approved training and the destruction of animals;
 - 9) Bank Robberies;
 - 10) Any crime that involves the discharge of a firearm;
 - 11) Kidnappings;

- 12) Sexual Assault;
 - 13) Burglary of a residence where the perpetrator(s) intentionally confront(s) the residents during the course of the crime and force, or the threat of force, or restraints used against any victims, e.g. home invasion;
 - 14) The discovery of any human remains (partial or full skeletal).
- b. In the event that SCART assistance is desired, notification is to be accomplished by contacting the Monmouth County Sheriff's Office, Communication Center at 732-577-8700. The Communication Center will in turn contact the on-call SCART team leader who will then contact the requesting police department to ascertain the circumstances and severity of the collision.
2. All personnel assigned to the detective bureau shall demonstrate proficiency in the use of equipment designed to gather, preserve, and otherwise memorialize evidence. All personnel assigned to the detective bureau shall also ensure the operation and availability of all equipment and or supplies needed to fulfill this requirement.
 3. The Detective Lieutenant or designee is responsible for ensuring the department has access to personnel, equipment and supplies for processing scenes. This equipment and supplies are to be maintained in a state of operational readiness and shall be stocked in sufficient supply to ensure availability during times of necessity.

B. Operations

1. Physical evidence may encompass any particular thing, object, or substance that can establish that a crime has been committed or can provide a link between a crime, the victim(s), and the actor(s). The supervisor in charge will make arrangements for the proper identification, collection, preservation, and processing of evidence by agency personnel and/or the Monmouth County Prosecutor's Office, inclusive of the documented transfer of custody while in the field.
2. Personnel shall adhere to the New Jersey State Police Evidence Field Manual for the identification, collection, processing and preserving of physical evidence.
3. When identifying, collecting, processing, and preserving physical evidence in the field all personnel shall adhere to the following procedures:
 - a. Secure and isolate the scene;
 - b. Photograph and/or video record the evidence prior to collection. This process provides the courts with a visual depiction of the scene;
 - c. Sketch the scene, as needed;

- d. Conduct a systematic search for evidence while keeping within the boundaries of constitutional requirements and current criminal procedure.
 - e. The officer/detective with overall responsibility for the investigation shall include in their report the location where and when the evidence was located and by whom. In order to preserve the chain of custody, when evidence is transferred, the transfer shall be recorded along with a signature in the chain of custody portion of the Evidence/Property Report. This chain of custody shall include the names of individuals, dates and complete listing of evidence that is transferred.
- 4. Fingerprints, biological, non-biological, and trace evidence will be processed, developed, lifted, labeled, collected, and memorialized in accordance with the New Jersey State Police Evidence Field Manual. Where applicable and whenever available, when collecting evidence for subsequent submission to a laboratory for forensic or comparative analysis, control samples must also be collected to provide the laboratory with a basis for comparison. This is especially useful when examining hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks.
 - 5. Collect and package physical evidence so that each item is placed in separate containers, avoiding cross contamination and properly label.
 - 6. Evidence shall be packaged in a box, self sealing evidence bags, syringe tube, multi-size paper bags or other appropriate container. All oversized items shall have an evidence tag attached. The container should be marked to indicate the contents, the date, where the evidence was found and the signature or initials of the officer/detective finding and packaging the evidence. The container should be sealed. If evidence is not dry when collected, it must be air dried prior to packaging, i.e. blood soaked clothing.
 - 7. CDS should be placed in clear plastic bags, with the officer/detective's markings visible through the packaging. The officer/detective will then be able to identify their markings without opening the package. This is particularly important in the event that the package must be re-submitted to a laboratory for analysis.
 - 8. If an arrestee's clothing is needed for evidence then they shall be provided with a disposable jumpsuit or other temporary garment(s).
 - 9. All personnel conducting or directly involved with the processing of a crime or crash scene will properly submit a supplemental report indicating their full actions.

C. Submitting Evidence to Laboratory for Analysis

- 1. The lead evidence custodian shall be responsible for the submission of evidence to the laboratory for analysis. Evidence transfer to the laboratory can take place by the assistant evidence custodian with the proper chain of custody noted on the evidence report. The transfer of evidence to the laboratory should normally take place within two weeks of its collection and

the evidence would constitute an indictable crime, (i.e. cocaine or possession of fifty grams, etc.) pursuant to MCPO directive.

2. The method for packaging and transferring of evidence to the New Jersey State Police Forensic Laboratory shall be consistent with the New Jersey State Police Evidence Field Manual.
3. The method for packaging and transferring of evidence to the Federal Bureau of Investigations' Laboratory shall be consistent with the U.S. Department of Justice's Handbook of Forensic Science.
4. The methods for packaging and transferring of evidence to any other laboratory used by the Wall Township Police Department shall be in accordance with that laboratory's requirements.
5. When submitting evidence to the laboratory, the evidence custodian responsible for the delivery of evidence to the laboratory shall ensure that the proper documentation such as an evidence examination/submission receipt accompanies the evidence when transmitted to the laboratory. The person delivering the evidence will individually sign the documentation/receipt.

a. **New Jersey State Police Forensic Laboratory**

- 1) When evidence is being submitted to the New Jersey State Police Forensic Laboratory for examination, the transporting evidence custodian will enter the evidence into the Laboratory Information Management System, (LIMS).
- 2) The LIMS request for examination form (auto-generated by the LIMS System) and the corresponding evidence shall be transported to the laboratory for analysis.
- 3) The evidence custodian shall be responsible for updating all logs and related reports to reflect the details and status of the evidence so as to preserve the chain of custody at all times.
- 4) Once the evidence is pre-logged, transfer to the laboratory, ballistics, or repository depending on the type of evidence being submitted, shall be conducted.
- 5) Evidence for ballistics analysis must be logged separately on the LIMS web page when submitted in conjunction with other examinations.
- 6) In all cases where evidence is related to a non-indictable offense and analysis is needed for prosecutorial purposes, the investigating officer will submit a supplemental investigation report detailing their need for forensic examination of the evidence.
 - a) An exception to the two week deadline applies to disorderly persons arrest for under 50 grams of

marijuana, or under 5 grams of hashish. In order to submit this type of evidence, the laboratory requires a "NOT GUILTY PLEA, AND A COURT DATE SET" prior to the evidence submission. Accordingly, once a not guilty plea has been entered and court date set, the evidence must be submitted for analysis within two weeks.

b. Federal Bureau of Investigations Laboratory

- 1) When evidence is being submitted to the Federal Bureau of Investigations Laboratory, the appropriate documentation required by the laboratory shall accompany the evidence. Personnel shall be guided by the U.S. Department of Justice's Handbook of Forensic Science.
6. Upon delivery of the evidence to a laboratory, an original stamped submission receipt shall be obtained and made part of the case file. The case files shall be kept in a secure filing system.
 - a. When evidence is transported to the laboratory, the evidence custodian will be responsible for updating all logs and related reports to reflect the details and status of the evidence so as to preserve the chain of custody at all times.
7. Upon completion of analysis at the laboratory, the evidence custodian or designee shall be responsible for the arrangement of transporting, safeguarding, and the return of all evidence to the evidence/property function.
 - a. When evidence is returned from the laboratory, the evidence custodian will be responsible for updating all logs and related reports to reflect the details and status of the evidence so as to preserve the chain of custody at all times.
8. The evidence submission form shall be forwarded to the case file and evidence module in the Records management System (RMS) shall be updated.
9. All laboratory results shall be submitted in writing. Once laboratory results are received at the Wall Township Police Department, the original will be obtained and made part of the case file. The case files shall be kept in a secure filing system.

II. PROPERTY AND EVIDENCE CONTROL

A. Evidence Custodians Responsibilities

1. Evidence custodians shall be designated as primary and alternate as determined by the Chief of Police or his/her designee. This designation shall be alternated as operational needs dictate.

2. The evidence custodian shall maintain written records, which reflects the chain of possession of the evidence during the time the evidence/property is in the custody of the police department.
3. The evidence custodian shall maintain physical evidence in a place, and under conditions, which guarantee that the evidence cannot be tampered with.
4. The evidence custodian shall check in and transfer all evidence stored within the temporary holding locker/area into the evidence room(s) on a regular basis.
5. Destruction of evidence and property will be the responsibility of the evidence custodians in accordance with the procedures set forth by the Monmouth County Prosecutor's Office and the Attorney General of the State of New Jersey.

B. Administration and Operations

1. All personnel receiving evidence and property into the custody and control of the department shall ensure that:
 - a. All evidence/property shall be recorded into the agency reporting system in connection with the recovery or collection of any property or evidence must be submitted before the recovering officer ends their shift, unless the recovering officer is incapacitated or otherwise incapable of accomplishing this before their shift ends. If applicable, the attending supervisor shall designate another officer to complete this action. Full documentation of the transfer of custody of the evidence and the reason for such transfer must be included on this report.
 - b. All evidence/property submissions will immediately be placed in the temporary evidence storage along with an Evidence/Property Report. Officers shall properly perform all the necessary details as required in this directive, including the placing of evidence under the direct control of the evidence function prior to the shift conclusion.
 - 1) No property or evidence shall be held in a vehicle, desk, personal locker or other unauthorized location.
 - 2) The temporary storage of evidence shall be accomplished in a manner consistent with the provision established in this written directive.
 - 3) The secure storage of all property or evidence coming into the possession of any officer of this department must be accomplished before the recovering officer ends their shift.
 - c. If, for some unforeseen reason, the recovering officer is incapacitated or otherwise incapable of accomplishing this before their shift comes to an end, the supervisor shall designate another officer to complete this action. Full documentation for the transfer

of custody of the evidence and the reason for such transfer must be included in the case file.

C. Reports Required

1. An investigation report and other appropriate reports describing each item of evidence/property obtained and the circumstances by which the property came into the department's possession shall be completed by the submitting officer. This includes, but is not limited to:
 - a. Bicycles;
 - b. Wallets.
2. Each item of evidence will be described on the Evidence/Property Report. The Evidence/Property Report will be assigned a case number. The case number, officer's name and date shall be placed on each evidence container.
3. The submitting officer will sign the Evidence/Property report, indicating that it has been placed in the temporary evidence storage and secured. The evidence custodian will sign the Evidence/Property report when the item(s) have been retrieved from the temporary evidence storage. The evidence will be marked with the department case number and item numbers so it may be retrieved at a later date.

D. Packaging and Labeling Prior to Storage

1. Evidence that consists of several objects should be packaged in separate containers or wrapped individually. Each package should be clearly marked with the pertinent information. Markings are to be placed onto the sealed container housing the object.
 - a. Potentially bio-hazardous materials such as hypodermic syringes, blood-stained materials and evidence relating to sexual assaults require special care and handling. All appropriate blood borne pathogen precautions should be adhered to including, but not limited to, the use of sterile gloves, syringe tubes for syringes and the placement of biohazard stickers on a prominent location on the exterior of the evidence container.
 - b. All clothing and other evidence containing dried blood should be placed in separate paper bags and labeled with biohazard labels. Specimens containing wet stains of blood or other biological fluids should be placed in separate leak proof containers, such as plastic bags, at the scene and labeled with a biohazard label. The Detective Bureau is to be notified immediately when wet biological fluids are taken into evidence, for the purpose of being dried.
 - c. Urine will be submitted in sealed urine containers, then sealed in industrial bags, i.e. evidence bags.
 - d. Blood and urine samples will have biohazard labels attached.

- e. If evidence may be or contaminated with pathogens or other contagious viruses or bacteria, it should be so labeled on the bags or containers.
- f. All clothing and other evidence containing dried blood should be placed in separate paper bags and labeled with biohazard labels. Specimens containing wet stains of blood or other biological fluids should be placed in separate leak proof containers, such as plastic bags, at the scene and labeled with a biohazard label. The specimens should then be transported to a safe place as soon as possible where they can be removed from the plastic bags and air-dried over paper sheets. This should be done in an area with low humidity, out of direct sunlight, and away from direct heat sources. The biohazard specimens should also be kept away from food and general work areas. Once the specimens have been completely dried, they should be placed in separate bags and labeled with biohazard labels. The paper bags and paper should be retained and submitted with the evidence.

E. Extra Precautionary/Verification Measures for Exceptional, Valuable, or Sensitive Items

- 1. Exceptional, valuable, or sensitive items requiring extra precautionary/verification measures shall be defined as: all money, drugs, firearms, blood/other bodily fluid and precious metals, jewelry, gemstones with a value greater than \$500.00. All appropriate precautionary measures shall be adhered to when handling evidence such as the use of sterile gloves to protect against contamination of evidence and/or officer safety with bio-hazardous evidence.
 - a. The evidence custodian will be promptly notified when exceptional, valuable, or sensitive items requiring extra precautionary/verification measures are placed into evidence or property storage.
- 2. All exceptional, valuable, or sensitive items as defined above shall be provided enhanced security or storage measures, which may include but is not limited to locking cabinets, lockers, safes, vaults, rooms or areas within a secure evidence/property vault.
 - a. **DRUGS:** Drugs must be packaged separately from any other evidence seized during the precipitating event and should be marked and packaged in accordance with the New Jersey State Police Evidence Field Manual. Drug evidence shall be placed in tamper-proof packaging to safeguard against substitution.
 - b. **CURRENCY:** Currency should also be packaged separately from any other evidence seized during the precipitating event for similar reasons. Totals should be verified by at least one additional officer. Currency shall be placed in tamper-proof packaging to safeguard against tampering. If the money is pending forfeiture, the proper forfeiture reports must be completed. All forfeiture money shall be transferred in accordance with the Monmouth County Prosecutors Office policy on forfeiture funds.

- c. **FIREARMS:** Firearms shall be rendered safe prior to packaging and storage. Ammunition taken from a firearm should be separated with an indication from where the ammunition was originally located within the firearm.
- 1) Any firearm, which is seized or recovered under any circumstances, the evidence custodian shall enter the information concerning the make, model, caliber and serial number of the weapon into the NCIC 2000 System to determine whether the firearm was reported stolen.
 - 2) Any firearm which is seized or recovered that was unlawfully possessed or used, or that was recovered from a crime scene or that is otherwise reasonably believed to have been involved in the commission of a crime, or that was found property, (e.g., abandoned or discarded), the Wall Township Police Department's evidence custodian shall enter e-trace related information directly into the NJ Trace System, which is part of the Criminal Justice Information System (CJIS). The information shall be entered as soon as practicable, but no later than within twenty-four hours of the time that the weapon was recovered.
 - 3) Any firearm which is seized or recovered that was unlawfully possessed or used, or that was recovered from a crime scene or that is otherwise reasonably believed to have been involved in the commission of a crime, or that was found property, (e.g., abandoned or discarded), the Wall Township Police Department's evidence custodian shall make arrangements to have any such weapon that is suitable for National Integrated Ballistics Identification Network (NIBIN) examination test-fired as expeditiously as practicable, and shall submit the test results to NIBIN to determine whether the weapon is related to any other criminal episode or person. When the Wall Township Police Department recovers any spent shell casings from a crime scene or otherwise has reason to believe that the shell casing is related to the commission of a crime or an improper discharge of a firearm, the evidence custodian shall as expeditiously as possible submit the ballistics information to NIBIN.
- d. **BLOOD, URINE, DNA, AND OTHER PERISHABLE EVIDENCE:** Blood, Urine, DNA, and other perishable evidence shall be promptly secured in a secure locking temporary evidence refrigerators. If additional blood, urine, DNA and other perishable evidence need to be secured and the designated temporary receptacles are unavailable, an evidence custodian shall be notified to obtain the transfer of evidence after which it shall be secured in an evidence/property vault refrigerator.
- 1) Biological materials tissues, blood, body fluids, etc. may require special handling such as refrigeration or freezing. If not absolutely certain about how these items should be handled, assistance should be sought from knowledgeable

personnel forensic specialists within your own department, the Prosecutor's Office Forensic Unit or the Monmouth County Medical Examiner's Office.

- e. **PRECIOUS METALS, JEWELRY AND GEMSTONES**, (value greater than \$500.00): Precious metals, jewelry and gemstones shall be marked, packaged and stored in temporary evidence storage. These items shall be placed in tamper-proof packaging to safeguard against substitution.
3. Special care shall be taken in the following:
- a. **COMBUSTIBLE/FLAMMABLE LIQUIDS**: Combustible/flammable evidence such as gasoline, fuel, paint thinner, etc., shall normally be disposed of in accordance with the appropriate handling of hazardous materials. The Monmouth County Hazardous Materials Unit shall be notified. However, if there is a specific reason to retain such evidence, it shall be secured in [REDACTED]. Any transportation of item(s) will be under the direction of the Monmouth County Hazardous Materials Unit.
 - 1) Volatile materials shall be placed in airtight, inert containers, such as new, fresh paint cans and properly marked as to the contents.
 - b. **EXPLOSIVE DEVICES**: Under no circumstances will explosive devices, such as dynamite, hand grenades, blasting caps, etc., be brought into the police station unless they have first been properly inspected by the appropriate authorities and rendered harmless. Commercial grade fireworks will not be stored in the Property/Evidence Vault.
 - 1) When an explosive device or suspected explosive device is located, the officer locating the device shall inform the duty supervisor, who shall cause notification to the appropriate New Jersey State Police Bomb Disposal Unit.
 - 2) Items of an evidentiary nature, upon being rendered safe and released to this agency by the New Jersey State Police Bomb Disposal Unit shall be properly tagged and packaged for submission into the Property and Evidence System.
 - 3) Unexploded ordnance shall not be handled. The supervisor shall cause contact with the New Jersey State Police Bomb Disposal Unit to take custody of the explosives for proper storage and disposal. Special care must be taken to minimize the risk of unintended detonation (example: no radio or wireless telephone transmissions in close proximity do not operate wall switches, etc.).
 - c. **AMMUNITION**: The Wall Township Police Department will not store ammunition for long periods due to its instability. Therefore, the evidence custodian will annually review the status of stored

ammunition. Disposal will be completed as authorized by the Monmouth County Prosecutor's Office.

- d. **COMPUTER EQUIPMENT:** Computer equipment and components should be placed in suitable cardboard boxes or cartons and protected from heat, moisture, electromagnetic radiation and vibration.
 - 1) Magnetic media - audio and videotapes, computer disks, computer tapes, etc. require special consideration to some degree. These items shall be placed in suitable plastic or paper containers and protected from all sources of high heat, humidity and electromagnetic radiation radio speakers, telephone ringers, TV and monitor screens, magnets, transmitter antennas, etc.
- e. **SUSPECTED ILLEGAL DRUG LABORATORY:** If a suspected drug laboratory is encountered, nothing should be touched or moved including containers, paraphernalia, instruments, or suspected CDS. Additionally, do not (de)activate lights and electrical switches; operate portable radios, flashlights or other battery operated objects. The location shall be immediately evacuated by all occupants, including law enforcement officers, and secured. The Monmouth County Hazardous Materials Unit shall be contacted to assist with the handling of the drug laboratory.
- f. **MOTOR VEHICLE:** In cases involving crimes that either took place in or involve the use of a motor vehicle, such as a homicide or a rape, arrangements will be made to process the vehicle and collect evidence from the vehicle. Where investigators of the MCPO are notified and are involved in the investigation, they will process and collect the evidence in conjunction with Wall Township Detective Bureau.

F. Effort to Identify and Notify the Owner/Custodian of Recovered Property in the Department's Custody

- 1. The evidence custodian is responsible for receiving all found/recovered property and evidence received by this department and facilitating an investigation to identify the rightful owner of the property, and notification to the owner concerning the status of the property, including the procedure for return of the property to the owner.
- 2. When a police officer, acting in the line of duty, finds or recovers property, the disposition of that found or recovered property is governed by NJSA 40A:14-157. Under the statute, the finder must give the property to the municipal police department and the police department must hold the property for six (6) months; and if the owner of the property does not come forward to claim it within six (6) months, the police shall give the property to the finder, who shall be deemed the sole owner. If money is recovered, within 48 hours, it shall be turned over to the municipal treasurer for retention. After six (6) months if unclaimed, it shall be paid into the general municipal treasury.

3. Every effort will be made to identify and notify the owner or custodian of property, which is found or turned in to the department.
4. The Township of Wall shall, by public auction or destruction, dispose of all found or recovered property.

G. Temporary and Final Disposition of Property and Evidence

1. General

- a. When evidence/property is released from the evidence/property vault/storage for court, laboratory analysis, review or final disposition, including destruction or return, the evidence custodian will ensure that all logs and related reports, including documented on the report in the RMS Property/Evidence module, reflects the details and status of the evidence at all times so as to preserve the chain of custody.
 - b. Property/evidence must be returned to rightful owners at the earliest possible time. Where practical, photographs should be taken of the item(s) so that the property could be returned, and the photos then retained as evidence. All evidence no longer needed for court and not able to be returned may be converted to police use, turned over for auction or municipal use, or destroyed pursuant to applicable guidelines. All items stored for more than a year should be revisited every six (6) months in order to determine if destruction or conversion is the appropriate course of action. The owner of the property must sign a receipt indicating the date they received the item(s), and from whom they received it. Proof of ownership must be established prior to any property being returned. Whenever there is a dispute concerning ownership of property, do not release the property, pursuant to 2C:65-2. The court having jurisdiction over the case in which the stolen property is involved shall review the matter. The identity of the individual presenting him/herself as the owner should be verified.
 - c. Stolen property should be retained if it will materially assist in the prosecution of the case. Whenever there is any question as to whether or not the stolen property should be returned prior to the final disposition of the case, the assigned Assistant Prosecutor will make the decision.
- 2. Retention and Purging of Old Evidence - Periodically, the evidence custodian shall review the status of each case associated with evidence on hand.**
- a. The Monmouth County Prosecutor's Office provides written notice of disposition of indictable criminal matters as soon as the actions occur. This is done immediately upon administrative action on a case; upon Grand Jury remand, no bill or indictment and upon sentence, not guilty verdict or dismissal.
 - b. The letters are forwarded to the Chief of Police and evidence custodian.

- c. In the event an officer wishes to check on the status of a criminal matter, contact the Docket Department (732) 866-3589. The Docket Clerk will advise whether a case is still pending action or has been disposed of.
 - d. In addition, the Monmouth County Prosecutor's Office submits a copy of the judgment entered on municipal appeals to the evidence custodian. If the defendant is found guilty and the decision appealed to a higher court, that action will be noted on the judgment. The opinion rendered by the higher court will be forwarded to the Wall Township Police Department when received by the Monmouth County Prosecutor's Office.
 - e. Any questions about status, decisions or opinions on municipal appeals or questions about appeals on any indictable matter should be directed to the Lead Clerk, Appellate and Motion Practice Section (732) 431-7154.
- 3. If a defendant has been found guilty, or pled guilty to the charges, the evidence custodian shall determine the date of sentencing and enter it in the documentation associated with the evidence involved in the case.
 - 4. The evidence shall be retained in the evidence vault for a waiting period of at least six months after the date of sentencing.
 - 5. Once the waiting period has elapsed, the case shall, again, be researched. If no further action has been taken, disposition shall be made of the evidence.
 - 6. If it is found that some type of legal action has taken place during the waiting period, the evidence shall again be retained for another period of at least six months from the date of the action.
 - 7. This shall continue until it is found that no action has been taken during the waiting period.
 - 8. Evidence involved in a murder case, if it is still present and has been turned over to the Prosecutor's Office, shall also be retained for a minimum period of six months from the date of the last action. At the end of this period, the evidence shall be sealed and stored for permanent retention.
 - 9. Whenever a case status is checked, the possibility of codefendants should be considered. It is possible that the evidence would no longer be needed for the case against one individual; however it would be needed in a case against a codefendant.
 - 10. Evidence held for a case against an individual who is a fugitive from justice must be stored until that individual has been captured and returned for trial. The period for which the evidence in this type of situation must be stored may be quite lengthy. If a fugitive defendant is not apprehended, the Prosecutor's Office may ultimately move to have the charges dismissed. When that occurs, notice will be given to the Wall Township Police Department, which can then dispose of the evidence.

11. Active evidence in excess of two years old should be reviewed every six months to determine case status.
12. Evidence from Municipal Court cases, other than DUI cases, may be destroyed one year after the disposition of the Municipal Court case.
13. Evidence used in DUI cases shall be retained for ten years following the disposition of the case.
14. Authorization to dispose of evidence from Municipal Court cases and DUI does not require authorization from the County Prosecutor or Municipal Prosecutor prior to destroying the evidence.
15. All evidence destruction must comply with New Jersey Attorney General's Directive 2011-1 Revised.

H. Disposition and Destruction of Evidence

1. All items which are no longer of evidential value shall be disposed of by destruction, public auction or return to their rightful owner. In any case, all dispositions shall be properly documented.
2. The evidence custodian shall prepare and submit a "Destruction of Evidence" form for each case in which old evidence is to be destroyed.
 - a. Completed forms shall be submitted for approval to the Director of the Trial Section of the Monmouth County Prosecutor's Office for cases involving charges against adults, and to the Director of the Family Division of the Monmouth County Prosecutor's Office for cases involving charges against juveniles, and domestic violence cases.
 - b. No item shall be destroyed without proper approval.
3. Firearms and Weapons Destruction shall be accomplished at the Monmouth County Reclamation Center, Tinton Falls pursuant to MCPO directive.
4. All other evidence to be destroyed shall be disposed of by burning (vegetation and CDS) or mutilation (hardware, paper, etc.) pursuant to MCPO directive.
5. All evidence destruction shall be properly documented on the Destruction of Evidence Forms. Records of destruction, and related authorization, shall be filed with the agency's evidence custodian.
6. Resources are available to handle the turn over and disposal of small arms ammunition, and low level fireworks. Any agency that has fireworks, ammunition, tear gas canisters, pepper spray containers etc, may contact the agents in the Monmouth County Prosecutor's Office (732-431-7041 or 431-7369), for disposition. Not all ammunition and fireworks will be accepted for destruction. Type and quantity are a factor in deciding whether they will be accepted by the vault agents or not.

7. The destruction of CDS shall be performed as follows:
- a. In cases handled at the Superior Court level, the CDS shall only be destroyed with proper authorization from the Director of the Trial Section, (Adult cases), or the Director of the Family Division of the Monmouth County Prosecutor's Office (Juvenile cases).
 - b. All CDS destruction shall be performed in the presence of two individuals in addition to the evidence custodian. One of these individuals shall be a sworn officer who shall have complete control and responsibility for the destruction process.
 - c. The sworn officer supervising the destruction shall not be a member of the same chain of command in which the evidence custodian is positioned.
 - d. Each item of CDS to be destroyed shall be accompanied by the following documents:
 - 1) the associated receipt indicating the description of the item and the entire chain of custody;
 - 2) the signed authorization indicating the approval for the destruction (Destruction of Evidence Form); and
 - 3) the associated laboratory analysis report indicating the type and amount of substance.
 - e. An adequate weight scale and variety of CDS field test kits shall be available for use by the sworn officer supervising the destruction.
 - f. The sworn officer shall have the authority to randomly check the evidence about to be destroyed. Selected items shall be tested for weight, count and contents and compared to the associated laboratory report.
 - g. Any indication that another substance has been substituted for the original CDS, or that a portion of the evidence is missing, shall be reported immediately to the head of the police agency and to the Monmouth County Prosecutor's Office. The sample in question shall not be destroyed, but shall be retained under safe keeping for further examination.
 - h. The destruction of each item shall be noted in the associated documentation (Destruction of Evidence Form) which shall be filed with the evidence custodian.
 - i. In a disorderly person's case involving a controlled dangerous substance, the law enforcement agency shall maintain the CDS until at least thirty (30) days following final judgment in the case. If a defendant is convicted of the disorderly person's offense, the final judgment would be measured from the date the defendant is sentenced. If an appeal is pending, the final judgment would be when the appeal is decided.

- j. Following the expiration of thirty (30) days after final judgment and no later than one (1) year after final judgment, the law enforcement agency shall destroy the CDS at a facility designated by the Monmouth County Prosecutor's Office.
 - k. Even though notice to and approval of the Director of the Trial Section is not necessary for the destruction of CDS in a disorderly persons offense committed by an adult, or where the amount or type of drug would qualify for disorderly person offense treatment, all aspects of the destruction shall be documented on the Destruction of Evidence Form.
 - l. All CDS approved for destruction shall be destroyed within one (1) year of the written approval from the Director of the Trial Section, or the Director of the Family Division, as appropriate.
 - m. If a law enforcement agency comes into possession of a controlled dangerous substance - by finding, for example - and a viable prosecution cannot be developed in relation to the CDS, then it should be retained for at least sixty (60) days. The CDS shall be destroyed within one (1) year of its receipt in accordance with the procedures of this directive. Notice to and approval of the Director of the Trial Section is not necessary in this situation unless a significant quantity or quality of CDS is involved. The term "significant quantity" should mean at least enough CDS to support a charge of possession with intent to distribute if the owner or possessor was known.
 - n. If after conviction of the defendant in a CDS related case there is still an investigation pending concerning other prospective defendants relating to the possession or distribution of the same substance, the substance may be retained if reports are duly filed justifying non-destruction.
 - o. "The Comprehensive Drug Reform Act of 1986" N.J.S.A. 2C:35-1 has a section dealing specifically with the pretrial destruction of bulk seizures of controlled dangerous substances. In order for the pretrial destruction of a bulk seizure of CDS to take place, the Directors of the Narcotic Strike Force and the Trial Section of the Monmouth County Prosecutor's Office must be notified so that they can determine that all of the statutory requirements have been met before they approve the destruction. Once their approval is given, the procedures for the destruction of CDS as set forth in this directive must be followed. "Bulk seizure" shall mean ten (10) or more pounds of any CDS, CDS analog or any "package" measuring two feet by three feet (2' x 3').
8. No firearm approved for destruction shall be retained for a period longer than three (3) years from the date the firearm came into the possession of the law enforcement agency. It is the intent of this paragraph that all firearms should be transferred or destroyed within three (3) years of their receipt by a law enforcement agency, provided that all related charges have been disposed of.

- a. Firearms which are recovered as stolen property should be returned to their lawful owners as soon as they are no longer needed for evidentiary purposes, provided that the lawful owner possesses all required permits.
 - b. No firearm can be returned under this section unless a written request is made to the Director of the Trial Section of the Monmouth County Prosecutor's Office and written approval from the same is received by the law enforcement agency.
 - c. Firearms which were *not* unlawfully possessed, acquired or used but were required to be maintained as evidence, shall be turned to the owners of the firearms at the expiration of six months after the conclusion of the criminal proceedings arising out of the seizure of the firearms.
 - d. If the owner of the firearm was a defendant, the firearm should not be returned unless a court order is obtained by the defendant. This is true even if the charges ultimately resulted in an acquittal.
 - e. If the owner of such firearm was a victim or witness, the firearm can only be returned upon approval of the Director of the Trial Section of the Monmouth County Prosecutor's Office. The request for approval and the approval shall be in writing.
 - f. With the exception of firearms turned over to law enforcement agencies by their lawful owners to be held for a fixed period of time for example, for safekeeping during the owner's vacation – no firearm shall be returned or given to anybody without the written approval required by this paragraph.
9. Firearms approved for destruction may be retained by the law enforcement agency but only after it has been demonstrated that there is an actual, current need for the authorization of such weapons for law enforcement purposes. Firearms retained for law enforcement purposes should be of the calibers, types or gauges normally used for such purposes. Indiscriminate retention of all types of firearms shall not be permitted. In the event that a law enforcement agency desires to retain a firearm, approval must be received from the County Prosecutor. The law enforcement agency shall write to the Prosecutor giving a full description of the weapon and the justification for the retention of the weapon. If approved by the Prosecutor, the following actions must be taken by the requesting agency:
- a. The e-trace procedure contained in this directive shall be completed to document the original seller and purchase of the firearm requested to be maintained by the local agency. (If not already completed at a prior time.)
 - b. A complete description of the weapon must be sent to the New Jersey State Police Firearms Section, on agency letterhead. This correspondence should indicate that the weapon was evidence and will now be used for law enforcement purposes;

- c. An "ATF Form 10" should be completed according to the instructions listed on the form. The form is available from the Trenton office of the ATF.
- 10. If it is determined that a weapon retained for law enforcement purposes is of no further value to the agency, the weapon should be either:
 - a. immediately destroyed in accordance with the "Firearms and Weapons Destruction Procedure," or
 - b. if another law enforcement agency desires to retain the weapon for law enforcement purposes, the weapon may be transferred through the use of "ATF Form 5." This form is self-explanatory and may be obtained from the Trenton office of the BATF.

I. Forfeiture of Evidence

- 1. Any money seized for forfeiture purposes will be turned over to the Monmouth County Prosecutor's Office within 48 hours pursuant to Attorney General Guidelines.
- 2. The money will be accompanied by pertinent police reports, along with the appropriate forfeiture forms.
- 3. An investigation report should detail exactly where the money was found and in what denominations. Many times money is found on the defendant, and also in the vehicle. It is important to distinguish in the report what dollar amount was found at what location.
- 4. The Monmouth County Prosecutor's Office needs to be contacted regarding vehicles and other items subject to forfeiture.
 - a. A request for distribution of forfeited property, along with pertinent reports must be filed.
 - b. Vehicles that are impounded pending forfeiture action may not incur storage fees. These vehicles are to be stored in the secure Wall Township Police Department vehicle impound area.
 - c. For further information regarding forfeitures, refer to the Attorney General's Forfeiture Program Administration, Standard Operating Procedures.

J. Submission of Evidence to the Evidence and Property Control Unit of the Monmouth County Prosecutor Office

- 1. The Evidence and Property Control Unit of the Monmouth County Prosecutor's Office is charged with the responsibility of storing and maintaining the integrity of items of evidence submitted for use in criminal trials. The unit shall be concerned with the proper identification, packaging, handling, processing, security and retrievability of evidential items. The unit will maintain and shall produce an accurate record of the chain of custody for any item of evidence under its control.

2. Evidence may be submitted to the Evidence and Property Control Unit between 8:30 AM and 12:00 PM; 1:00 PM and 4:30 PM each business day.
3. Evidence transported by a local agency for display before the Grand Jury and actually marked into evidence before the Grand Jury shall be turned over to the Evidence and Property Control Unit utilizing the procedures set forth herein.
4. Evidence being submitted to the Monmouth County Prosecutor's Office shall be given to the Evidence and Property Control Unit. However, at times, the assistant prosecutor may desire to receive the evidence directly from the member of the local agency. In either case, the official submitting the evidence shall complete an "Evidence Property Receipt Form." All available information shall be entered on the form and the form shall be signed by the official submitting the evidence and the party receiving the evidence. All money submitted shall be listed by denomination on a separate receipt form.
5. Under no circumstances will evidence be accepted from any local agency without a properly completed receipt form.
6. Narcotic evidence shall be submitted with a copy of all applicable laboratory reports indicating the amount and nature of the CDS being submitted.
7. Under no circumstances shall narcotics evidence be accepted from any agency without the required laboratory report copy.
8. If evidence has been submitted from a local agency to the assistant prosecutor, the assistant prosecutor, at their earliest convenience, shall submit the evidence with the completed receipt form and all applicable laboratory reports to the Evidence and Property Control Unit. The receipt form shall be signed and countersigned by the assistant prosecutor and the person receiving the evidence.
9. If unusual items (e.g., unusually large, requiring special handling, requiring special storage facilities) are to be submitted, the submitting agency shall notify the Evidence and Property Control Unit giving sufficient time to make arrangements for the unusual items.
10. It shall not be the responsibility of the Evidence and Property Control Unit to pickup or deliver evidence to or from any other agency. The responsibility for evidence transportation rests with the submitting agency.

III. PROPERTY AND EVIDENCE VAULT/AREA MANAGEMENT

- A. The Wall Township Police Department will have an interior Evidence/Property Vault which is a limited access area. The vault will be secure at all times and no individual will be allowed to enter or remain in the vault unless accompanied by an evidence custodian. Only the evidence custodian and the assistant evidence custodian will have access to the Evidence/Property Vault, enhanced security or storage measures such as locked evidence lockers, locked areas and evidence refrigerator.

1. The evidence/property vault shall have enhanced security or storage measures, which may include, but is not limited to: locked areas/containers/refrigerators for exceptional, valuable, or sensitive items.
- B. The Wall Township Police Department will have the following secure temporary evidence/property storage of in-custody or evidence/property during periods when the evidence/property vault is closed or otherwise unavailable to include, but not limited to:
1. The Wall Township Police Department shall have temporary evidence/property lockers, including a locked refrigerator designated for officers securing evidence when the Evidence/Property Room is closed;
 - a. This agency will have an interior evidence refrigerator which when locked, will be a limited access area. When locked, no individual will be allowed to access the refrigerator unless accompanied by the Evidence Custodian.
 2. The Wall Township Police Department shall maintain a [REDACTED] not able to be stored in the Evidence/Property Room;
 - a. The area shall be secured by a lock and chain link fence. This area shall be monitored by CCTV.
 - b. Officers wishing to take into custody and store large pieces of evidence/property shall contact the evidence custodians who shall take possession of the evidence/property.
 - c. Items requiring special security, i.e. for identification processing or other special considerations will remain guarded by an officer until such considerations are exempt or the item is relocated.
 3. Once evidence/property has been placed into the temporary evidence/property storage location and secured/locked, access shall only be available to the evidence custodians.
 4. If temporary lockers/refrigerators/areas are at capacity or if the size or composition of the evidence/property makes it impossible to adequately secure the evidence/property, an evidence custodian shall be notified to respond and take custody of the evidence/property.
- C. Each evidence custodian is held strictly accountable for the safety and security of the evidence key, key fob and security codes in their possession and/or knowledge and shall not be loaned/disclosed to another or shall not be temporarily used by another.
1. Lost keys/misplaced combinations: If evidence keys are lost, a complete and detailed report shall be submitted in writing to the commander of the evidence function. Locks/combinations to the affected evidence storage areas will be changed/re-keyed within 72 hours.
 2. Duplication of keys: No duplicate evidence keys will be made without written authorization from the Chief of Police.

D. Any evidentiary item or in-custody property used by the department for investigative or training purposes shall require written permission from the Chief of Police.

1. The evidence custodians will research the case to assure that:

- a. Any item of evidence is from a final adjudicated case with any exceptions noted;
- b. Any item of in-custody property has exceeded the required retention period and owner notification requirement with any exceptions noted.

2. The department will obtain written permission of the Monmouth County Prosecutor's Office when using contraband items.

a. Explosives and weapons **SHALL NOT BE** used for investigative or training purposes.

b. Narcotics **MAY BE** used for investigative or training purposes.

- 1) Only narcotics that are post litigation and approved for destruction by the MCPO shall be used for investigative or training purposes, (e.g. K-9 training, D.A.R.E.). The Chief of Police or designee shall submit a written request to use post litigation narcotics for K-9 or D.A.R.E. training purposes. Once approval has been granted from the Monmouth County Prosecutor's Office, the specified narcotics shall be used. All transfers of evidence must be documented in the evidence reporting system and all records shall be maintained for audit purposes. After the narcotics have served its usefulness and is no longer of value for training purposes, then a destruction of evidence form shall be completed as required.

E. Inspections/audits/records

1. In order to maintain a high degree of evidentiary integrity over department controlled evidence/property, the following documented events shall be completed:

a. **Semi-Annual Inspection**

- 1) An inspection to determine adherence to procedures used for the control of evidence/property is conducted semiannually by the person responsible for the evidence/property control function or his/her designee. A report will be submitted to the Chief of Police on the findings.
- 2) The inspection is conducted to determine if the evidence/property storage areas are being maintained in a neat and organized manner that protects the integrity of the evidence/property and in accordance with the agency written

directive. The inspection does not require an audit of property and/or evidence.

b. Audit

- 1) An audit of evidence/property shall occur whenever:
 - a) There is a change of the evidence custodian, evidence/property function supervisor, or Chief of Police.
 - b) Whenever there is any indication or suspicion of a breach of the property/evidence repository.
 - c) A report will be submitted to the Chief of Police and the Monmouth County Prosecutor on the findings noting any discrepancies.
- 2) An audit should begin with a complete inventory of all evidence/property held by the department. The inventory of the evidence/property vault should then be used to verify the accuracy of the evidence/property records. An audit of completed transactions should be conducted by examining the case files to verify that required notifications and release authorizations have been properly submitted. In addition, a legitimate basis for the release decision should be clearly apparent in the file. Audits must account for all money, drugs, firearms, blood/other bodily fluid, and precious metals, jewelry, gemstones with a value greater than \$500.00.
- 3) A representative sampling of all other evidence/property is sufficient.

c. Annual Representative Audit

- 1) An annual representative audit of evidence/property in the department's custody is conducted by a supervisor outside of the chain of command for the evidence/property function along with the designated evidence custodian(s). A report will be submitted to the Chief of Police on the findings noting any discrepancies.
- 2) The term "representative audit" will vary depending on the total number of items held by the department. The representative audit shall be meaningful, but not a specific amount or percentage of the total number of items in storage. The sampling may include evidence/property from different years, different types of cases, different shelves/cabinets, or different rooms, areas, etc.

d. Unannounced Inspection

- 1) An unannounced inspection of evidence/property storage areas are conducted as directed by the Chief of Police at least annually. A report will be submitted to the Chief of Police on the findings. The purpose of the unannounced inspection is similar to an inspection as noted above.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>					
CHAPTER: 9	SECTION: 17	# OF PAGES: 7			
SUBJECT: EXTRA DUTY EMPLOYMENT					
EFFECTIVE DATE: February 9, 2009	ACCREDITATION STANDARDS: 2.1.3	REVISION DATE	PAGE #		
		March 18, 2009	4		
		January 19, 2014	5		
BY THE ORDER OF: Police Chief Robert Brice					
SUPERSEDES ORDER #: GO 2005-13					

PURPOSE: To establish a procedure for the efficient and orderly delivery of contracted police related services for a person or entity other than the Township; service which the police department is not obligated or expected to provide or does not normally provide as part of its regular plan of police services.

POLICY: The Township shall allow officers to engage in extra-duty employment on a voluntary basis. In order to insure that extra-duty employment assignments are administrated and conducted in accordance with all applicable laws, ordinances, written directives and prevailing opinions (Attorney General, Division of Pensions, Department of Labor, etc.), the Police Chief shall designate an officer of the department to act as administrator of the extra-duty employment assignments.

PROCEDURE:

I. Definitions

- A. Regular Duty: regularly scheduled shifts of police duty, overtime, special assignments, department sanctioned schooling in lieu of regular duty, and court appearances arising out of an officers employment with this department.
- B. Extra-Duty Employment is defined as police related employment not performed during normal duty hours, and is conditioned on the actual or potential use of law enforcement powers by a police officer. Extra-duty employment is also referred to as special duty or side jobs. Extra Duty assignments shall be consistent with Township Ordinance 36-8.
- C. Outside Employment is defined as non-police related work for which compensation is received for services rendered. This type of work includes, but is not limited to, retail sales, any trades (roofer, plumber, mechanic, electrician, etc.), consulting, other professions (accountant, teacher, etc.), or in any self-employed capacity.

II. Extra-Duty Employment

- A. The fee for extra duty employment services shall be paid by the person or entity requesting the services.
- B. Extra-duty employment will be regulated by the department and may be considered for approval provided the employment does not represent a conflict of interest and the employment and/or tasks do not reflect unfavorably on the integrity or professionalism of the police officer employee or the police department. Officers are prohibited from engaging in extra-duty employment that has not been approved by the Police Chief or designee.
- B. The following illustrates some, but not all, examples of employment representing a conflict of interest:
 - 1. Duties performed in a police uniform other than that of a police nature;
 - 2. Duties or tasks that assist (in any manner) the case preparation for the defense in any criminal or civil action or proceeding;
 - 3. Private investigations and service of Civil Process.
- C. Extra-duty employment is generally restricted to the geographical boundaries of the township.
 - 1. The Police Chief may authorize extra-duty employment at locations outside of the township if so requested by the Police Chief or Police Chief of a local police department in need of such services.
 - 2. All of the applicable provisions of this written directive governing approval and actual performance of extra-duty employment assignments will apply.

III. Management of Extra-Duty Employment Assignments

- A. The Police Chief has designated the Operations Captain to function as the extra duty employment manager. The Operations Captain or designee will be the point of contact for all extra-duty employment assignments.
- B. The Operations Captain or designee shall be responsible for ensuring that all of the proper approvals have been obtained prior to scheduling any officer for extra-duty employment.
- C. All extra duty details are to be placed on the work schedule and be available to all on duty personnel.
- D. The Operations Captain or designee shall forward all special instructions, traffic/security plans, etc. necessary to carry out the assignment to the officers so assigned.

IV. Approval Process

- A. All persons or entities requesting extra-duty police services will be required to submit a completed request to the agency at least seven days prior to the date the services are needed.
- B. The Operations Captain or designee will evaluate all requests for extra-duty police services to ensure that the request is lawful and consistent with a positive image of law enforcement officers.
 - 1. Extra-duty employment that is found to be detrimental to the image of law enforcement or the department, inconsistent with a law enforcement purpose, a potential conflict of interest, or that creates a risk to an officer or the public will not be approved.
 - 2. Approval to work extra-duty employment may be suspended where it is determined that such extra-duty employment is not in the best interest of the department.

V. Scheduling and Compensation

- A. All extra duty police related employment details shall be posted on the Wall Township Police Department Extra Duty Work Form, located in the locked Sergeant's Office schedule cabinet.
- B. Officers wishing to work a posted detail will see the shift supervisor to gain access to the schedule cabinet and "sign up" for said detail.
- C. "Bumping" is permitted on a limited basis based first on rank, then on seniority.
- D. "Bumping" involves ranking or senior officer assuming a detail after the detail had been previously chosen by a junior officer.
- E. "Bumping" must be done no less than twenty-four (24) hours before time of detail. The "Bumping" officer MUST notify the junior officer of that officer having been removed from the assignment.

- F. Compensation for extra duty related employment shall be in accordance with current collective bargaining agreements.
- G. Employees working extra duty police related employment shall FULLY complete a Wall Township Police Department Overtime Report for each detail worked. A copy of the Wall Township Police Department. The Extra Duty Work Form shall be attached to the Overtime Report to assure proper contractor billing.

VI. Eligibility and Limitations

- A. In order to be eligible to work extra-duty employment, an officer must have completed his field-training program and cannot be on medical or other leave due to sickness, temporary disability or an on-duty injury.
- B. Officers are required to report for their scheduled shift fit for duty, well rested, alert, and in good physical and mental condition.
- C. Unless otherwise directed by the Chief of Police or Operations Captain, all officers are required to have a period of at least eight (8) consecutive hours time off in each twenty-four (24) hour period. An officer may not waive this mandatory rest period. No regular duty, secondary or extra-duty employment shall be performed during such rest period unless so directed by the Police Chief or his designee.

VII. Supervision of Extra-Duty Employment Assignments

- A. All officers working in an extra-duty capacity shall be classified as "on-duty" and as such will be subject to the authority of the supervisor or other competent authority.
 - 1. When one or more department supervisory officers are assigned to an extra-duty employment assignment, the senior supervisor in terms of rank and assignment in the department shall be in charge of the assignment.
 - 2. In the absence of a supervisor, the officer with the greatest amount of department seniority shall take charge of the employment assignment.
- B. The supervisor may order the suspension of work or modification of any work site deemed to be a hazard to public safety or the assigned officer.
- C. Department supervisors are expected to make periodic visits to extra duty employment sites to ensure that the activities occurring are safe and within the parameters of acceptable police duties.

VIII. Uniforms and Equipment

- A. Employees working extra duty police related employment assignments will wear the agency regular duty uniform. The duty supervisor may elect to allow the employee to wear the agency issued Class "B" types uniforms for certain jobs depending on the nature of the work (i.e., road jobs). In all situations where more than one officer of this agency is employed at the same time, the duty supervisor electing to allow employees to wear other than regular duty uniforms shall insure uniformity.

- B. Plain clothes extra duty police related assignments would be conducted only with expressed authorization of the Chief of Police.
- C. Officers working extra-duty employment assignments are required to carry police identification, approved firearm, OC spray, handcuffs and a functional police portable radio, inclusive of non-uniformed extra duty assignments.
- D. Unless otherwise ordered by the Police Chief, officers working uniformed extra-duty traffic control assignments will be provided with a marked police vehicle at the direction of the Captain of the Patrol Division.

IX. Performance of Duty - Professional Conduct

- A. Officers engaged in extra-duty employment are required to conduct themselves in accordance with the rules of conduct of this department and all applicable written directives. Personnel are subject to suspension or revocation from extra-duty privileges for violation of written directives.
- B. It is essential that all officers employed in an extra-duty capacity consider the professional image of the police department and the dignity and status of the profession prior to honoring any requests for unusual or suspect tasks.
 - 1. All officers engaged in extra duty employment are on-duty officers and shall not perform any task not associated with police work that might demean the image of the department or diminish the respect for the profession.
 - 2. Any officer having questions concerning such a request shall summon a supervisor for consultation.
 - 3. In the event that a conflict results from the refusal of an officer to perform a task in accordance with the provisions of this section, the officer shall summon the supervisor for consultation.
 - a. If the supervisor cannot resolve the matter, he shall order the suspension of the extra-duty employment assignment until the Police Chief can complete a review of the circumstances.
 - b. The supervisor must immediately notify any additional officers scheduled for the assignment of this suspension to prevent unnecessary response of such officers.
 - c. The affected officer must complete a special report and forward it through the chain of command to the Police Chief. Upon consideration by the Police Chief the approval for the extra-duty employment may be restored or permanently revoked.
- C. Officers employed in an extra-duty capacity shall immediately terminate their employment if it is deemed to be unsafe to the working personnel or unlawful. The notification and review procedures as outlined above shall apply to these situations as well.

- D. All officers assigned to extra-duty employment are required to foster a professional image of the department by promptly arriving at the designated location on the date and time scheduled.
1. Lateness and/or unannounced absence are sufficient justification for disciplinary action.
 2. Under no condition, except those identified below, shall an officer leave an extra-duty employment assignment prior to the scheduled termination of the assignment without the expressed permission of the employer and the supervisor.
 3. Officers shall not distract themselves from their responsibilities of providing police protection. Engaging in extended social contacts or family obligations is prohibited.

X. Emergency Recall

- A. In certain limited cases the supervisor may need to recall to full duty one or more officers assigned to extra-duty employment assignments for reasons of a public safety emergency. While the provisions of this subsection make this a permissible action, it should be noted that this shall be considered an extraordinary action that must only be exercised in the face of a bona fide police emergency.
- B. In making such a determination the supervisor must consider the following:
1. The nature and degree of the exigency;
 2. Possible hazard created by removing officers from their assignment (risk vs. need);
 3. Less drastic alternatives (e.g., mutual aid, recall of extra duty personnel, etc.).
- C. If one or more officers are recalled from an extra-duty assignment to assist in an emergency, the supervisor shall, at the earliest opportunity, return those officers to their extra-duty assignments or arrange to have the assignment covered by another officer.
1. A supervisor ordering the recall of any officer to full duty for any length of time from an extra-duty assignment shall submit a special report to the Operations Captain detailing the reasons and justifications for such action.
 2. The Operations Captain shall evaluate the report and make recommendations concerning a reduction in the number of hours billed to the contracting entity.

XI. Other Considerations

- A. As per the New Jersey Attorney General's legal opinion dated 12/1/77, only officers **employed and compensated** through the municipality will be considered "on-duty" for liability and indemnification purposes.

- B. As per a memorandum issued by the Chief of the Division of Pensions in the State of New Jersey, **“Only service as a policeman or fireman paid by an employer”** is considered creditable service under PFRS (N.J.S. 43:16A4) and other conditions or types of employment may affect the accidental disability and death benefits of the PFRS.
- C. Officers employed in an extra-duty capacity are required to take appropriate police action when necessary and retain all police/arrest powers as if they were working a normal watch.
 - 1. Any officer employed in an extra-duty capacity who utilizes police powers (arrest, force) in the course of such employment shall be required to conform to all of the reporting requirements of a department officer on duty as set forth in the applicable written directives.
 - 2. In addition, a special report, prepared by the officer involved, and describing the incident in detail, shall be forwarded to the patrol supervisor for review and forwarding through the chain of command.
- D. When it becomes necessary for an officer engaged in an extra-duty employment assignment to take enforcement action necessitating the arrest and processing of a suspect, the duty supervisor shall be immediately contacted and advised of the circumstances surrounding the arrest.
 - 1. Whenever possible, the supervisor shall assign an officer from the on-duty patrol platoon to handle the transportation and booking of the suspect.
 - 2. If the officer assigned to the extra-duty employment assignment is required to leave the location of the extra-duty employment assignment as a result of enforcement actions, the supervisor shall, when deemed necessary, assign an officer from the on-duty platoon to cover such assignment for the duration of the absence of such officer.
- E. An officer suffering any injury while engaged in extra-duty employment shall be required to fully comply with the provisions of written directive governing Employee Injuries.
- F. Complaints received concerning the actions or inactions of officers engaged in extra-duty employment will be handled in accordance with the guidelines established in the written directive governing Internal Affairs & Discipline.
- G. All court appearances arising out of actions taken by an officer while engaged in extra-duty employment will be treated as any other court obligation. Accordingly, officers are entitled to all of the salary and benefits provided for in their applicable collective bargaining agreements for attendance at court sessions.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 13	SECTION: 5	# OF PAGES: 16		
SUBJECT: FIELD TRAINING AND EVALUATION PROGRAM				
EFFECTIVE DATE: March 2, 2009	ACCREDITATION STANDARDS: 1.9.4	REVISION DATE	PAGE #	
BY THE ORDER OF: Police Chief Robert Brice		Sept. 28, 2012	P. 6 III B&C	
		Sept. 1, 2014	15 IX D&E	
		Feb. 2, 2015	P. 14 IX A	
SUPERSEDES ORDER #:				

PURPOSE: The purpose of this policy is to establish a field training program facilitating the transition from academy training to agency specific training. The success of the program is dependent upon the combined efforts of everyone involved. To achieve maximum benefit from this field training program, both the supervisors and their subordinates must approach this training with an attitude that reflects confidence in its value and purpose.

POLICY: The field training program is designed to augment the basic training courses taught at the police academy and commences upon the graduation of each OIT from the academy or upon hire, whichever is later. Each newly hired officer is assigned to an experienced officer who has been selected to mentor him/her through their field training. The Wall Township Police Department must always strive to maintain the highest standards of professionalism. The Field Training and Evaluation Program (FTEP) has been developed to meet this responsibility. The standards for proficiency set by the Field Training and Evaluation Program are meant to ensure that each officer completing the training will have received the necessary instructions and guidance under field conditions to minimally meet the standards of the department.

PROCEDURE:

I. PROGRAM OBJECTIVES

- A. The Wall Township Police Department Field Training and Evaluation Program has been designed and implemented so that the following objectives may be met:
1. To produce a highly trained and positively motivated police officer capable of meeting or exceeding standards of performance required by the Wall Township Police Department.
 2. To provide standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
 3. To build on the foundation of knowledge given at the police academy, creating an environment in which the OIT may develop new skills as well as increase proficiency in those acquired at the academy.
 4. To improve the department screening process by providing on-the-job observations of each OIT's performance.
 5. To establish an appraisal system, which is valid, and job related, utilizing a standardized and systematic approach to the documented measurement of officer performance.
 6. To establish career paths within the department by providing qualified officers with additional training and opportunities to develop leadership skills.
 7. To ultimately increase the overall efficiency and effectiveness of the department by enhancing officer professionalism and competency.

II. DEFINITION OF TERMS

- A. **Officer in Training (OIT)** - A newly sworn law enforcement officer who has successfully completed the required training course and is certified by the New Jersey Police Training Commission. This shall include full-time police officer, alternate route candidate, and if applicable, a special law enforcement officer and auxiliary officer.
- B. **Field Training Officer (FTO)**: a member who serves as a trainer and evaluator of a probationary officer.
- C. **Field Training Coordinator (FTC)**: is the designee of the Chief of Police, responsible for the day to day operations, supervision and management of the Field Training and Evaluation Program (FTEP).
- D. **Field Training Checklist**: is a guide used to instruct the OIT on the various topics relative to the Wall Township Police Department.

- E. **P.O.S.T.:** (Police Officers Standardized Training): are the training objectives required by the Police Training Commission that the employing law enforcement agency must conduct with the OIT in accordance with **N.J.A.C. 13:1-5.1**
- F. **Training Extension:** an additional training period for remedial training for deficiencies observed by an FTO. The Chief of Police can only authorize this extension.

III. PROGRAM STRUCTURE

- A. The Field Training and Evaluation Program duration shall be no less than four (4) weeks and no longer than twelve (12) weeks, unless remedial training is required. The following program length and structure may be modified provided the overall length of the program does not fall below four (4) weeks of training.
 - 1. The OIT will not be released from the FTO Program until the OIT has demonstrated sufficient minimum proficiency and all FTO paperwork has been completed properly and turned into the FTO coordinator.
- B. Phase One: Pre-Academy Phase (1 WEEK), when applicable
 - 1. The OIT shall be assigned to the Department Training Supervisor for a period of one week prior to the attendance at a police academy, if applicable. The Department Training Supervisor will expose the OIT to department operations and cover pre-academy training requirements in accordance with the Attorney General's guidelines.
 - 2. The Department Training Supervisor will also ensure that any remaining processing required by the academy is completed and will assist the OIT to acquire necessary uniforms and equipment, if applicable.
- C. Phase Two: Primary FTO Assignment (5 WEEKS)
 - 1. This phase starts after the OIT's successful completion of the Basic Police Training Course at the police academy. OIT's hired by the Wall Township Police Department that have already graduated from the police academy, begin this program with this phase.
 - 2. The OIT will be assigned to an FTO for a period of five weeks. This initial FTO will become the OIT's primary field training officer.
 - 3. Week one of phase two is designed as a refresher of the Wall Township Police Department's operation for the OIT. During the first week, the FTO will not begin the formal written evaluation program, but will begin instruction on subjects listed in the Field Training Checklist.
 - 4. In week two through week five of phase two, the FTO will institute a formal evaluation process using the Shifts Observation Report (SOR). Entries on this report will be explained to the OIT at the end of each set of consecutive days work. The reports will be submitted into the SOR Folder. Consecutive days worked will be calculated by the following: Scheduled Monday/Tuesday Shifts = (1) one SOR, scheduled Wednesday/Thursday

Shifts = (1) one SOR, and scheduled Friday/Saturday/Sunday = (1) one SOR. The SOR will be completed prior to the OIT's scheduled day(s) off.

5. This phase is the OIT's first exposure to the Field Training and Evaluation Program. It is important that the FTO fully explain the process so that it can be clearly understood by the OIT. The OIT will continue to receive instruction from the FTO in accordance with the Field Training Checklist.

D. Phase Three: Alternate FTO Assignment Rotation (5 WEEKS)

1. The OIT is assigned to an alternate FTO. This phase concludes the instruction based on the Field Training Checklist. Every effort should be made to complete all training items in the Field Training Checklist during this phase. The First Alternate FTO in this phase must also spend time reviewing the OIT's areas of weakness and providing remedial training.
2. At the conclusion of this phase, the OIT should have the necessary knowledge and skills to function as a solo officer and meet the acceptable standards required in every category of the Shifts Observation Report.

E. Phase Four: Observation Phase (2 WEEKS)

1. This two week phase is a very important part of the evaluation process and essentially provides the FTO with insight into the solo capabilities of the OIT. During this phase, the OIT will be reunited with the primary FTO.
2. During the first week of this phase, the primary FTO will review the OIT's records to see if the OIT has achieved an acceptable level of proficiency in all areas covered on the Shifts Observation Report. Any performance areas that require further evaluation must be addressed by the primary FTO through on-the-street observations or the use of training simulations. Any final remedial training takes place during this week.
3. Additionally, during the two weeks of this phase the OIT will operate in a quasi-solo capacity. The OIT will operate the police vehicle and carry on all police activities without the direct supervision of the FTO. The FTO will accompany the OIT on patrol, but will only observe and evaluate the OIT's actions. The FTO should not give the OIT any guidance or take any action except in situations where the officer's or the public's safety is in question.
4. Upon the completion of week two, the FTO will recommend to the Field Training Coordinator that the OIT:
 - a. Is qualified to patrol alone, or
 - b. Should be given an extension of training for remedial purposes, or
 - c. Has not made satisfactory progress and should be terminated.
5. If the OIT is approved to patrol alone after week two of this phase, the OIT will operate a police vehicle and carry on all police activities without an FTO in the vehicle. The OIT will be shadowed to calls by other members of the squad who will observe the OIT and assist as needed. After a period of

time that is determined by the OIT's Supervisor, the shadowing period will end.

6. Upon the completion of week two of this phase, the FTO will make a recommendation to the Field Training Coordinator on whether the OIT should be advanced to police officer status, extended in training, or terminated.

F. Phase Five: Advancement from Program

1. After the completion of the Field Training and Evaluation Program, the Field Training Coordinator reviews the recommendations of the FTO and schedules an interview with the OIT and the Patrol Division Commander.
2. During this interview, the OIT's completed Field Training Evaluation Checklist is reviewed and the OIT may be questioned on its contents. If the Field Training Coordinator and Patrol Division Commander agree that the OIT has performed satisfactorily, the OIT will be released from the program. If not, they will recommend to the Chief of Police that training be extended or that the OIT be terminated.
3. The OIT is then sent to the Chief of Police for a final interview. The Chief of Police will make the final decision on whether the OIT is advanced to full police officer status.

G. Remedial Extension

1. Training in any phase may be extended to allow OITs additional time to become proficient in necessary tasks.
2. OITs are not guaranteed the right to a training extension.
3. The Chief of Police after consultation with the Operations Division Commander, Field Training Coordinator and FTO will decide whether to allow an extension. The decision shall also be based on a review of performance and other information available as well as the input from the FTOs and patrol supervisors.
4. The extension is not punishment but an opportunity to succeed.

IV. FIELD TRAINING OFFICER ELIGIBILITY AND SELECTION PROCESS

- A. The success of the Field Training and Evaluation Program depends on the abilities and efforts of the personnel instructing the OIT. It is important that a FTO is a properly motivated, trained, and has the desire to instruct. The following minimum guidelines are established for becoming a Wall Township Police Department Field Training Officer:
1. Three (3) years of continuous service with the Wall Township Police Department;
 2. The ability to communicate effectively, orally, and in writing;

3. The knowledge of regulations and standards established by the Wall Township Police Department;
 4. The knowledge of the regulations, techniques, and procedures used to conduct investigations of violations of traffic and criminal law and local ordinances;
 5. The commitment to police integrity, as evidenced by previous assignments and performance;
 6. Cultural and community sensitivity, as evidenced by previous assignments and training.
 7. The willingness to accept a temporary change in duty assignments based upon operational need.
- B. When opening(s) for Field Training Officer position become available the Police Administration shall solicit recommendations from Patrol Sergeants of Patrol Officers they recommend for the position. The Police Administration shall then select officers based on these recommendations.

V. DUTIES AND RESPONSIBILITIES

- A. Chain of Command for Field Training and Evaluation Program:
1. Chief of Police
 2. Patrol Division Commander
 3. Training Sergeant (Field Training Coordinator)
 4. Field Training Officers
- B. Field Training Coordinator
1. The Training Sergeant shall serve as the Field Training Coordinator.
 2. The Field Training Coordinator is responsible for keeping the Patrol Division Commander apprised of the condition of the program. The Field Training Coordinator will maintain constant contact with the Patrol Division Commander and advise the commander of the progress of OIT's and any ongoing problems.
 3. The Field Training Coordinator is responsible for developing and forwarding recommendations for termination, extension of training, or advancement to police officer status to the Patrol Division Commander.
 4. The Field Training Coordinator shall be responsible for the day-to-day operations of the Field Training and Evaluation Program.
 5. Responsibilities of the Field Training Coordinator include:
 - a. Maintaining and updating field training manuals

- b. Completing end of phase reports
- c. Conducting in-service training of FTO's
- d. Determining extension of field training
- e. Maintaining the security of files of the OIT's performance and progress
- f. Protecting and promoting the program
- g. Acting as a role model by maintaining a professional appearance, and having a positive attitude towards the FTO's, OIT's, the program and the department.

C. Field Training Officer

- 1. The Field Training Officer is the essential means by which the goals of the program are achieved, specifically, the production of a police officer able to work in a safe, skillful, productive, and professional manner.
- 2. The FTO has two primary roles to fulfill: (1) that of a police officer on patrol and (2) that of an evaluator, trainer, and role model for the OIT.
- 3. The FTO will have complete responsibility for the OIT during the Field Training and Evaluation Program.
- 4. When acting as a training officer, the FTO has the following duties:
 - a. **SUPERVISION** - The FTO often acts as a supervisor. OIT mistakes must be addressed and corrected during the training program.
 - b. **TRAINING** - The most obvious function of an FTO is that of a teacher. The teaching role may occur in the field under actual conditions, during casual conversations, or in a classroom. The FTO must strive to maintain a teacher-student relationship with the OIT. During the Field Training and Evaluation Program the FTO and the OIT do not maintain a partnership.
 - c. **EVALUATION** - The FTO is also an evaluator of an OIT's performance. The FTO must be able to determine if learning is occurring and whether or not remedial training is necessary. Evaluation is accomplished by the use of shifts observation reports, standardized evaluation guidelines, testing, and verbal student feedback. The principle element of effective evaluation is objectivity.
 - d. **RESEARCHING** - The FTO must not only be able to identify remedial training needs, but also be able to provide that training in most cases. The FTO must be able to research background information and choose the best methods to bring about the desired learning.

- e. **COUNSELING** - The FTO often becomes the problem solving source for the OIT. This may include an OIT's personal problems. The FTO must be able to guide the OIT toward solving his/her own problems. Empathy is imperative.
 - f. **INSPECTING** - The FTO is responsible for the inspection of the OIT's uniform and equipment as well as approval of all paperwork. Discrepancies will be brought to the attention of the FTO by supervisors for correction by the OIT.
 - g. **DISSEMINATING INFORMATION** - The FTO must make sure that their OIT is receiving all necessary information. The FTO is also responsible for making sure the OIT records this information and has it available upon request.
 - h. **GOOD ROLE MODEL** - The FTO must be a positive role model. This is accomplished by maintaining a professional demeanor and appearance, adhering to rules and regulations, and having a positive attitude towards the department, Field Training and Evaluation Program, the job, and the OIT.
 - i. **RECOMMENDING** - The FTO is responsible for the initial recommendation for release to solo assignment, extension of training, or termination. The FTO must have documentation to support the recommendations. For example, if the FTO believes that an OIT should be terminated, but fails to document, remediate, and further document, the recommendation for termination may be adversely impacted.
- 5. If the actions of the OIT constitute a hazard or create a potentially dangerous situation to either citizens or employees, the FTO must take whatever action is necessary to reduce the hazard and ensure that safety practices are followed. In addition, the FTO must ensure that the OIT's actions are legal and ethical at all times, without exception.
 - 6. All administrative paperwork associated with this program will be forwarded to the Field Training Coordinator.

D. Supervision of Field Training Officers

- 1. Patrol supervisors have ultimate supervisory authority over all personnel assigned to a respective shift, including the FTO and OIT. The patrol supervisor for the OIT's last shift before scheduled day(s) off will review and electronically sign the OIT's SOR electronically.
- 2. Field Training Officers and OITs are accountable to the Field Training Coordinator for all matters pertaining to the Field Training and Evaluation Program. All written evaluations and reports submitted by FTO's regarding the performance of OIT's are submitted to the Field Training Coordinator.
- 3. FTO's also perform regular patrol duties. Regular shift duties performed by the FTO's and OIT's, which are overseen by the appropriate patrol supervisors. Patrol supervisors may intervene in any field training activities that they consider unsafe or inappropriate, but must inform the Field

Training Coordinator of any such actions taken. Patrol supervisors that gain information concerning the conduct or performance of an OIT, shall pass on this information to the Field Training Coordinator so that it can be documented and addressed.

VI. TRAINING

- A. The Field Training Coordinator shall liaison with the academy staff on recruit officers to learn about the OIT's progress while at the academy as well as the academy curriculum.
- B. All candidates selected to become FTO's will be trained by the Field Training Coordinator in their duties and responsibilities, including the procedural requirements of this policy and procedure.
- C. When operationally feasible, all newly designated FTO's will complete a Field Training Officer Course.
- D. Incumbent FTO's must receive periodic refresher training regarding this program minimally on a triennial basis.
- E. Since the Field Training and Evaluation Program is designed to provide a standardized training environment for the OIT's, it is important that the FTO's follow the training checklist and lesson plans without deviation. If any FTO's diverge from the established training program, it could cause the OIT difficulty with other FTO evaluators or department supervisors.
- F. Every lesson plan should be based upon accepted lawful protocol and departmental policies and procedures.
- G. Furthermore, if any formal testing is conducted during the Field Training and Evaluation Program, it should be standardized to ensure fair and equitable opportunity for every OIT being evaluated.

VII. ROTATION OF FIELD ASSIGNMENTS

- A. The OIT will be rotated though various shifts, districts and FTO's to provide them the exposure needed to become a well developed officer.

VIII. STANDARDIZED EVALUATION GUIDELINES

- A. Evaluation processes shall be the same for all OIT's and strict compliance with the standardized evaluation guidelines should be followed by the FTO's.
- B. No prejudicial or bias evaluation can be tolerated if the program is to be reliable.
- C. These guidelines are established to assist the FTO when utilizing the Shifts Observations Report (SOR). Each of the evaluated performance areas in the SOR has written criteria. The FTO shall evaluate the performance of the OIT using the SOR.

- D. Documentation is an absolutely essential requirement if a true picture of the OIT's response to training is going to be memorialized. Factual accounts of the OIT's behavior during training situations and actual events helps the FTO plan remedial training and justifying the ratings given to the OIT. Documentation is also needed to justify extensions of training, termination, or advancement to police officer status.
- E. The rating scale is used to definitively show the OIT where they are or not progressing. It is also used to illustrate the measured success of the OIT towards the goal of meeting the acceptable standard established by the department. The rating scale consists of the following designations:
1. **Acceptable** - The OIT consistently meets expectations and demonstrates effort in achieving goals, maintaining satisfactory performance level and occasionally requires correction or counseling. The OIT has a satisfactory command of job responsibilities and duties; requires periodic supervision; occasionally makes effective suggestions and recommendations. The OIT displays satisfactory interest and enthusiasm towards duties; follows rules and regulations. The OIT consistently displays sound, reasonable and prudent judgment. The OIT frequently asks deliberate and appropriate questions, seeking advice of peers and superiors, working in a steady and reliable fashion.
 2. **Unacceptable** - The OIT's performance and behavior is frequently apathetic and seldom meets expectations and goals; displays substandard results, errors, a lack of achievement and confidence; requires constant monitoring and supervision. The OIT frequently seeks shortcuts and circumvents department rules and regulations; displays few ideals common to the interests of fellow OITs, the department and the community. The OIT requires frequent, direct supervision, guidance and correction, lacking concentration, focus and interest towards duties; displays substandard effort and/or achievement. The OIT fails to rely on training and experience, while displaying inadequate knowledge and command of approved methods, strategies and procedures. The OIT frequently displays poor judgment.
 - a. Remedial training is mandatory for OIT's who have not achieved and maintained acceptable levels of performance in all measurable tasks.
 - b. Provide feedback to the OIT as soon as possible after identifying negative or positive behavior or performance. This on the spot critique will ensure that undesirable behavior is changed and desirable behavior is reinforced and continued.
 3. **N.R.T.** - Not Responding to Training shall be given when the OIT's performance in a given area fails to improve after remedial training is conducted or if there is inconsistent behavior in an area. Guidelines for evaluating an OIT as NRT:
 - a. How difficult is the task being attempted? If the task is complex it may require more remedial training time before grading an OIT as NRT.

- b. How many times has the OIT practiced or tried the task being evaluated? This information should be documented in the narrative section of the DOR.
 - c. How much progress has been made, if any? The progress should be measurable and documented.
- 4. **N.O.** - Not Observed shall be given when the specific task is not observed during the shift.
- F. OIT's will receive a copy of this report for their records.
- G. The FTO shall complete the SOR utilizing the following evaluation measurement definitions:

1. KNOWLEDGE

Knowledge and Application of Policies, Rules & Regulations, Written Directives - The employee complies with, demonstrates satisfactory working knowledge and understanding of and is able to apply them to circumstances involving their position.

Knowledge and Application of NJ Code of Criminal Justice (Title 2C) - The employee has a satisfactory working knowledge and understanding of the elements of crimes and offenses and is able to make appropriate decisions and judgments in applying charges or categorizing incidents.

Knowledge and Application of Motor Vehicle and Traffic Laws of NJ (Title 39) - The employee has a satisfactory working knowledge of all motor vehicle violations relevant to and commonly enforced within the jurisdiction, relies on same and is able to effectively make appropriate decisions regarding charging.

Knowledge and Application of Constitutional Guidelines - The employee has a satisfactory working knowledge of Constitutional Law, maintaining an awareness of case law decisions and is able to work within their parameters, making appropriate decisions.

Knowledge and Application of Local Ordinances - The employee has a satisfactory working knowledge of Township Ordinances violations relevant to and commonly enforced within the jurisdiction, relies on same and is able to make appropriate decisions regarding enforcement.

2. PERSONAL TRAITS

Attendance and Punctuality - Reports for duty in a timely fashion and manages time off and maintains awareness of any new details or events and is prepared to assume duties as required.

Required Equipment on Hand and Serviceable For Duty - The employee maintains their equipment in satisfactory condition and within manufacturers guidelines, replacing worn or defective items as necessary, making prompt notification regarding lost, damaged or defective items and is always prepared for duty as assigned.

Display of Honesty, Ethics and Integrity - The employee manifests personal conduct, behavior, trustworthiness, personal principles and values that reflect well upon the Township of Wall, the police department, fellow employees and the law enforcement profession.

Display of Judgment, Common Sense - The employee consistently uses logic, discretion and common sense in the performance of duty, displaying a sound thought process, reasonableness and justification in decision making without over or under reacting.

Display of Tenacity, Flexibility, Resourcefulness and Initiative - The employee is a self-starter, displays confidence and acceptance of responsibility, is judicious in carrying out assignments without direction, demonstrates an ability to think along constructively, makes practical suggestions, demonstrates self-reliance and resourcefulness, effectively applies new concepts and techniques, is focused yet resilient and is willing to recognize input from others.

Appearance, Grooming and Personal Hygiene - The employee always wears designated uniform or attire, is neat, fresh and clean, and presents a professional appearance in accordance with Rules and Regulations.

Relationships with Fellow Employees - The employee works well with, is respectful towards and offers assistance to fellow employees, demonstrating collaborative and cooperative work habits and sensitivity, self discipline and control of emotions.

Relationships with Supervisors - The employee is respectful and cooperative with supervisors, contributing to the organizational component and agency objectives, does not complain or reject assignments and participates effectively in times of need.

Interaction with Victims, Witnesses and General Public - The employee demonstrates empathy, sensitivity, a concerned willingness to assist, a positive attitude representing themselves and the agency in a professional fashion towards all individuals.

Interaction with Violators, Suspects and Accused - The employee presents a professional and neutral attitude, demonstrating restraint, employing appropriate use of force options, relying upon effective investigative technique and striving to gain the confidence and cooperation necessary to achieve law enforcement objectives.

Response To Constructive Criticism - The employee responds to criticism in a positive manner, asks appropriate questions, demonstrates willingness to learn and/or to employ corrective techniques and tactics, and demonstrates genuine effort towards improvement.

Ability To work Unsupervised - The employee is trustworthy, dependable, effective and efficient, displaying self confidence and a willingness to assume responsibility, has the flexibility and skill to solve problems, avoids distractions and maintains focus upon following directions and completing assignments in a safe, timely and proficient manner.

3. SKILLS AND ABILITIES

Computer Literacy - The employee makes effective use of computer equipment and facilities, complies with agency guidelines, understands department computer applications, and keeps abreast of new department software applications.

Response to Calls and Assignments - The employee responds in an appropriate and timely manner (i.e., emergency equipment/non-emergency as required, or in keeping with time of day, distance traveled, traffic congestion, condition of roadways, etc.), safely avoiding hazards, providing necessary back-up when appropriate and does not require multiple calls from Communications to gain radio contact.

Completes Assigned Duties in Timely Manner - The employee displays efficiency, effectiveness and thoroughness in completing assignments, duties and tasks within expected time frames, relying well on training, past experience and the positive experiences of others. Time sensitive reporting is completed within the established time frame.

Effort Applied to Non-Stressful and Non-Critical Duties - The employee exercises discretion and effort in their duties, applying thoroughness and initiative to investigations, while relying upon training, experience, available resources and prescribed or approved techniques and strategies, thoroughly prepares self for court appearances and other judicial matters. The employee maintains situational awareness, can be depended upon to accomplish their purpose, disregarding distractions, assessing situations well and displaying self confidence and the ability to quickly implement a plan of action.

Effort Applied To Stressful and Critical Duties - The employee functions effectively and maintains confidence and composure in the face of danger, chaos, disorder or other challenging and/or emergency conditions while displaying command of events, using discretion and judgment, making good decisions, and selecting alternative solutions.

Effectiveness of Patrol Techniques - The employee exercises discretion and effort in patrol of area, district, post or assignment, operates assigned equipment safely and prudently, relies upon training, experience and the positive experiences of others, maintains knowledge and awareness of the geographical composition of the jurisdiction, trouble spots or vulnerable areas of concern, avoids distractions and focuses upon current trends involving calls for service.

Oral Communications Skills - The employee is able to clearly, distinctly and concisely articulate their thoughts in an easily understood manner.

Written Communications Skills and Techniques - The employee is able to clearly, accurately, distinctly convey thoughts, ideas and information when preparing reports, e-mails, memos or other written documents, applies sound technique, appropriate spelling and grammar, illustrates details that reflect well upon and specifically describes all events and circumstances. The employee's reports are neat, legible, concise, and submitted within established time frames and all documents are properly selected and prepared.

Communications Procedures - The employee adheres to established communications devices and systems (radios, MDTs, computers, phones, etc.)

procedures, messages are clear, concise, distinct and well thought out. All communications are within guidelines and the employee is aware of other message traffic involving supervisors, communications, other units or jurisdictions.

Officer Safety - The employee adheres to established agency safety rules and precautions that relate to their assignment, relies upon approved methods and procedures as well as upon training, experiences, experiences of others or supervisor direction.

IX. REPORTING REQUIREMENTS

A. Shifts Observation Report (SOR)

1. The Field Training Officer will complete the SOR at the end of each consecutive shifts scheduled, prior to OIT scheduled shift(s) off. This form shall be submitted along with the Performance Comments to the Field Training Coordinator. This evaluation is the primary instrument used to measure the OIT's performance. The SOR will be reviewed and signed by the shift supervisor of the FTO/OIT, after the SOR is submitted. Consecutive days worked will be calculated by the following: Scheduled Monday/Tuesday Shifts = (1) one SOR, scheduled Wednesday/Thursday Shifts = (1) one SOR, and scheduled Friday/Saturday/Sunday = (1) one SOR. The SOR will be completed prior to the OIT's scheduled day(s) off.
2. Areas of both strengths and weaknesses should be pointed out to the OIT, with emphasis placed on providing the OIT with specific guidance to aid them in achieving the status of a solo officer.
3. In the event that the OIT is assigned to an officer for a shift or shifts that is not designated as an FTO or Alternate FTO, no SOR will be completed for that shift or shifts. It will be the responsibility of the assigned FTO to document this in the FTEP assignment sheet as a shift without a formal evaluation as "No SOR".

B. Field Training Checklist

1. The Field Training Checklist identifies areas of instruction that should be covered and will serve as a reference to the OIT regarding what must be learned.
2. It is the FTO's responsibility to date and initial each of the outlined tasks as they are completed.
3. All tasks shall be trained or performed.
 - a. Trained: The FTO will provide a complete discussion of the task and/or refer the OIT to the appropriate policy and procedure, if applicable. If a policy and procedure does not apply, it is incumbent upon the FTO to educate themselves, as well as the OIT, by seeking out a credible source for the particular task. Where appropriate, a demonstration of the proper performance of such task will also be provided.

- b. Performed: The OIT will complete the task without assistance from the FTO at a satisfactory level of competency. Where actual Field Training Program task accomplishment cannot be achieved due to lack of opportunity, the task may be practiced and/or simulated.

- 4. An OIT Checklist shall be kept in the FTO's possession during the training period and periodically inspected using the inspection log.

C. Remedial Training Report

- 1. This report is to be utilized to clarify a performance area, which is BELOW STANDARD and requires remedial training. The FTO will define the specific performance deficiency in which the OIT needs improvement.

D. End of Phase Evaluation Summary Report

- 1. This report is completed at the end of the training phase (3-4 & 4-5) indicating any weaknesses and strengths in performance. The phase completion and report completion dates will be set prior to the commencement of the FTO program by the Field Training Coordinator.

X. FIELD TRAINING AND EVALUATION PROGRAM RECORDS

- A. The Field Training Coordinator is responsible for starting a Field Training and Evaluation Program file for each new OIT. The Field Training and Evaluation Program file is composed of documentation of performance of an OIT throughout the training period.

- B. The file shall be securely maintained and the information treated as confidential. The Field Training and Evaluation Program files will be available to the following personnel:

- 1. Chief of Police;
- 2. Patrol Division Commander;
- 3. Field Training Coordinator.

- C. Permission from the Chief of Police or designee must be obtained before files are made available to anyone else.

- D. Field Training Officers are responsible for insuring that all Field Training and Evaluation Program documentation is forwarded to the Field Training Coordinator. It is the Field Training Coordinator's responsibility to ensure that the following documents or copies of documents are included in the OIT's Field Training and Evaluation Program file:

- 1. Shifts Observation Reports (SOR)
- 2. Notices of Unsatisfactory Performance/Progress
- 3. Field Training Checklist Sheets

4. Any Written Examinations
 5. Field Training Officer Critique Forms
 6. Field Training and Evaluation Program Assignment Sheets
 7. Any other documentation provided by the FTO's
- E. It is the Field Training Coordinator's responsibility to ensure that the following documents or copies of documents are included in the OIT's Field Training and Evaluation Program file upon completion of the program:
1. Wall Township Police Department Performance Notice Forms
 2. Discipline
 3. Letters of Commendation or Appreciation
 4. End of Phase Reports
 5. Training Extension Requests
 6. Completion of Program Document
 7. Any other documentation pertaining to the OIT's Field Training and Evaluation Program performance
- F. Field Training and Evaluation Program files shall be maintained in accordance with the New Jersey Division of Archive and Records Management Code and Retention Schedule.

FIELD TRAINING SERGEANT PROGRAM **APPENDIX A**

Sergeant in Training _____

This Field Training Sergeant (FTS) syllabus is designed as a minimum standard for new sergeant training. After each block of training has been addressed, this matrix shall be marked with the date and initials of the FTS and the signature of the trainee. This matrix will be maintained as a permanent record of the new sergeant's training.

Section	FTS Initials	Sergeant in Training Signature	Date	Lieutenant's Signature
I. FTS Program				
A. Introduction				
B. FTS Program				
C. Evaluation				
II. Daily Duties				
A. Daily Blotters				
1. Review				
2. Composed brief to point				
B. Duty Assignments				
1. Post				
2. Vehicle				
3. School				
4. DDACTS				
5. Special Details/Other				
C. Roll Call/Line Up				
1. 15-20 minutes				
2. Official Business				
D. Managing Meal Breaks				
1. Only 2 officers at a time				
2. Subject to recall				
E. Managing PT Time				
1. Subject to recall				
F. Vehicle Inspection				
G. Back Ups				

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX A**

Sergeant in Training _____

Section	FTS Initials	Sergeant in Training Signature	Date	Lieutenant's Signature
H. Report Review				
1. Thorough, complete accurate				
2. Time restrictions				
I. Report Routing				
1. Admin Review – Use of Force/Pursuit				
J. Safety Practices				
1. Contact/Cover				
K. MVR Review				
1. Stops/Arrests/ High Profile Incidents				
L. Planning				
1. Daily Plans				
2. Special Details				
3. DDACTS				
M. Problem-Solving				
N. Making Decisions				
O. Directing				
P. Leadership				
Q. Initiative				
1. Lead by Example				
2. Initiate Details				
R. Utilization of Staffing				
S. Wellness Checks				
T. Use of Cell Phone				

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX A**

Sergeant in Training _____

Section	FTS Initials	Sergeant in Training Signature	Date	Lieutenant's Signature
III. Station Knowledge				
A. POSS				
B. RMS				
C. CAD				
D. DMS (Signatures)				
E. Line Up Room				
F. Dispatch Center				
G. Temporary Evidence				
H. Temporary Detention				
I. Detention Logs				
1. JV Log				
J. Impound Yard				
K. HQ Inspection Log				
L. AVL				
M. Surveillix				
N. HQ Visitors Log Book				
IV. Policy & Procedures				
A. Rules & Regulations				
1. Insubordination				
2. Tardiness				
3. Misconduct				
B. Overtime Call Out				
1. Stand By List				
C. Notifications				
1. Serious Incidents				
2. Contact w/High Profile People				
D. Extra-Duty Work				

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX A**

Sergeant in Training _____

Section	FTS Initials	Sergeant in Training Signature	Date	Lieutenant's Signature
E. On Duty Injuries				
1. Notification				
2. Qual Care				
3. Reports				
F. Press Releases				
G. MVC – Fatal/Serious				
H. MVC – Officer Involved				
I. Civil Disorders				
J. Domestic Violence				
1. Officers involved DV				
K. Activating CIT				
1. Assisting victims				
M. Hostage/Barricade				
1. MOCERT				
N. Labor Disputes				
O. Bomb Threats				
P. Managing Fire Scenes				
Q. Lost Children				
1. CART				
2. NCMEC				
R. Homeless Persons				
1. Town Hall				
2. Shelters				
S. EDP				
T. Search & Seizure				
1. Consent Forms				
U. Strip Searches				

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX A**

Sergeant in Training _____

Section	FTS Initials	Sergeant in Training Signature	Date	Lieutenant's Signature
V. Pursuit Review				
W. Use of Force Review				
X. Bias Crimes				
Y. Discharge Forms				
Z. Sexual Assaults				
1. DB Notification				
V. Admin Functions				
A. Commendations				
B. EAP				
C. Discipline				
D. Documenting Discipline				
E. Progressive Discipline				
F. Citizen Complaints				
G. Internal Affairs Intake				
1. Forms				
2. Notifications				
3. Reports				
H. Internal Affairs Invest.				
I. Guardian Tracking				
J. Admin Meetings				
K. Perform Evaluations				
J. Employee Counseling				
1. Documentation				
K. CP Overview				
L. SMS (Messaging)				
M. Bail				
N. Other				

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX A**

Sergeant in Training _____

FTS Comments:

I understand that my signature indicates an understanding of all blocks of training contained within this training matrix. I further understand that it is my continuing responsibility to seek guidance from my FTS in the event that I do not understand or have a working ability within any of these training criteria.

Sergeant In Training Signature

Date

FTS Name & Signature

Date

Patrol Lieutenant Signature

Date

Administrative Lieutenant Signature

Date

Captain Signature

Date

Chief of Police Signature

Date

Notes:

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX B
FIELD TRAINING SERGEANT INCIDENT REPORT**

New Sergeant's Name: _____ ID# _____
Field Training Sergeant's Name: _____ ID # _____
Date of Report: _____
Incident Date: _____ Time: _____
Case Number (if applicable): _____

Incident Details

Disciplinary Action Taken/Recommended

(On the spot correction; verbal warning; written reprimand; suspension; termination)

Sergeant In Training Signature

Date

FTS Name & Signature

Date

Patrol Lieutenant Signature

Date

Administrative Lieutenant Signature

Date

Captain Signature

Date

Chief of Police Signature

Date

APPENDIX C



WALL TOWNSHIP POLICE DEPARTMENT POLICE DEPARTMENT

GUIDE TO FIELD TRAINING SERGEANTS

FIELD TRAINING SERGEANT EVALUATION PROGRAM

INTRODUCTION

This appendix depicts the appropriate scoring methods utilized to effectively evaluate all new police sergeants assigned to you for field training

The scoring is based on a scale of one (1) through five (5). Each of the five numerical ratings represents a value as depicted with the corresponding number on the Weekly Evaluation Report (Appendix D).

- 1- UNACCEPTABLE**
- 2- NEEDS IMPROVEMENT**
- 3- ACCEPTABLE**
- 4- PROFICIENT AT THIS TIME**
- 5- SUPERIOR**

When evaluating the new police sergeant, it is important that you evaluate based upon his/her performance, while keeping in mind the new police sergeant's level of experience and training.

The evaluation allows for directed remedial training. If a new police sergeant is experiencing difficulties in comprehending or handling assigned tasks, then it will be your responsibility to ensure that appropriate remedial training is completed and documented accordingly.

If a new police sergeant requires repetitive remedial training, it will be your responsibility to ensure that the patrol and administrative lieutenant are notified, in addition to the evaluation form being completed documenting the recurring problems.

Ensure that the trainee sergeant makes comments on each evaluation form submitted.

1. COMMAND PRESENCE

Evaluate a new sergeant's ability to maintain command and control of subordinates.

(1) UNACCEPTABLE

- Fails to respond to scenes over which a sergeant should take responsibility;
- Demonstrates a lack of confidence
- Unable to make decisions
- Does not control scenes or delegation of staffing.

(2) NEEDS IMPROVEMENT

- Performance surpasses unacceptable, but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Responds as needed to oversee crime scenes
- Takes charge by effectively assigning personnel
- Effectively oversees crime scenes and maintains a calm attitude in the handling and coordination of personnel and resources
- Adequately leads and controls personnel to a successful resolution of assignments.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable but does not meet the rating of Superior.

(5) SUPERIOR

- Exudes confidence
- Takes immediate control in the response and direction of personnel and resources
- Demonstrates leadership skills that are strongly recognized by subordinates
- Is able to quickly evaluate given situations without guidance from FTS and directs personnel accurately and efficiently
- Commands respect while respects the abilities of subordinates.

2. POSITIVE ATTITUDE

Evaluate the new sergeant's ability to demonstrate a positive demeanor while accomplishing assignments and working harmoniously with subordinates and supervisors to fulfill department objectives.

(1) UNACCEPTABLE

- Allows negativity to permeate into assigned squad
- Is argumentative and sarcastic
- Considers self superior
- Makes excuses when mistakes are made
- Uses authority inappropriately
- Only performs certain tasks while avoiding the more difficult and complicated

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Fosters team attitude
- Displays positive outlook for job development
- Carries out responsibilities in a timely, dependable manner on a consistent basis

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Displays a high degree of enthusiasm for job
- Fosters esprit-de-corps
- Utilizes ability to draw upon past information/incidents to assist in solving current and anticipated problems.

3. DEPARTMENT POLICIES/PROCEDURES

Evaluate a new sergeant's knowledge of departmental policies and procedures and possesses the ability to apply the knowledge under field conditions.

(1) UNACCEPTABLE

- Fails to demonstrate knowledge of the most often used elements set forth in the Policy and Procedures Manual
- Fails to read policies and procedures pertaining to commonly encountered daily responsibilities

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Exhibits working knowledge of policy and procedures set forth in the Policy and Procedures Manual
- Takes time to read Policy and Procedures Manual to familiarize self with responsibilities

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an excellent working knowledge of police and procedures set forth in the Policy and Procedures Manual

4. CRIMINAL LAW TITLE 2C

Evaluate a new sergeant's knowledge of the criminal statutes and his/her ability to apply that knowledge in field situations.

(1) UNACCEPTABLE

- Fails to demonstrate knowledge of the most often used statutes
- Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Has good working knowledge of most often used statutes
- Is able to locate and apply seldom used statutes
- Is able to correctly articulate elements of the law
- Knows the difference between criminal and non-criminal activity.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding knowledge of criminal laws
- Demonstrates complete knowledge of the elements of statutes and is able to correctly explain the elements of those laws.
- Can apply the knowledge of criminal statutes to normal and unusual activity

5. MOTOR VEHICLE LAW TITLE 39

Evaluate a new sergeant's knowledge of motor vehicle laws and the ability to apply that knowledge to field situations.

(1) UNACCEPTABLE

- Does not know even the most often used motor vehicle statutes
- Does not recognize violations when committed and/or incorrectly identifies violations

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Knows and recognizes commonly used motor vehicles statutes
- Applies appropriate statutes
- Can locate lesser know statutes

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Displays outstanding knowledge of motor vehicle laws including lesser known statutes
- Quickly and effectively applies motor vehicle laws when appropriate

6. ATTORNEY GENERAL GUIDELINES

Evaluate a new sergeant's knowledge of AG Guidelines and his/her ability to apply that knowledge in field situations.

(1) UNACCEPTABLE

- Fails to demonstrate knowledge of AG Guidelines
- Does not properly apply AG Guidelines while assigning or monitoring personnel
- Is unable to identify AG Guidelines regarding Use of Force, Pursuit, or Domestic Violence

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Demonstrates a working knowledge of AG Guidelines and follows same as required while assigning or monitoring personnel
- Is knowledgeable of semi-annually required training pertaining to Use of Force, Pursuit and Domestic Violence

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding knowledge of AG Guidelines
- Demonstrates a complete and thorough knowledge of the elements contained in the AG Guidelines and is able to explain those accurately to subordinates
- Can apply the knowledge of the AG Guidelines to normal and unusual activity

7. CASE LAW

Evaluate a new sergeant's ability knowledge of case law pertaining to daily activities and assignment requirements.

(1) UNACCEPTABLE

- Fails to demonstrate knowledge of the most basic case law regarding such tasks as Arrest, Search and Seizure
- Does not ensure that subordinates conduct their assignments or activities within the scope of commonly recognized case law (i.e. Arrest, Search and Seizure).

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Has a good working knowledge of most case law
- Is able to apply case law to everyday practices (i.e. Arrest, Search and Seizure)
- Is able to articulate to subordinates the standards and procedures to be followed as established by case law

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding knowledge of all case law
- Is able to articulate and define case law by title or subsequent law amendments
- Demonstrates ability to teach subordinates about even the most obscure or uncommonly recognized case law

8. MONMOUTH COUNTY POLICIES

Evaluate a new sergeant's knowledge of Monmouth County Policies and his/her ability to apply that knowledge in field situations.

(1) UNACCEPTABLE

- Fails to demonstrate knowledge of Monmouth County Policies
- Does not properly apply Monmouth County Policies while assigning or monitoring personnel
- Is unable to identify Monmouth County Policies regarding Use of Force, Pursuit, or Domestic Violence.

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Demonstrates a working knowledge of Monmouth County Policies and follows same as required while assigning or monitoring personnel
- Is knowledgeable of semi-annually required training pertaining to Use of Force, Pursuit and Domestic Violence.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding knowledge of Monmouth County Policies
- Demonstrates a complete and thorough knowledge of the elements contained in the Monmouth County Policies and is able to explain those accurately to subordinates
- Can apply the knowledge of the Monmouth County Policies to normal and unusual activity

9. DAILY ASSIGNMENTS

Evaluate a new sergeant's ability to efficiently and fairly assign personnel as needed.

(1) UNACCEPTABLE

- Fails to delegate assignments as needed
- Fails to recognize on-going criminal activity within the jurisdiction and assign personnel to those areas or activities.

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Is aware of on-going problems within the jurisdiction to include criminal and motor vehicle violations, and assign personnel to enforce those violations as needed.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding awareness of individual officers' abilities and assign them accordingly
- Encourages personnel to work efficiently and motivates all assigned to him/her to achieve success in assigned tasks.

10. ROLL CALL TRAINING

Evaluate a new sergeant's ability to provide Roll-Call Training and/or assign training needs to shift personnel.

(1) UNACCEPTABLE

- Fails to conduct Roll-Call Training
- Fails to recognize training needs of assigned personnel
- Fails to utilize Rules and Regulations, or Policies and Procedures to aid in training of personnel

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Recognizes training needs of assigned personnel
- Conducts Roll-Call Training as needed
- Assigns training responsibilities to assigned personnel and ensures accountability for training conducted

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Has an outstanding awareness of training needs
- Reviews Rules and Regulations, Policies and Procedures, media, newspapers and Internet to gather information pertaining to law enforcement and appropriately disseminates gathered information to assigned personnel at Roll-Call

11. REPORT REVIEW & ROUTING

Evaluate a new sergeant's ability to thoroughly and accurately review all reports and forms submitted by assigned personnel, and ensure that all are appropriately routed.

(1) UNACCEPTABLE

- Fails to demonstrate an awareness of all department reports and forms
- Unable to identify mistakes contained in reports and forms and direct personnel to take corrective measures
- Fails to ensure that reports and forms are complete, well organized and accurate
- Is unable to identify appropriate routing of reports and forms

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Aware of department reports and forms
- Able to identify all required reports and forms
- Able to recognize mistakes contained in reports and forms and take appropriate action to ensure that mistakes are corrected by submitting personnel
- Routes all forms in accordance with department procedure

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable but does not meet the rating of Superior.

(5) SUPERIOR

- All reports and forms are identified
- Every submitted report and or form is closely scrutinized for completeness, accuracy, spelling and grammar
- All reports are routed accurately and appropriate forms are never overlooked

12. FIELD PERFORMANCE, NORMAL CONDITIONS

Evaluate a new sergeant's ability to perform non-stress activities.

(1) UNACCEPTABLE

- New Sergeant becomes confused and disoriented when confronted with routine tasks
- Does not or cannot complete tasks
- Takes wrong course of action

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Properly assesses most situations
- Responds in an organized and well thought out manner
- Presents a professional image.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Thoughts are well organized and formulated
- Gives excellent responses
- Presents a truly professional and self confident appearance

13. FIELD PERFORMANCE: STRESS CONDITIONS

Evaluate a new sergeant's ability to perform under high stress activities including courtroom proceedings.

(1) UNACCEPTABLE

- Becomes emotional, panic stricken and cannot function properly
- Loses temper or displays cowardice

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Maintains calm and self control
- Does not allow the situation to further deteriorate
- Responds well to confrontations
- Responds well to cross examinations

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Quickly restores control and takes command
- Determines best course of action and takes it
- Thoughts are well organized and formulated
- Maintains professional attitude in demeanor and language

14. REPORT WRITING; ORGANIZATIONAL SKILLS

Evaluate a new sergeant's ability to chronologically document situations or incidents.

(1) UNACCEPTABLE

- Reports lack necessary information and organization
- Conclusions are not supported by facts detailed in the report

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Reports are accurate and contain necessary and required information
- Stated conclusions are supported by facts detailed within the report

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Reports are a complete and detailed account of events from beginning to end
- Reports are written and organized so that any reader understands what had occurred

15. UTILIZATION/DIRECTION OF PERSONNEL

Evaluate a new sergeant's ability to efficiently utilize personnel for various assignments.

(1) UNACCEPTABLE

- Fails to assign personnel to directed patrol assignments
- Fails to recognize "as needed" situations warranting the assigning of personnel
- Fails to maintain control over the direction of personnel engaged in assigned tasks

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Ensures personnel are appropriately utilized and directed to complete assigned tasks
- Maintains control and accountability for the direction of personnel
- Directs personnel as needed to complete assigned tasks

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Demonstrates a keen awareness of individual officers' abilities and utilizes officers, based upon their skills to complete assigned tasks
- Demonstrates an awareness of all department personnel and their individual skills and requests their assistance to complete assigned tasks.

16. CONTROL OF PERSONNEL

Evaluate a new sergeant's ability to maintain control of all personnel assigned to him/her.

(1) UNACCEPTABLE

- Fails to maintain control over personnel assigned to him/her
- Fails to remain calm in the direction and control of personnel
- Allows subordinates to take control over him/her and follows directions from those under his/her control.

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Displays confidence and maintains control of personnel
- Exercises authority appropriately
- Monitors personnel consistently and ensures subordinates are understanding of accountability for actions/lack of actions.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Exudes command presence and control of personnel by effectively assigning personnel
- Follows up on all activities of subordinates
- Maintains vigilance over police radio and MDC transmissions and takes immediate corrective action when necessary
- Demonstrates confidence which is reflected by subordinate performance

17. PROPER NOTIFICATIONS

Evaluate a new sergeant's ability to make appropriate notifications to various bureaus and chain of command.

(1) UNACCEPTABLE

- Fails to possess knowledge of situations requiring notifications to supervisors or bureaus within department.

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Follows department policy and procedure regarding notifications to include unusual occurrence reports.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Immediately responds to situations by effectively communicating to all superiors any incident requiring notification
- Immediately recognizes need to notify respective bureaus within department regarding specific incidents.

18. SELF-INITIATED FIELD ACTIVITIES

Evaluate a new sergeant's interest and ability to initiate police and supervisory related activity. Locates activity and acts appropriately on even low priority situations.

(1) UNACCEPTABLE

- Does not see or avoids police and supervisory related activity
- Does not properly follow up situations
- Rationalizes suspicions/circumstances
- Does not have a broad understanding of the policing or supervisory functions

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Recognizes and identifies police and supervisory related activity and takes appropriate follow up actions
- Has a broad understanding of the policing and supervisory functions including priorities of all levels
- Initiates from observed activity
- Displays inquisitiveness

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Seldom misses observable activity
- Maintains daily notebook and information given at briefings and retains that information
- Ensures proper dispositions of subordinate's activities
- Is inquisitive and investigates beyond the obvious
- Displays good judgment and is self-motivated

19. OFFICER SAFETY

Evaluate a new sergeant's ability to monitor and correct subordinates safety practices.

(1) UNACCEPTABLE

- Speaks too softly or demonstrates timid behavior
- Reluctant to engage in voice commands or direction
- Fails to monitor accepted safety procedures or correct officer safety practices
- Permits poor searches and seizures

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Exercises with authority in a calm, clear voice
- Instructs and monitors accepted safety procedures, understands and applies them, exhibits a normal level of recovery from physical exertion and/or stress.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Completely controls situations with proper voice tone, word selection and inflection and the bearing, which accompanies what is said.
- Is able to restore order in even the most trying situations through voice commands
- Keeps subordinates informed and determines best position of safety
- Is not over-confident

20. USE OF POLICE RADIO

Evaluate a new sergeant's ability to pay attention to radio traffic and understand the information transmitted. Also, evaluates a new sergeant's ability to communicate with others via police radio.

(1) UNACCEPTABLE

- Repeatedly misses radio transmissions directed to them
- Is unaware of other officer's traffic or transmissions
- Requires communications to be repeated or does not accurately comprehend transmissions
- Transmits in an unintelligible manner
- Disregards, ignores, or fails to use proper procedure after repeated reminders

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Reacts properly to radio transmissions
- Uses proper radio procedure
- Transmits in a clear, calm and concise manner in most situations
- Is generally aware of all relevant radio traffic, to include subordinate's locations and assignments.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Always demonstrates excellent radio procedures and retains the information
- Is aware of radio traffic
- Reacts properly to radio transmissions
- Transmits in a clear, calm and concise manner even under stressful situations
- Transmissions are well thought out and do not have to be repeated
- Keeps dispatchers and subordinates aware of essential and necessary information.

21. USE AND REVIEW OF MOBILE VISION RECORDER

Evaluate a new sergeant's ability to properly utilize the Mobile Video Recorder and conduct a review of subordinates' tapes each rotation.

(1) UNACCEPTABLE

- Fails to follow department policy regarding the required weekly review of random subordinates' tapes
- Fails to properly change tapes and route tapes according to department Policy and Procedure.

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Follows policy and procedure regarding care and use of MVR equipment
- Properly changes tapes and routes them according to policy and procedure
- Conducts weekly rotation reviews of tapes by randomly calling in subordinates and reviewing tapes following motor vehicle stops or incidents
- Completes required "In Car Video Tape Review Form" and files same with Records Bureau

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Meticulously follows manufacturer's recommendations for care and use of MVR
- Periodically inspects all equipped vehicles to ensure operational status
- Is able to articulate all types of incidents requiring recording as stipulated in policy and procedure
- Conducts follow up training following review with the subordinate whose tape was reviewed, and takes any corrective measures as required.

22. RELATIONSHIPS (ALL LINES 22,23,24,25)

Evaluate a new sergeant's ability to interact with all citizens, regardless of sex, race or nationality (including suspect/prisoners), in an appropriate manner. Evaluate new sergeant's ability to effectively interact with subordinates and superiors.

(1) UNACCEPTABLE

- Abrupt, belligerent, overbearing, arrogant, uncommunicative
- Introverted, insensitive and uncaring
- Is hostile or overly sympathetic
- Is prejudicial, subjective and biased
- Patronizes FTS, supervisors and peers or is antagonistic toward them
- Gossips and belittles others
- Alienated fellow employees
- Insensitive to others
- Fails to communicate effectively
- Uses poor vocabulary or incomplete responses
- Displays poor interpersonal skills
- Unable to express thoughts, feelings or ideas

(2) NEEDS IMPROVEMENT

- Performance surpasses Unacceptable; but does not meet the rating of Acceptable.

(3) ACCEPTABLE

- Is at ease with all citizen contacts
- Serves citizen's needs objectively and with concern
- Adheres to the chain of command and accepts role in the organization
- Good peer and FTS relationships and is accepted as group member
- Has little difficulty interacting with fellow employees
- Listens to others; sensitive to others
- Communicates in an effective manner using good interpersonal skills

- Does not allow emotions or biases to affect interpersonal skills
- Ideas and thoughts are organized and adequately conveyed
- Is courteous when dealing with the public
- Has little difficulty in communicating with and is sensitive to all segments of the community.

(4) PROFICIENT AT THIS TIME

- Performance surpasses Acceptable; but does not meet the rating of Superior.

(5) SUPERIOR

- Is at ease in contacts with all citizens
- Quickly establishes rapport and leaves people with the feeling that he/she was interested in helping them
- Is objective in all contacts
- Communicates in a manner that furthers mutual understanding
- Never inappropriately displays emotion or biases in interpersonal communications
- Handles difficult situations in an extremely professional manner
- Is concise, complete and responses rarely require clarification
- Has a good open working relationship with other employees
- Understands supervisors, responsibilities, respects and supports their position.

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX D
NEW SERGEANT EVALUATION**

New Sergeant's Name: _____ ID# _____
 Field Training Sergeant's Name: _____ ID # _____
 Training Period: From _____ To _____
 Assigned Shift: _____ Evaluation # _____

Rating Instructions: Use the below scale to rate the new sergeant. Comment on any category you wish. However, a specific comment must be made on Page 2 of this evaluation for any rating of 1, 2, or 5.

Rating Scale:	1-Unacceptable	2-Needs Improvement	3-Acceptable	4-Proficient	5-Superior		
	Rating					Respond to Training	Not Observed
APPEARANCE:							
1. Command Presence	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
ATTITUDE:							
2. Positive Attitude	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
KNOWLEDGE:							
3. Departmental Policies & Procedures	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
4. Criminal Law (2C)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
5. Motor Vehicle Law (39)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
6. AG Guidelines	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
7. Case Law	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
8. Monmouth County Policies	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
PERFORMANCE:							
9. Daily Assignments	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
10. Roll Call Training	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
11. Report Review	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
12. Field Performance – Normal	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
13. Field Performance – Stress	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
14. Report Writing – Organizational Skills	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
15. Utilization – Direction of Personnel	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
16. Control of Personnel	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
17. Proper Notifications	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
18. Self-Initiated Field Activities	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
19. Officer Safety	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
20. Use of Police Radio	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
21. Use and Review of MVR	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
RELATIONSHIPS:							
22. With Citizens in General	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
23. With Ethnic Groups other than Own	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
24. With other: FTS/Lieutenant	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐
25. With other Officers	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ Yes ☐ No	☐

**FIELD TRAINING SERGEANT PROGRAM
APPENDIX D
NEW SERGEANT EVALUATION**

New Sergeant's Name: _____ ID# _____

Narrative Evaluation - Explain any observed incident that prompted the numerical rating:

Remedial Training Given – Remedial Training Recommended

Most Acceptable Performance of the Week

Least Acceptable Performance of the Week

New Sergeant's Comments:

Average Score of Ratings _____ **Overall Performance** ☐ **Satisfactory** ☐ **Unsatisfactory**

I understand that a continuation of an overall unsatisfactory performance evaluation may not lead to a successful conclusion of my probationary period.
I further understand that I have the option to dispute the contents of this evaluation with my lieutenant. I have received a copy of this evaluation.

Sergeant In Training Signature

Date

FTS Name & Signature

Date

Patrol Lieutenant Signature

Date

Administrative Lieutenant Signature

Date

Captain Signature

Date

Chief of Police Signature

Date

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 13	SECTION: 8	# OF PAGES: 3		
SUBJECT: FIELD TRAINING SERGEANT PROGRAM				
EFFECTIVE DATE: March 13, 2012		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice				
SUPERSEDES ORDER #:				

PURPOSE: The purpose of this Standard Operating Procedure is to adequately prepare newly promoted sergeants for the increased responsibilities required for their new positions.

POLICY: It is the policy of the Wall Township Police Department to provide basic training for newly promoted sergeants.

PROCEDURES

I. Definitions

- A. **Field Training Sergeant (FTS)** – is a sergeant appointed by the Patrol/Support Services Lieutenant to serve in the capacity as trainer for a newly sworn sergeant.
- B. **Newly Sworn Sergeant** – is a sergeant who has been promoted and sworn in to perform the duties as a first line supervisor; also referred to as the trainee.
- C. **Field Training** – is that period of training commencing on the date of promotion and ending at the completion of all required blocks of training as outlined in the Field Training Syllabus.
- D. **Field Training Syllabus** – is a compilation of required standards of training for newly sworn sergeants.
- E. **Rotation** – is a two or three day work schedule as defined by current scheduling rules.

II. Application

- A. The Field Training Program for newly appointed sergeants will begin upon the date of appointment to the rank of sergeant.
- B. The Field Training Sergeant (FTS) will serve as a mentor to the newly appointed sergeant from the date of promotion throughout the Field Training Sergeant (FTS) program.
- C. The Field Training for new sergeants will be conducted in two (2) phases as follows:
 - 1. Phase 1 - During this phase, a meeting will be held with the Patrol Division Lieutenant, Administrative Lieutenant, Field Training Sergeant (FTS) and the trainee. At this meeting organizational objectives and the schedule for the field training will be discussed. The Administrative Lieutenant will then review the field training supervisor packet. This will provide a format and forum for clearly identifying the purpose of this program to the trainee.
 - 2. Phase 2 - During this phase, the trainee will be assigned to a Field Training Sergeant (FTS) on each shift for a total of seven (7) shifts.
- D. The trainee shall ride with the FTS when practical. In the event the FTS is out, the trainee will ride with the shift supervisor for that shift.
- E. Review meetings shall be held between all trainees, Field Training Sergeants, Patrol and Administrative Lieutenants, at the completion of the second week to discuss performance and assess overall progress.
- F. The trainee will assume all the duties and responsibilities of the shift supervisor at all times. The FTS will monitor the trainee. If at any time the FTS or trainee observes a deviation of rules, regulations, policies or standard operating procedures, they have the responsibility to react as they would under normal circumstances.

- G. The Field Training Syllabus for New Sergeants shall be utilized as a guide for the Field Training Supervisor. The FTS must address and instruct in these mandatory disciplines. The syllabus shall be signed by both the Field Training Sergeant and Trainee.
- H. A *Comments* section has been included at the end of the syllabus form. This is to be used by the Field Training Supervisor for incidents during training and final evaluation.

III. Documentation

- A. Upon appointment, the FTS will track the progress of the trainee from date of appointment throughout the FTS process.
- B. The FTS shall complete the following two (2) forms: The New Sergeant Training Syllabus Appendix A and the New Sergeant Evaluation Appendix D shall be completed by the end of the program.
- C. Any favorable or unfavorable incidents shall be documented on the Field Training Sergeant Incident Report Form.
- D. All evaluations shall be reviewed and signed by the FTS, trainee, Patrol Lieutenant, Administrative Lieutenant, Captain, and Chief.
- E. Completed evaluations shall be placed into the trainee's file by administrative personnel.
- F. Any evaluations that are recorded as *Unacceptable* shall be forwarded to the Patrol Lieutenant and Administrative Captain for review.
- G. Upon completion of all field training, the FTS shall submit a final letter of evaluation and recommendation that the trainee is permitted to act on his/her own as a first line supervisor, or a letter outlining the reasons for recommending that the trainee not be permitted to perform on his/her own.
- H. The trainee shall submit a letter regarding their evaluation of the Field Training Sergeant program.

IV. Training

- A. Training will be completed according to the Field Training Sergeant Syllabus.
- B. At the completion of all training, the trainee will complete an orientation with the Detective Bureau, and Traffic Bureau to meet with respective supervisors to review policies and procedures that may be unique to those disciplines.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 25	SECTION: 2	# OF PAGES: 4	
SUBJECT: FIREARMS ID CARDS/PERMITS TO PURCHASE INVESTIGATION PROCEDURE			
EFFECTIVE DATE: February 1, 2011	ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Captain Tim Clayton, Officer in Charge			
SUPERSEDES ORDER #: GO 2001-12			

PURPOSE: Effective immediately, and until further notice, this SOP will list the procedures for the investigation of those applicants wishing to procure firearms identification cards or permits to purchase a firearm.

POLICY: The purpose of this policy is to establish procedures under which non-sworn members and sworn members will follow while processing applicants wishing to procure firearms identification cards or permits to purchase a firearm.

PROCEDURES:

I. FIREARMS ID CARD AND/OR PERMIT TO PURCHASE A FIREARM

A. The following are the forms required to apply for the Firearms ID card and/or the Permit to purchase a Firearm:

1. White Wall Township paper application form for Firearms.
2. Mental Health form- NJSP66
3. Two blank reference form letters
4. NJ State Firearms ID Card (if applying solely for permit)
5. The State application form NJSPSTS033.
6. A blank money order in amount of the current fees.
7. SCIC/NCIC Responses.
8. One red firearms jacket.

9. Appropriate fee for the firearms ID card.
 10. Appropriate fee per permit to purchase a firearm.
 11. Letter informing the applicant that his card is prepared and ready for pickup. (In cases where the process is completed and the applicant approved).
 12. If applicant does not need to be fingerprinted and possess a NJ FIREARMS ID CARD. An SBI212A(Request for criminal history record) will be submitted to NJSP along with blank M/O in the amount according to fee schedule set fourth by NJSP.
- B. The Records Manager will take a photograph of each applicant. The photograph shall be placed in the white firearms jacket to be kept in records. The photograph will be utilized as photographic identification of the applicant. The Records Manager will complete the following processing on applications along with applicant:
1. The Records Manager will have the applicant sign the mental health waiver form. The clerk will explain to the applicant that the form is sent to the Monmouth County Adjuster's Office, or any mental health facility. Said form consents to the Police Department obtaining any mental health records of the applicant, to include any admissions into mental health facilities for treatment. *If the applicant refuses to sign the form, it is an automatic firearms rejection.
 2. The Records Manager will print or type out the form, including the applicant's Social Security number after their last name.
 3. A self addressed stamped envelope must be included. If the Records Manager has no information as to a history of mental illness, the mental health form shall be left in the jacket for the investigating officer. As per 2C: 58-3c the investigating officer can present this form at any mental health care facility for a release of records.
 4. The Records Manager shall mail out the blank reference letters to the given references.
 5. The Records Manager shall complete the NJ Firearms ID Card except for the Chief's signature and the bottom portion of the card. The applicant's index fingerprint is placed on the back of the card. The bottom of the card is completed after the process is complete and prior to the card being signed by the Chief of Police.
 6. The Records Manager instructs the applicant to answer all the questions on the State Firearms application, to include reference information and signature. The Records Clerk completes the remainder of the application.
 7. The Records Manager fills out the money order payable to the NJ State Police-SBI and has the applicant sign same. The money order will be in the amount concurrent with fee schedules as set fourth by the NJSP.
 8. The Records Manager will complete the blue FBI fingerprint card.

9. The Records Manager will complete the NJ State fingerprint card and staple the money order to the back of the card. The Clerk will utilize User Fee fingerprint envelopes to mail in the card.
 10. The Records Manager will label the white Firearms jacket with the name and address of the applicant and place same in the pending file. The Clerk will see that all replies are located in this jacket.
 11. The Clerk will collect a the appropriate fee from the applicant for the yellow Firearms ID card (if approved).
- C. DETECTIVE BUREAU RESPONSIBILITY: Upon completion of all initial processing, receipt of all replies, and return of fingerprint cards, the Records Manager shall turn over the entire firearms jacket to the Detective Bureau Supervisor. Upon receipt of a Firearms application jacket, the Detective Bureau shall:
1. Review the file in its entirety for any omissions, unanswered questions, conflicting accounts, etc.
 2. Contact, by phone, if found to be necessary and applicable by the investigating detective after file review, the references as supplied by the applicant to insure that they completed the form and to solicit their opinions on the applicant being approved for such a permit.
 3. Contact jurisdictions in which the applicant has lived prior to Wall Township. Inquire as to any possible disabilities or negative police contact, which may affect the applicant while residing in another jurisdiction.
 4. Check this department's records to determine if the applicant has had any negative contact with this agency.
 5. Should the Detective Bureau establish a disability in regard to the applicant, the Bureau shall attempt to acquire all available reports and dispositions involving said disability.
 6. The Investigating detective shall complete the Wall Township Police Firearms Investigation and checklist. Said checklist shall ensure that a complete investigation has been conducted.
 7. Upon completion of research on the part of the Detective Bureau, the entire file should be forwarded to the Detective Lieutenant or Detective Sergeant depending upon availability. The file will be reviewed by the supervisor and initialed if complete. Said file shall then be forwarded to the Office of the Chief of Police for final decision. The file should include a recommendation of approval or disapproval. If the recommendation is that of disapproval, the Bureau shall include any disability documentation supporting the disapproval recommendation.
- D. MISCELLANEOUS INFORMATION :
1. If for some reason (physical defect, etc.) classifiable fingerprints cannot be acquired from the applicant after three card submissions, the applicant should be assigned an SBI# by the Police Department with the current year

on the end. The fact that the fingerprints are not readable should be explained on the State application form.

2. If an applicant is fingerprinted and receives an ID card/Permit, then returns for another permit within two (2) years, it is not necessary to print the applicant again. The permit application should be submitted.
3. If an applicant completes all necessary phases of the permit process, and is not disqualified under the provisions of 2C: 58-3, and there exists no documented extenuating disabilities, he must be granted the permit to purchase.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 9	SECTION: 6	# OF PAGES: 2		
SUBJECT: FIRING RANGE HEARING CONSERVATION PROGRAM				
EFFECTIVE DATE: February 1, 2011		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Captain Tim Clayton, Officer in Charge				
SUPERSEDES ORDER #: GO 2007-10				

PURPOSE: Effective immediately, and until further notice, this SOP will apply to the Hearing Conservation Program.

POLICY: The purpose of this SOP is to establish a hearing conservation program by this Police Department for indoor firing range personnel is to protect their employees against the effects of noise exposure.

PROCEDURES:

I. HEARING PROTECTION

- A. Proper hearing protection shall be provided to and worn by all employees when shooting inside the indoor firing range.
- B. The hearing protection equipment shall be selected on the basis that they provide a noise reduction rating (NRR) of at least 20 decibels.
- C. If noise levels are at or above 100 decibels, both earplugs and earmuffs should be worn simultaneously.
- D. Employees shall be trained in the proper fitting of earplugs.

II. AUDIOMETRIC EXAMINATIONS

- A. Yearly audiometric examinations for all sworn officers shall be provided at an approved facility.
- B. Yearly audiometric examinations for all sworn officers shall be provided at an approved facility.

- C. Audiometric exams will comply with section (h) of the 29 CFR 1910, 95, the PEOSH noise standard.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
CHAPTER: 1	SECTION: 7	# OF PAGES: 6	
SUBJECT: HARASSMENT IN THE WORKPLACE			
EFFECTIVE DATE: February 9, 2009	ACCREDITATION STANDARDS: 1.4.2	REVISION DATE 6/18/13	PAGE # 1-2
BY THE ORDER OF: Police Chief Robert Brice		01/28/14	2, 6
SUPERSEDES ORDER #: GO 2007-18			

PURPOSE: The purpose of this SOP is to establish this agency's policy and procedures concerning harassment in the workplace.

POLICY: It is the policy of the Wall Township Police Department that all personnel have the right to work in an environment free of all types of unlawful harassment. This agency will not tolerate, condone, or permit unlawful harassment of or by employees, Township of Wall employees, and other non-employees who conduct business with this agency. Harassment and discrimination are considered forms of serious employee misconduct. This agency will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination.

The conduct proscribed within this directive does not have to produce a concrete economic injury to be a violation. This directive forbids conduct based upon someone's protected class that interferes with the person's work or creates a hostile or offensive work environment regardless of injury.

Complaints of unlawful harassment, including sexual harassment, shall be investigated consistent with this department's Internal Affairs SOP.

PROCEDURE:

I. DEFINITIONS

- A. Harassment (Unlawful) is defined as discrimination or disparate treatment against any person because of their protected class that includes: race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. (NJSA 10:5-1 et seq.)
1. The harassing conduct must be unwelcomed and coercive. Sexual harassment may be homosexual or heterosexual in nature. Gender based harassment need not be sexual in nature to violate the law. Under New Jersey law, harassment can be in the form of either sexual advances or intimidation or hostility towards a person solely because of his/her gender.
- B. Sexual Harassment is further defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including, but not limited to when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 4. Sexual harassment generally falls into three categories:
 - a. Quid Pro Quo sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual bribery or other verbal or physical conduct based on the gender of the affected employee when submission to such conduct is made either explicitly or implicitly a term or condition of employment or submission to or rejection of such conduct by an individual is used as a basis for employment decisions.
 - b. Hostile work environment sexual harassment includes unwelcome sexual advance, sexual assault, sexual coercion, requests for sexual favors, seductive behavior and other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Gender-based harassment may give rise to a claim of a hostile environment whether or not sexual activity or language is involved, if it has the purpose or effect of abusing, devaluing or subordinating the members of one sex and it adversely affects an individual's employment opportunities.

- c. Third party sexual harassment is unwelcome behavior of a sexual nature or based on sex that is not directed at an individual but is a part of an individual's work environment.

II. AUTHORITY

- A. Authority is established under:
 - 1. Title VII of the Civil Rights Act of 1964 as amended
 - 2. NJSA 10.5-1 et seq. (New Jersey Law Against Discrimination)

III. PROHIBITED CONDUCT

- A. It is a violation of this SOP for any person to use their authority to make any sexual advance toward an individual over whom the person is authorized to make, recommend or otherwise to influence personnel actions; to grant, recommend, or refuse to take personnel action on the basis of an employee's gender or sexual orientation or in exchange for sexual favors; or to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. Sexual advances or requests for sexual favors can be in the form of either expressed or implied comments, writings, actions, or inactions.
- B. It is a violation of this SOP to engage in any employment practice that treats a person less favorably based upon his/her protected class.
- C. It is a violation of this SOP to use derogatory or demeaning slurs to refer to a person's protected class that may have the effect of harassing a person or creating a hostile work environment. Harassment or the creation of a hostile work environment can occur even if there was no intent on the part of an individual to harass or demean another.
- D. Examples of prohibited behaviors that constitute sexual harassment include, but are not limited to:
 - 1. General or specific gender-based remarks and comments.
 - 2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body, impeding or blocking movement.
 - 3. Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, gestures or inappropriate comments about a person's clothing.
 - 4. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects cartoons posters, magazines or pictures of scantily clad individuals.
 - 5. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.

6. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
 7. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.
 8. Retaliation because of an individual's complaint or testimony about harassment.
- E. Examples of behaviors that may constitute prohibited workplace discrimination or unlawful harassment include, but are not limited to:
1. Discriminating against an individual with regard to terms and conditions of employment because of that individual's protected class.
 2. Treating an individual differently because of their protected class or because an individual has the physical, cultural or linguistic characteristics of a protected class or group.
 3. Treating an individual differently because of marriage to or association with persons of a protected class or group; or because an individual's name or spouse's name is associated with a protected class or group.
 4. Calling another by an unwanted nickname which refers to one or more of the above characteristics, or telling ethnic, racial, etc. jokes, parables, or stories that harasses an employee or family member or create a hostile work environment.
 5. Using derogatory references regarding any of protected characteristics in any job-related communication.
 6. Engaging in threatening, intimidating, or hostile acts in the workplace based on the protected class.
 7. Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning based upon any protected class.

IV. EMPLOYEE RESPONSIBILITIES

- A. Employees subjected to any form of prohibited discrimination/harassment, including sexual harassment, are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome. However, failure to do so does not preclude filing a complaint.
- B. Employees are expected to document all incidents of harassment in order to provide the fullest basis for investigation.
- C. Any employee who believes that they had been harassed or are being harassed shall report the incident(s) as soon as possible, in writing, so that the appropriate

steps are taken to protect the employee from further harassment, and so that appropriate investigative measures are initiated.

- D. Any employee with knowledge of any form of prohibited harassment, whether directed at them or against others, must immediately report it in writing as indicated below.
- E. Employees should submit these written reports through their immediate supervisor. If the offending person is in the employee's chain of command, the written report may be sent directly to the Internal Affairs Unit or the Office of the Police Chief. If the offending person is in the Internal Affairs Unit or the Office of the Police Chief, the written report shall be forwarded to the Township Administrator.
- F. If the report is submitted confidentially to the Internal Affairs Unit or the Office of the Police Chief, the person reporting should include as many facts and circumstances mentioned above.
- G. Employees who observe any behavior by another employee that constitutes prohibited harassment shall promptly report the incident. Employees who observe any condition, such as graffiti, cartoons, posters or calendars that are sexual in nature, sexually suggestive, discriminatory or harassing in nature shall promptly report the condition to their supervisor.

V. SUPERVISOR RESPONSIBILITIES

- A. In order to ensure the integrity of the work environment supervisors are required to ensure adherence to and compliance with this directive. Upon becoming aware of possible prohibited discrimination/harassment, including sexual harassment, supervisors at all levels are required to:
 - 1. Take appropriate immediate action to stop the harassing condition and/or behavior; and
 - 2. Inform the employee of their right to file a discrimination complaint; and
 - 3. Document and preserve any evidence/exemplars present; and
 - 4. Notify the Internal Affairs Unit of the incident and the action taken; and
 - 5. Submit a written report documenting their actions and observations.

VI. SUPPLEMENTAL

- A. Retaliation
 - 1. Retaliation against any employee who alleges that they were the victim of prohibited discrimination/harassment, including sexual harassment, or against any employee who provides information in the course of the investigation into claims of prohibited discrimination/harassment, including sexual harassment, in the workplace is prohibited.