

and may be kept under visual surveillance to detect removal or elimination of the contraband.

10. A person who has been detained or arrested for the commission of a crime or offense and is being committed to the Monmouth County Jail:
 - a. Officers with reasonable suspicion or probable cause to believe that a person is concealing any weapon, controlled dangerous substance, contraband or evidence in a body cavity shall notify the Intake Officer at the Monmouth County Jail.
 - b. Officers with such reasonable suspicion or probable cause shall execute all necessary affidavits, reports, or forms deemed necessary by the Monmouth County Jail Intake Officer to support any body cavity search.

III. Responsibilities

- A. Personnel requesting to perform a strip or body cavity search must notify the officer in charge and articulate the reasons for the request.
- B. The officer in charge must review the facts and circumstances and either approve or deny the request.
- C. When applicable, the officer in charge or designee shall assist personnel in obtaining the requisite search warrant or consent.
 1. Applications for a search warrant must conform to current administrative and judicial requirements, including prosecutorial review, in accordance with this department's Search & Seizure SOP.
 2. Likewise, any consent to search must also adhere to the procedures outlined in the Search & Seizure SOP.
 - a. All consents for strip and/or body cavity searches must be in writing. The consent must be voluntary and the subject must know their right to refuse.
- D. The officer in charge is responsible to ensure that all strip and body cavity searches are conducted in strict accordance with this directive.
- E. Unless authorized by search warrant or consent, a strip search should not be conducted if the arrested person will be released without custodial confinement or will soon be released on bail or their own recognizance.
- F. The officer in charge shall ensure that all strip searches are conducted in private and that personnel not physically conducting the search cannot observe these searches.
- G. If personnel of the same sex as the person designated for a strip or body cavity search are not on duty, the officer in charge shall:
 1. Contact a bordering law enforcement agency to see if they can supply personnel; or

2. Contact the Monmouth County Sheriff's Office to see if they can supply personnel; or
3. Contact the nearest New Jersey State Police station to see if they can supply personnel.
4. Recall off duty personnel of the same sex.

IV. Reporting Requirements

- A. Personnel requesting to perform a strip search/body cavity search must clearly articulate the reasons for the search on the Strip Search Report. The report must include:
 1. A statement of facts indicating the requisite reasonable suspicion that is the basis for the search;
 2. A statement of the exigent circumstances requiring the presence of a staff member of the opposite sex, if applicable;
 3. A copy of the executed search warrant, if applicable.
 4. A copy of the executed consent to search form, if applicable.
 5. The name of the officer in charge who authorized the search.
 6. The name(s) of the personnel who had conducted the search.
 7. The name(s) of any personnel also present during the search and the reason for their presence.
 8. An inventory of any items found during the search.
 - a. Evidence and/or contraband must also be listed on a property/evidence report.
 - b. Personal items not amounting to contraband or evidence shall also be listed on the prisoner property report.
 9. The reason for any use of force, if applicable.
 10. An explanation of any exigent circumstances that required an immediate search contrary to the approval requirement. This includes any reasons why a search warrant or consent could not be obtained.
- B. If appropriate, the necessary analytical reports should accompany any contraband or evidence.
- C. If appropriate, additional charges for the contraband or evidence must be proffered.
- D. All reports pertaining to strip searches or body cavity searches are not considered public records. These reports shall be made available, upon request, only to:

1. The person subject to the search (upon presentation of an OPRA request);
2. The shift commander who authorized the strip or body cavity search;
3. The Monmouth County Prosecutor, or designee;
4. The Attorney General, or designee;
5. Commissioner of the Department of Corrections, or designee.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 19	SECTION: 3	# OF PAGES: 19		
SUBJECT: TEMPORARY DETENTION				
EFFECTIVE DATE: August 24, 2009		ACCREDITATION STANDARDS: 3.1.1f, 5.2.1, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5	REVISION DATE	PAGE #
BY THE ORDER OF: Chief Kenneth Brown			October 7, 2009 February 1, 2011 January 7, 2016 August 29, 2017	10, 12 2-15 4 4,5,7,8,10, 11
SUPERSEDES ORDER #: GO 2007-25, GO 1996-05				

PURPOSE: To provide employees with guidelines in regards to the use of temporary detention.

POLICY: It shall be the policy of this agency to detain and process prisoners in a timely manner. Once arrested, prisoners will be brought to headquarters for processing. Release of a prisoner shall be in accordance with court rules. Prisoners are not held for more time than it takes to properly interview and process them. Officers shall respect the civil rights of all prisoners and immediately report any violations to their supervisor.

PROCEDURES

I. REFERENCE MATERIAL

- A. New Jersey Title 10A Corrections, Chapter 34, Municipal Detention Facilities.
- B. New Jersey Title 5 Uniform Fire Code, Chapter 70.
- C. New Jersey Title 13 Detention of Juveniles in Municipal and Other Adult Facilities, Chapter 94.

II. DEFINITIONS

- A. Detain means any holding of a person in police custody, whether pending court or other disposition of charges filed or to be filed against the person, or under circumstances where the person is being held on account of a serious danger to the person's health or safety.
- B. Detainee is applicable to male/female adult detainees and/or male/female juveniles placed in protective custody.
- C. Detention means a situation in which a person is being detained.
- D. Juvenile means an individual who is under the age of 18 years.
- E. Non-offender means a detained juvenile, other than one charged with an act of delinquency or a status offense.
- F. Non-secure custody means detention in conditions such that a juvenile is not being held in secure custody.
- G. A processing / testing room is defined as a room or area used by sworn personnel to process (fingerprint and photograph) and or test (administer breath tests or field sobriety test) detainees.
- H. Secure area means a building or an area within a building that restricts the mobility of an individual in custody through the use of hardware or architectural features.
- I. Secure custody means detention in conditions such that the individual is held in a secure temporary detention room or other secure area;
- J. Sight and sound separation means the maintenance of physical separation between a juvenile and a securely held adult so that both sustained visual contact and direct and sustained oral communication between them is not possible.
- K. Status offender means a juvenile accused, charged or adjudicated for conduct that, under the laws of the jurisdiction in which the conduct took place, would not be a crime if committed by an adult, or a juvenile detained protectively because the juvenile's health or safety is in serious danger.
- L. Status offense means conduct that if committed by an adult would not constitute a crime in the jurisdiction in which the conduct occurred.

- M. A temporary detention room is defined as a location (room or cell) where a detainee is **locked in and left unattended**, while they are not being processed.

III. ADMINISTRATION

- A. The Chief of Police or their designee shall be responsible for developing written policies and internal management procedures consistent with all applicable regulations as outlined in N.J.S.A. 10A:34.
- B. In compliance with 10A:4-1.5 all written policies and internal management procedures shall be available during inspection by designated staff of the New Jersey Department of Corrections.
- C. The Wall Township municipal detention facilities shall be in conformance with all applicable public health and safety codes, set forth by the State of New Jersey, the county and Wall Township (10A:34-2.3a).
- D. Any new construction, alterations, additions and repairs of the municipal detention facilities shall comply with the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., the Uniform Construction Code Rules, 5:23-1.1 et seq., and with N.J.S.A. 10A:34 (10A:34-2.3b).
1. A letter of intent to construct or renovate a municipal detention facility shall be submitted to the Coordinator, Bureau of County Services, Department of Corrections, by the authority responsible for the municipal detention facility.
 2. Upon receipt of the letter of intent, the Coordinator, Bureau of County Services, shall furnish technical assistance throughout the planning process to assure that the detention facility complies with N.J.S.A. 10A:34.
 3. All plans and specifications shall be submitted to the Coordinator, Bureau of County Services and copies also shall be submitted to any other authorities as required by law.
 4. Contracts for new construction, alterations, additions and repairs shall not be executed until final plan approval is received in writing from the Coordinator, Bureau of County Services and other authorities as required by law.
- E. The municipal detention facility shall be in compliance with the New Jersey Uniform Fire Code, 5:70, in all aspects of fire safety (10A:34-2.3c).
- F. The municipal detention facility shall be in compliance with orders from a court of jurisdiction, and applicable Federal and State codes, regulations and laws, as amended and supplemented (10A:34-2.3d).
- G. This policy shall be reviewed on an annual basis to confirm it is in compliance with all of the above and any new or amended regulations. The officer conducting the review will report, in writing, to the Chief of Police the results of the review along with any recommended amendments to operations or policy.
- H. Cells, cell blocks and sally port areas shall not be used as storage areas (10A:34-3.1b).

- I. Temporary detention records shall be retained in accordance with the provision set forth by the New Jersey Division of Revenue and Enterprise Service's records retention schedule for our type of entity.
- J. Protection from Abuse.
 - 1. All applicable regulations set forth in the Federal Prison Rape Elimination Act of 2003, 42 U.S.C. 15602 et seq., (PREA) shall be adhered to in all interactions with detainees, arrestees and prisoners.
 - 2. All persons detained, arrested or lawfully confined to a municipal detention facility shall be protected by municipal detention facility staff from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. Our department's organizational/internal facility policy and procedures applicable, but not limited to, the supervision and care of detainees, security, medical/dispensing of medications, suicide prevention and control, sanitation, and detainee property are implemented and enforced to protect detainees in our custody. Active monitoring, mandatory detainee cell checks, and staff training further reinforce these measures.
 - 3. In accordance with the Federal Prison Rape Elimination Act of 2003, 42 U.S.C. 15602 et seq., our police department maintains zero-tolerance for any incidence of sexual abuse/misconduct. Measures are undertaken by this department toward the prevention, detection, monitoring and response to any incident/alleged incident of sexual abuse/misconduct. Any reported incidents are referred to our Internal Affairs Unit, our county prosecutor's office, and county jail administrator(s), if applicable.
 - 4. Appropriate disciplinary action shall be taken against facility staff who engage in abusive behavior and, when necessary; these cases will be referred to the county prosecutor's office. This department's Internal Affairs Unit is the primary source that handles relevant cases. Our police department adheres to relevant guidelines as outlined in this policy, the New Jersey Municipal Detention Facility Standards, the department's rules and regulations as it relates to officer conduct and the department's ethics statement that is maintained current and enforced.

IV. Prisoner Meals

- A. If a detainee is confined during regular meal periods, the detainee shall be provided a meal (food and beverage) that is acceptable to their medically necessary diet or religious beliefs. The shift supervisor shall ensure that each detainee is fed at the proper feeding time (e.g. breakfast, lunch, and dinner. The prisoner log sheet shall note the feeding and time fed. The shift supervisor shall be held responsible for having all food receipts accounted for and ensure detainees have been fed on all tours. The receipts shall be turned into the Chief's office.
- B. Prisoners shall not be deprived of food or water and shall be afforded a reasonable amount of bathroom visits, based on the duration of their custody. The responsibility of this requirement is with the officer charged with the responsibility of supervising the prisoner and the on-duty supervisor of the officer charged with the prisoner's supervision.

V. PROCESSING AND TEMPORARY DETENTION

- A. Temporary detention is measured in hours and does not involve housing or feeding prisoners except in extenuating circumstances. Prisoners should be processed as quickly as possible and either released or transferred to another agency or jail. If the detention of a prisoner exceeds six hours the reason will be noted on the arrest report.
 - 1. A temporary detention room is defined as a location (room or cell) where a prisoner is confined when they are not being processed.
 - 2. A processing room is defined as the area used to fingerprint, photograph, administer breath tests, etc.
- B. The following rooms are authorized for use in the temporary detention and processing of prisoners.
 - 1. Temporary Detention – the temporary detention rooms (cells) are located off the cellblock. The cellblock contains cells that are identified as C1, C2, C3, C4, and W5. Cell W5 is separated from the other cells by a door. Cell W5 is to be used to temporarily detain females. Males will be temporarily detained in cells C1, C2, C3, and C4. Juveniles shall be detained in the processing room and processed in an expedited manner any time there are adults in the cell block. If a juvenile is found to be a danger to themselves or others they may be secured in cell W5 and processed in accordance with this SOP. At no time will juveniles and adults or males and females be commingled in the same cell or cell block. Juveniles are to be moved to the soft interview room immediately after being processed.
 - 2. Processing – the processing room (the room centrally located between the sally port and the cell block) is to be used to process detainees. The bathroom, located off the processing room, may be used by matrons to search female prisoners. The Alcotest room, located off the processing room, is to be used to administer breath tests to intoxicated drivers.
- C. Rooms designed and used solely for interviews are not considered temporary detention or processing rooms.

VI. TRAINING OF PERSONNEL (10A:34-4.1)

- A. All personnel charged with the supervision of detainees shall be provided with training on the use of the temporary detention and processing room, supervision and care of detainees, and special training for supervision and care of detainees of the opposite gender, as follows:
 - 1. New personnel shall receive training as part of their initial training.
 - 2. Veteran personnel shall receive training as part of their annual in-service training on a triennial basis.

VII. TEMPORARY DETENTION ROOM PROCEDURES

- A. The following information, at a minimum, will be documented for every prisoner who is detained.

1. Name;
 2. Gender;
 3. The reason for custody (charges);
 4. The date and time of admission into the facility;
 5. The date and time of release from the facility;
 6. Meals, if any, that were provided during the detention; and
 7. The date and time of each face to face check with checking staff member's signature or ID.
 8. Medical Conditions
- B. The arresting officer, or their designee, and the shift supervisor shall be responsible for the supervision of and is accountable for the well being and security of all prisoners. The arresting officer or their designee shall be responsible for the processing and searching of all prisoners detained (10A:34-4.1).
1. Physical cell checks of detainees placed in a cell shall be made at least every 30 minutes.
 2. Closer surveillance shall be made for detainees who are:
 - a. A security risk (physical cell checks at least every 15 minutes);
 - b. A suicide risk (physical cell checks at least every 15 minutes);
 - c. Demonstrating unusual or bizarre behavior (cell checks at least every 15 minutes); and/or
 - d. Exhibiting signs of mental illness (cell checks at least every 15 minutes).
 3. A record of the physical cell checks shall be maintained in a log that shall contain, at the minimum, the following information on the detainee:
 - a. Full Name;
 - b. Gender;
 - c. Date and time initially placed in cell;
 - d. Date and time of release;
 - e. Date and actual time of each physical cell check; and
 - f. Signature of staff member conducting physical cell checks.

4. Detainees who are injured or who become ill while in custody shall be seen by appropriate medical personnel without delay. A record of the date and time of the medical visit shall be maintained in the log. Seriously ill or injured detainees shall be transported immediately to an appropriate medical facility.
 5. Special medication shall be provided to detainees if the need is verified by a physician.
 6. If a detainee is confined during regular meal periods, the detainee shall be provided a meal.
 7. Telephone calls shall be permitted for purposes of, but not limited to, notifying relatives, obtaining legal representation, and posting bail. Long distance telephone calls may be made "collect."
- C. The arresting officer or their designee shall be responsible for securing a prisoner in a temporary detention room and shall be responsible for monitoring unattended prisoners within the secured temporary detention room.
- D. Prisoners may be temporarily restrained to a cuffing bench if they are a danger to themselves or others.
- E. Male, female, and juvenile detainees shall be kept separate from one another by sight and sound and not placed into the same temporary detention room. If separation is required, the officer should utilize a temporary detention room for the detainee who is not currently being processed.
1. Except as may be necessary when incidental to initial processing, sight and sound separation shall be maintained at all times between a juvenile and an adult held in secure custody. This requirement applies equally with respect to non-offender juveniles, status offender juveniles and juveniles detained for an act of delinquency. Non-offender juveniles will be held in the soft interview room.
- F. Removal of Personal Property:
1. Any article or object, which might be used to inflict injury to the detainee or others, be used as a means of escape or can be used to mark or damage any part of temporary detention room shall be removed. These articles should include, but not limited to:
 - a. Belts;
 - b. Shoe laces;
 - c. Neck ties;
 - d. Cigarettes and lighting devices; and
 - e. Any other object or item of clothing that might be readily adapted to inflict injury.

2. All articles removed from a detainee shall be inventoried, properly safeguarded and a copy of the inventory provided to the detainee.
- G. Smoking – Detainees are not permitted to smoke any cigarettes, cigars or other smokeless device while detained in a temporary detention room.

VIII. JUVENILE DETENTION LOGS

- A. In accordance with N.J.A.C. 13:94-2.6 separate admissions log and secure custody log will be maintained for juveniles.
- B. The juvenile admissions log shall include the following information concerning each detained juvenile:
1. Name;
 2. Date of birth;
 3. Gender;
 4. Race/ethnicity;
 5. The charges or other circumstances in connection with which the juvenile is being held;
 6. The date and time of admission into the facility;
 7. The date and time of release from the facility;
 8. If the juvenile is held beyond six hours in the facility;
 9. Whether the sight and sound separation required by N.J.A.C. 13:94-2.1 has been maintained; and
 10. Information sufficient to enable the reader to determine whether the juvenile was held in secure or non-secure custody.
- C. A separate secure custody log shall be maintained for each juvenile held in a secure temporary detention room. The secure custody log shall be kept or posted in close proximity to the secure temporary detention room, and shall contain the following information:
1. The name of the juvenile;
 2. The temporary detention room number;
 3. The date and time the juvenile was placed in the temporary detention room;
 4. The date and time of release from the temporary detention room; and
 5. A record of each inspection of the juvenile by law enforcement personnel.

- a. Each inspection shall be recorded, showing the date and time, describing the general condition of the juvenile, and shall be initialed by the inspecting law enforcement personnel.
 - b. Inspections shall be made not less frequently than every 15 minutes.
- D. Juvenile non-offenders and status offenders shall be held only in non-secure custody in a room that cannot be secured, in accordance with the New Jersey Juvenile Justice Commission regulations.

IX. TEMPORARY DETENTION ROOM SECURITY CONCERNS

- A. Firearms shall be secured in the weapons locker before entering a temporary detention room when a prisoner is present in the room.
- B. If an emergency arises in a temporary detention room the officer shall activate a panic button to summon additional assistance. When a panic button is activated the communications operator shall immediately dispatch at least two of the closest officers to assist. An announcement will be made over the in-house public address system.
 - 1. **Alcotest Operation** – In accordance with the State of New Jersey v. Chun decision, no device capable of emitting Radio Frequency Interference (RFI) is permitted in the processing room where the Alcotest Instrument is located. Due to this decision, Officers are not permitted to bring portable radios or cell phones into the processing room when a breath test is being conducted. If the alarm button for the processing room is not working a second officer will be present outside the room when breath testing is being performed to summon assistance if an emergency arises.
- C. When a prisoner is secured in a temporary detention room, the room shall only be accessed by a sworn officer who is charged with the supervision of the prisoner. If a prisoner needs to meet with his/her attorney or other appropriate guest the prisoner shall be relocated to an interview room.
- D. Prisoner escape prevention is primarily the responsibility of the supervising officer. The likelihood of an escape from a temporary detention room can be reduced by performing the following.
 - 1. All prisoners shall be thoroughly searched, by hand, prior to entering the temporary detention room in order to find any item that could be used to facilitate an escape.
 - 2. The temporary detention room door shall remain closed and secured at all times a prisoner is present in the room
- E. The officer supervising the prisoner shall make a documented face-to-face observation of the prisoner, who is secured in a temporary detention room, at least every thirty minutes.
- F. The audio / video monitoring system shall remain activated at all times that detainees are present due to the added measure of safety and security the system

provides. The monitoring system shall not be used as a substitute for physical cell checks of detainees (10A:34-3.10).

1. The use of audio / video devices will be used to monitor prisoners between the face-to-face visual observations.
 2. Care shall be taken that there is no intrusion of privacy in the area around the sanitary unit by use of the audio / video system.
 3. If audio and video monitoring system is not functioning as designed, face-to-face monitoring of the detainees shall be required, as set forth in 10A:34-4.1.
- G. A key control system provides for an accurate accounting of the location and possession of each key. One key fits all the cells (C1, C2, C3, C4 and W5). The main key is stored in the cell block. The duplicate key is maintained in the sergeant's office (10A:34-3.1).

X. TEMPORARY DETENTION ROOM FIRE PREVENTION AND SUPPRESSION

- A. During a fire or other emergency, the primary responsibility of an officer is the safety and security of his/her prisoner. To address fire prevention and suppression the agency has provided for the following.
1. Fire Prevention - The temporary detention rooms are equipped with automatic fire detection equipment and are inspected daily for fire hazards by the day shift patrol supervisor.
 2. Fire Evacuation – If there is a fire or other emergency requiring the evacuation of the facility the arresting officer or their designee shall immediately notify communications that an evacuation will begin and why. Communications shall document the request and send appropriate assistance (police, fire, EMS personnel) immediately. The prisoners shall be handcuffed and removed from the facility as quickly as possible. The prisoners shall be secured in the rear of a patrol vehicle that is equipped with a security barrier. The arresting officer or their designee shall stay with and guard the prisoner until the prisoner can either be returned into the facility or transported to another facility.
 3. Fire Suppression – If a fire were to begin the discovering officer shall notify communications of the incident, request appropriate assistance (police, fire, EMS personnel), and take immediate action to suppress the fire, if possible. The facility is equipped with fire extinguishers for this purpose.

XI. TEMPORARY DETENTION ROOM INSPECTION AND ADMINISTRATIVE REVIEW

- A. The oncoming shift patrol supervisor shall be responsible for conducting an inspection of the municipal detention facility for fire hazards, evidence of weapons, contraband, sanitation condition, and the presence of pests or vermin (10A:34-2.10). The fact that this inspection was completed will be reflected in the header the squad sergeant's daily patrol blotter.
1. If any evidence of weapons, contraband, fire hazards, sanitation condition, and the presence of pests or vermin is found the Chief of Police will be notified through the chain of command.

2. If any evidence of weapons or contraband is discovered internal affairs will conduct an investigation.
 3. If any evidence of an unsatisfactory sanitation condition, fire hazard, and or the presence of pests or vermin is found the condition will be corrected as soon as possible by notifying the Department of Public Works or an outside contractor. Administrative approval will be needed to hire an outside contractor.
- B. The day shift patrol supervisor shall be responsible for conducting a security inspection of the cell block area at least weekly and a written report shall submitted to the Chief of Police or officer in charge of security of the municipal detention facility (10A:34-3.1a).

XII. PROCESSING ROOM SECURITY CONCERNS

- A. The arresting officer will maintain supervision and is accountable for the well being and security of a detainee during the processing of prisoners within the facility unless properly relieved by another law enforcement officer.
1. The responsibility of prisoner security will not be transferred to a civilian.
 2. Other sworn officers may assume responsibility if directed to by a command officer or permitted by policy.
- B. Prior to entering the processing room, when a prisoner is present, all firearms will be secured in a weapons locker located outside the room. Firearms are prohibited within the security perimeter of the cell block area (10A:34-3.1c).
1. Firearms will remain in the weapons locker until the prisoner is released, removed from the processing room, or transferred from the custody of the arresting officer.
 2. Unless an emergency exists, officers assisting the arresting officer will secure their firearm(s) in a weapons locker.
 3. Officers will ensure that weapons are not accessible to unauthorized persons.
- C. If an emergency arises in the processing room the officer shall activate the panic button to summon additional assistance. When a panic button is activated the communications operator shall immediately dispatch at least two of the closest officers to assist.
- D. Prisoner escape prevention is primarily the responsibility of the arresting officer. The likelihood of an escape can be reduced by performing the following:
1. All prisoners shall be thoroughly searched by hand in order to find any item that could be used to facilitate an escape.
 2. All prisoners shall be secured unless they are being processed, using the bathroom, or making a telephone call. When a prisoner has to use the

bathroom an officer or matron of the same gender shall accompany the prisoner at all times.

3. Prisoners who demonstrate the ability to slip out of handcuffs, shall be secured with an alternative method (e.g., tightening of the traditional handcuffs, using disposable handcuffs in lieu of or in addition to traditional handcuffs, using a handcuffing belt to supplement traditional handcuffs, etc.)
 4. When possible, there should be two officers present, whenever a prisoner is not secured, for the purpose of processing or when allowing the prisoner to make a telephone call.
- E. The only equipment or items authorized to be present in a processing room/area is of the type that is needed to facilitate the arrest processing and testing of person taken into custody. All other equipment or items will be considered contraband. The shift supervisor shall conduct an inspection of the processing room/area some time during their shift to make sure this policy is being complied with and if not to take action to assure it is.

XIII. DETAINEE SEARCHES

- A. A search of the detainee is required prior to placing the detainee into a cell or secured area/facility (NJAC 10A: 34-3.2). Detainees being turned over for confinement to a correctional facility or another law enforcement agency are to be subjected to this type of search as well. Confinement is the determining factor for whether to conduct this search.
1. Arrestees should have been "searched incidental to their arrest" at the scene of the arrest. Additional property in possession of the arrestee at the time of arrest, such as luggage, bags, etc., is not subject to a pre-confinement inventory unless the arrestee is first given the opportunity consent to the inventory or to make alternate arrangements for the disposition of this property.
 2. Arrestees who will be released ROR or on bail immediately after processing shall not be subject to a pre-confinement search unless otherwise confined or another recognized exception to the warrant requirement is evident. A strip search may still apply, see separate policy on strip searches.
- B. Prior to confining an arrestee in a cell or secured area/facility (NJAC 10A: 34-3.2) or prior to the transfer to a correctional facility, the arresting officer shall conduct a thorough search and inventory of the arrestee and his/her personal effects. If circumstances prevent the arresting officer from conducting this search and inventory, then the road sergeant/shift commander shall ensure that another officer conducts the search. This search shall be done in our building even if a previous search of any type was conducted elsewhere. Property shall be bagged and logged on the cell Log.
- C. This search and inventory is performed to discover any weapons or implements arrestees could use to injure police personnel, themselves or others, aid in an escape attempt, safeguard arrestees' valuables, and protect the agency against false claims of theft or loss of arrestees' belongings.

D. Pat Searches (10A:34-3.3).

1. A pat search shall be conducted while the detainee is fully clothed. A pat search includes both the touching of the detainee's body through clothing, including hair, dentures, etc., and a thorough examination into pockets, cuffs, seams, etc., and all personal property in the detainee's possession.
2. Pat searches of detainees may be conducted at any time where conditions indicate a need for such searches.
3. In addition to the foregoing routine searches, a pat search may be conducted at any time when there is a reasonably clear indication that the detainee is carrying contraband.
4. Pat searches may be conducted by either male or female officers upon male detainees. Except in emergent circumstances, pat searches shall only be conducted by female officers upon female detainees.

E. Strip and Body Cavity Searches (10A:34-3.4 / 10A:34-3.5 / 10A:34-3.8) are covered under the Strip and Body Cavity Search policy.

F. Canine Searches (10A:34-3.11) are authorized. All detainees and their possessions and all municipal detention facilities, areas, objects and properties may be subject to searches by a canine team(s), specially trained to discover and indicate to the handler(s) the presence of various substances and materials.

G. Use of Scanning Devices (10A:34-3.9) is authorized. Searches of detainees, areas and objects by the use of handheld metal detector are authorized and may be done routinely and randomly where necessary for security purposes.

XIV. SUICIDE PREVENTION, CONTROL, AND INVESTIGATIONS (10A:34-4.3)

A. The following procedure is to be followed:

1. Every detainee will be evaluated (screened) to determine if they are a suicide risk when they are admitted into the facility.
2. Some indications of suicide risk may be:
 - a. Past departmental experience with the detainee;
 - b. Verbal threats of suicide;
 - c. Violent or rebellious behavior;
 - d. High level of drug or alcohol involvement including current condition;
 - e. Display of inappropriate demeanor;
 - f. Low self esteem;
 - g. Acting in a subdued or withdrawn manner; and

- h. Information received from other source (family, physician, friend, etc.).
- 3. If a detainee is considered to be a suicide risk the arresting officer, or another officer, will remain with the detainee at all times while they are housed in the facility. There will be no exceptions to this rule.
 - a. If a detainee is considered to be a suicide risk the arresting officer and the patrol supervisor shall expedite the detainee's processing and release or transfer to appropriate facility.
- 4. When placing a detainee in a cell, the following shall occur:
 - a. Remove potentially dangerous articles form the prisoner (belts, shoe laces, ties, etc.);
 - b. Inspect the cell for all dangerous articles; and
 - c. If the detainee is to be transferred to another agency, holding or medical facility, the receiving agency, holding or medical facility shall be made aware of the results of any risk assessments obtained and the actions this agency has taken relative thereto.
- 5. If a detainee shall attempt suicide, the following shall occur:
 - a. Appropriate first aid shall be rendered by at least two officers.
 - b. In accordance with 10a:34-4.3(a) an emergency rescue tool (cutting device) shall be available should it become necessary to cut any item used to facilitate a suicide attempt (e.g. shoelaces, clothing, belt, etc.) The rescue tool is located in the detention processing area hanging on the wall near the cell block area.
 - c. Appropriate emergency medical services shall be notified;
 - d. Notification to the Chief of Police shall be made through the appropriate chain of command;
 - e. The officer responsible for the supervision of the detainee shall prepare and submit a written report to the Chief of Police through the appropriate chain of command.

XV. PROCEDURE – SUICIDE RISK MANAGEMENT (10A:34-4.3)

- A. If, based upon a police officer's observations or an arrestee's outward manifestation of any of the above indicators or the police officer has reasonable belief based upon independent observations and perception of the subject, a police officer has a suspicion that a subject may be in a suicide risk, the police officer should take the steps necessary to ensure the subjects safety.
- B. These steps will include closer surveillance, which will include cell checks every 15 minutes and shall be made for detainees who are;

1. Security risks;
 2. Suicidal risks;
 3. Demonstrating unusual or bizarre behavior; or
 4. Exhibiting signs of mental illness.
- C. The police officer should immediately notify the on-duty supervisor and initiate actions to prevent any attempt at suicide. The first step in ensuring the subject's safety is to initiate close observation and constantly monitor the subject. Under ideal conditions, constant observation may take the form of a continuous face-to-face supervision of the subject. However, concerns for officer safety may preclude face-to-face supervision. In the event the subject must be lodged in a barred cell, the Communications Officer will be notified to maintain constant closed-circuit observation. In addition to closed-circuit surveillance, physical checks must be maintained and documented every 15 minutes.
- D. In any event, the subject should not be lodged in a barred cell any longer than necessary to complete processing and secure a release to a responsible party. A "responsible party" is defined as competent adult, preferably a family member, or a facility to which the subject can be remanded. The responsible party should be willing to accept responsibility for the subject and have the capacity to see to the care of the subject.
- E. The need to surrender the subject to a responsible party does not preclude the responsibility of the police officer to conduct a thorough background check of the individual. Normal arrest processing procedures, such as checks for warrants, fingerprinting and photographic identification should be completed in compliance with department policy prior to release.

XVI. PROCEDURE – RELEASE OPTIONS

- A. In the event the arrestee will be held in lieu of bail, the police officer and supervisor should make immediate arrangements to have the individual remanded to the Monmouth County Correctional Institution. It will be the responsibility of the arresting officer to communicate to the Sheriff's Department that it is suspected that the individual may be a suicide risk. The patrolman making the notification will document on the Arrest Report to whom the notification was made.
- B. If there are warrants pending from another jurisdiction, the arresting officer and the on-duty supervisor should make arrangements with the jurisdiction holding the warrants to transport the individual as soon as possible. The arresting officer should notify the jurisdiction that the individual is a possible suicide risk so that the jurisdiction has some lead time to make necessary arrangements to see to the care of the individual.
- C. If the subject is to be released without bail or released on his/her own recognizance, the arresting officer and the on-duty supervisor should make arrangements with a responsible party for the release of custody. Again, the arresting officer should alert the responsible party to the fact that the individual may be a suicide risk.

- D. If there is no reason to hold the individual and a responsible party can not be found, the arresting officer and the on-duty supervisor should make arrangements for a mental health screening. The mental health screening may be on a voluntary or involuntary basis.

XVII. PROCEDURE – MUNICIPAL JAIL SUICIDES

- A. Should a subject, while in police custody, attempt suicide or be discovered to have committed suicide, immediate steps must be taken to render appropriate emergency rescue procedures and activate emergency medical services. The actual rescue attempt is subject to the following restrictions:
1. No police officer or unsworn personnel should enter the cell or unlock the cell door until at least one other police officer is present to assist. This action is necessary to protect police personnel in the event the subject is using suicide as a ploy to facilitate his/her escape.
 2. If there are obvious signs that the subject has attempted suicide, i.e. cyanosis.
 3. If the suicide or attempt is by hanging, the cut down rescue tool is located in the detention processing area hanging on the wall near the cell block area.
 4. In the event the Communications Officer makes the discovery, he/she will notify personnel via the police radio frequency. The Communications Officer can only act as the assist person until properly relieved by sworn personnel.
 5. No police officer may enter the cell block area while armed. The police officer (s) must secure sidearm (s) prior to making any physical contact with the victim.
- B. Upon the discovery of a suicide attempt or actual suicide, the on duty supervisor will be contacted. The on duty supervisor will be responsible for conducting the initial investigation into the incident. In addition to notifying the on-duty supervisor, the following personnel and agencies must be notified immediately:
1. The Chief of Police.
 2. Patrol Division Commander.
 3. Detective Division Commander.
- C. The Detective Division Commander will be responsible for assigning personnel from his command to conduct the follow up investigation. In addition to investigative responsibilities, the Detective Division will be responsible for notifying the following agencies with the time frame required by the respective agencies:
1. The Monmouth County Prosecutor's Office will be notified immediately.
 2. The Monmouth County Medical Examiner's Office will be notified immediately. As per N.J.S.A. 13:49-1.2 the Medical Examiner's Officer is responsible, at the Office's discretion, for conducting a post mortem examination.

3. The New Jersey Department of Corrections will be notified via telephone within three (3) days.

XVIII. REPORTING DETAINEE DEATHS (10A:34-4.4)

- A. The following procedure shall be followed when reporting the death of a detainee:
 1. The Chief of Police and Internal Affairs shall be notified through the appropriate chain of command.
 2. Following the death of a detainee, notification shall be given by the Chief of Police to the Coordinator, Bureau of County Services, Department of Corrections, within three business days.
 - a. The Patrol Supervisor shall ensure that the temporary detention area is secured for the preservation of evidence until the arrival of Internal Affairs.
 - b. Internal Affairs will undertake an investigation to determine the manner in which the death or injuries resulting in the death of the detainee occurred.
 3. Following this notification and within two weeks, a written report shall be submitted by the Chief of Police to the Coordinator, Bureau of County Services, Department of Corrections. This report shall contain, at minimum, the following information:
 - a. Detainee's name, age and sex;
 - b. Date and time of admission into the cell or holding room;
 - c. Reason for placement in cell or holding room;
 - d. Log book entries noting the times of each physical cell check;
 - e. Circumstances surrounding the death; and
 - f. Findings of the investigating officer.

XIX. REPORTING

- A. All appropriate forms, i.e. Field Reports, Investigation Reports, Evidence/Property Reports, etc. will be completed in a reasonable amount of time (not to exceed three days). In addition to the in-house reports required by such an event, First Responding Officer's Uniform Checklist should be completed. Additional information required as per the Monmouth County Uniform Policies for Law Enforcement, section I. Death Investigation Manual, chapter 2, Jail Hangings should be completed in the Notes/Observations/Etc. section of the First Responding Officer's Uniform Checklist.
- B. Copies of the reports, including the results of said investigation, will be forwarded to New Jersey Department of Corrections within two (2) weeks of the date of the incident.

XX. SALLY PORT (10A:34-2.9)

- A. The Wall Township Police Department is equipped with a Sally Port area to provide for the transfer of prisoners to and from the municipal detention facility. The Sally Port shall contain the following:
1. Interlocking doors;
 2. Audio (intercom) and video communication;
 3. Emergency alarm button; and
 4. A weapons locker or in a location convenient to the detainee entrance.

XXI. DETAINEE ESCAPE PREVENTION AND RESPONSE PROCEDURES (10A:34-3.1e)

- A. Detainee escape prevention is primarily the responsibility of the arresting officer and the patrol supervisor. The following shall occur when bringing a detainee into the temporary detention facility:
1. All detainees shall be thoroughly searched by hand in order to find any item that might be used to facilitate an escape;
 2. The individual cell door and the doors to the cell block area shall remain closed and secured at all times a detainee is present in the temporary detention area.
 3. The following procedure is to be followed in the event of an escape:
 - a. In the event that a detainee is found to be missing from anywhere within the temporary detention area, a check will be made with all units to determine if an escape had in fact occurred. When it has been determined that an escape had in fact occurred, the following notifications shall be made immediately:
 1. Chief of Police, through the chain of command;
 2. Internal affairs;
 3. Detective supervisor;
 4. Surrounding law enforcement agencies; and
 5. All on-duty police officers.
 - b. The above notifications shall include the following information:
 1. The name of the escaped detainee;

2. A full description of the detainee including information as to all known physical characteristics and the clothing worn. If available, the processing photo of the detainee shall be disseminated to law enforcement agencies and their personnel;
 3. The reason for the individuals detention;
 4. Any and all other information which would aid in the apprehension of the suspect; and
 5. Any and all information necessary for officer safety.
- c. A thorough search of the building will be made to assure that the detainee is not located in another area of the building housing the temporary detention facility.
 - d. Notification of the escape of the detainee shall be made to surrounding law enforcement agencies, including those agencies wherein the detainee resides or has substantial contacts. Alarms will be sent via SPEN and N.C.I.C. Teletype.
 - e. The patrol supervisor shall ensure that the cellblock area is secured for the preservation of evidence until the arrival of internal affairs.
 - f. Internal affairs will undertake an investigation to determine the manner in which the detainee accomplished his escape.

XXII. PROCEDURE CO-OP DETENTION FOR OTHER POLICE AGENCIES

- A. Any law enforcement agency from another jurisdiction placing a prisoner in Township facilities will adhere to the following procedures:
 1. The on-duty Shift Supervisor will be notified of any prisoner brought into the Police Building by an outside agency prior to placement in a cell or other detention facility.
 2. After permission is granted, the Supervisor shall oversee prisoner search and condition of the prisoner. The Supervisor will make themselves aware of the bail, disposition, and telephone calls.
 3. When the prisoner is placed in the cellblock, the detainee log will be filled out along with a field report. The Duty Supervisor will make an entry in his pass-on report for the oncoming shift. The oncoming duty supervisor will be informed of the prisoner's presence and condition by the off going supervisor.
 4. If the situation does not require the use of the jail, but the prisoner is temporarily detained, issued a summons, and released, a field report shall be filled out and completed, indicating the facts of the incident, and the disposition. This will also be noted on the Supervisor's Daily Pass-on Report. If unknown, the person presenting the detainee for detention should be required to produce identification and the appropriate

commitment or warrant forms. Prior to accepting, the Duty Supervisor is to be satisfied that there is no other alternative except to house the detainee. The purpose for housing is in the spirit of cooperation with other law enforcement agencies, but not to do someone's work or accept responsibility for detainees.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 15	SECTION: 27	# OF PAGES: 2		
SUBJECT: THREATS TO MEMBERS OF THE JUDICIARY				
EFFECTIVE DATE: February 2, 2009		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief David Morris				
SUPERSEDES ORDER #: GO 1996-03				

PURPOSE The New Jersey Administrative Office of the Courts has laid forth guidelines to follow in the event a threat is received regarding the safety of a Municipal Court Judge or other State Judiciary members.

POLICY The Wall Township Police will thoroughly investigate all threats made against any member of the Judiciary within our Municipality. The Wall Township Police Department will conduct an investigation of the threat. Upon initiation of an investigation, the investigating officer will immediately report the threat and investigation to the New Jersey State Police, Central Security Bureau at (609) 882-2000 ext. 2937.

The Central Security Bureau will maintain the option of entering the investigation and will maintain a central file of all threats reported. Written transmittals to the State Police should be directed to the Intelligence Service Section Supervisor, P.O. Box 7068, West Trenton, N.J. 08625.

PROCEDURE

- I. Any threat received by our Municipal judge or brought to the attention of the Wall Township Police Department, which does not appear to be entirely frivolous, will be reported promptly to the Chief of Police through the chain of command.
 - A. The Wall Township Police Department will procure all evidence of the threat.
 - 1) The investigating officer will follow all Department policy and procedure to ensure fulfillment of proper chain of evidence requirements for all physical evidence seized, i.e. threat letter and envelope, during the course of the investigation.
 - B. In the event the threat was telephonically received, the investigating officer will learn as much detail as possible about the threat, including:

- 1) Description of the caller's voice characteristics
- 2) Specific language used, etc.
- 3) Specific reason given for the threat
- 4) Location of caller (background noises)

C. In the event the Wall Township Police Department is advised of a threat against a Chief or Associate Justices of the Supreme Court, Judges of the Superior Court and the Tax Court, the investigating officer will immediately notify the Central Security Bureau or his assistant at (609) 341-5058. The Central Security Bureau will assume responsibility for the investigation, but the Wall Township Police Department, as the receiving agency, may be called upon to assist the in procurement of evidence in an emergent situation.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 9	SECTION: 15	# OF PAGES: 3		
SUBJECT: TIME AND ATTENDANCE				
EFFECTIVE DATE: March 2, 2009		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief David Morris				
SUPERSEDES ORDER #: GO 2008-03				

PURPOSE To establish clear and concise procedures by which the time and attendance of all Department employees can be accurately tracked without unnecessary duplication of efforts.

POLICY Effective January 4, 2008, all full time salaried employees of the Police Department shall no longer utilize the Department time clock to "punch in" and "punch out" for their tours of duty.

Part time/hourly employees of the Police Department shall continue to utilize the Department time clock as their means of time documentation.

PROCEDURES

I. Full Time/Salaried Employees

- A. Time and attendance for all full time salaried employees, commencing on 1/4/08, will be accounted for in the POSS software system. This will take place on an interim basis for purposes of evaluation.
- B. All time off, shift switches, changes in daily work hours, or any other situation affecting time and attendance shall be entered into the POSS software system.
- C. All such entries shall be submitted to proper authority for approval or denial.
- D. All overtime requests shall continue to be documented with the Police Department Overtime report. Overtime shall continue to require pre-approval by appropriate authority and the signature of a Supervisor upon being submitted. Employees who work unauthorized overtime will not be credited for that time. Overtime shall be permitted as outlined in the appropriate Collective Bargaining Agreements.
- E. Overtime reports are to be considered as official Police Reports. Any falsification of said reports will constitute an act of fraud and will result in appropriate discipline and any other applicable actions.
- F. Regular and timely attendance of all employees is essential to ensure that each Division/Unit operates at maximum efficiency. Employees will be at their work assignment, ready and able to perform their duties, at the starting time designated for their assignment. Attendance and punctuality will be considered, among other factors, in the employee's performance evaluation. Supervisors are to monitor the timeliness of their personnel and address & report problems accordingly toward evaluation of the time and attendance system.
- G. At the beginning of each new calendar year, the Information & Technology officer shall memorialize the previous year's personnel schedules (via disc or other appropriate means) for documentation in the Master Files.

II. FLEX FRIDAY PROGRAM

- A. All non-union employees are eligible to take part in the Flex Friday program. Below are the stipulations for qualified personnel. Participation is optional and you must be a full time employee to take part.
- B. Flex time will be split into two groups, phase 1 and phase 2. Each group will be on intermittent Friday schedules. In certain circumstances in small departments, allowances have been made for a Monday schedule to accommodate at least two employees being on duty every Friday.
- C. Employees must work an additional half hour per day at the beginning or end of their shift (time can not be taken at lunch) and give up one fifteen minute break per day to be entitled to have every other Friday off. A schedule must be given in advance to the employee's supervisor if the employee is planning to take vacation or be off work for any planned absence. These schedules will be turned in to the Township Administrator for reference purposes.

- D. If an employee is absent for any reason, they must make up the forty five minutes for each eight hour day. Prior to any make up time being worked, the employee must advise their supervisor of their adjusted make up schedule.

Example:

1. If you are out one day, you may take a half a lunch break and give up your other fifteen minute break to repay the time.
 2. Another option is for you to be charged eight and a half hours for the day you were out and just give up one break.
- E. If the office is closed due to inclement weather, no compensation will be given to the employees that are already scheduled to have the day off.
- F. If an employee's flex day falls on a holiday, the employee must consult their immediate supervisor as to when the flex day can be used in the future. Friday substitutions are not an option.
- G. Though participation in the flex program is optional, any employee taking part must comply with the additional hours and pay back times or they will be returned to their previous schedule.

III. PART TIME/HOURLY EMPLOYEES

- A. Part time/hourly employees shall continue to utilize time cards for documentation of time and attendance.

WALL TOWNSHIP POLICE DEPARTMENT			
<i>Standard Operating Procedure</i>			
VOLUME: 18	CHAPTER: 1	# OF PAGES: 14	
SUBJECT: TRAFFIC ENFORCEMENT AND CONTROL			
EFFECTIVE DATE: April 1, 2009	ACCREDITATION STANDARDS: 3.6.1, 3.6.2, 3.6.3, 3.6.4, 3.6.5	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #:			

PURPOSE: To establish guidelines for stopping and contacting traffic law violators that ensures the safety of both the violator and the police officer. The purpose of this policy is to establish uniform guidelines for officers to follow regarding traffic direction, control, and enforcement action(s) incidental to a violation.

POLICY: It is the policy of this department that officers conduct traffic related matters in the safest possible manner. Other public services, such as traffic direction and control, should also be conducted in the safest manner possible. This department strives to achieve voluntary compliance with traffic laws by observation, education, detection, prevention, and by taking appropriate action(s) when traffic violations are observed.

PROCEDURES

I. Reference Material.

- A. 2C: 40-26: Operating motor vehicle during period of license suspension.
- B. 39:3-40.3: Impoundment of motor vehicles.
- C. American National Standard for High Visibility Safety Apparel.
- D. Manual on Uniform Traffic Control Devices (MUTCD).
- E. New Jersey Constitution, Article IV, Section IV, Paragraph 9.
- F. New Jersey Motor Vehicle Commission (NJMVC) MR-5 Driver Examination and/or Medical Evaluation Request form.
- G. State v. Pierce.
- H. Uniform Traffic Ticket.
- I. U.S. Constitution, Article I, Section VI.
- J. U. S. State Department – Diplomatic and Consular Immunities.

II. Procedures for Traffic Enforcement.

- A. The role of the officer is to observe and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed. Enforcement policies cannot and should not supplant the officer's discretion, based on professional judgment, training, and experience. Remember that both qualitative and quantitative emphasis is integral to the success of the Traffic enforcement program. All officers shall take appropriate enforcement action for each violation witnessed or reported to them. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner, and may encompass the following: a verbal warning, a traffic citation, or actual physical arrest. Officers have the discretionary authority as to which form of enforcement is to be taken by them. These include but are not limited to the following:
 - 1. **Verbal warning** - used by the officer when it is obvious that the violation was unintentional and that the violator will now comply with the law due to the officer's warning.
 - 2. **Written warning** - used by the officer when it is obvious that the violation was unintentional but when he/she feels that a verbal warning would be inappropriate and a stronger stance is necessary.
 - 3. **Traffic summons** - used in the case of hazardous traffic violations, flagrant violations, and serious equipment violations. A summons can also be used for a minor traffic violation where the officer believes the violation was intentional or where the officer believes that no amount of verbal warning will ensure the violator's compliance with the law. An officer should issue summonses for motor vehicle crashes if their investigation clearly establishes fault.

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4. **Physical arrest** - this form of enforcement action is to be used in the case of only the most serious of motor vehicle violations. These violations include but are not limited to the following:
 - a. Driving while intoxicated.
 - b. Possession of CDS in a motor vehicle.
 - c. Leaving the scene of a motor vehicle collision involving injury.

III. **Traffic Law Violations.**

- A. **Non-Residents & Residents** - Officers may consider use of warnings for non-residents and residents who commit a minor non-hazardous violation. Officers should consider the issuance of a summons for serious or hazardous violations, depending on the circumstances.
- B. **Juveniles** - Officers may consider use of warnings for juveniles who commit a minor, non-hazardous violation. Warnings may include advice to parents. Officers should consider the issuance of a summons for serious or hazardous violations, depending on the circumstances. The officer should contact the parent or guardian of a juvenile to advise them that they have received a warning for moving violations. If the driver is in violation of the Provisional Driver Law, officers should not allow the violator to continue to drive. Officers should either allow the driver to legally park the vehicle or arrange for a valid driver to come immediately to the scene and remove vehicle.
- C. **Request for Driver's Re-Examination.**
 1. If a police officer encounters a driver who appears to be physically and/or mentally incapable of operating a motor vehicle, the officer will notify the New Jersey Motor Vehicle Commission (NJMVC) using the MR-5 Driver Examination and/or Medical Evaluation Request form provided by the NJMVC.
 2. Reexamination may be required of drivers in the categories below. Please check any on the NJMVC form that apply to this driver:
 - a. Persons having mental or physical disorders which may affect their ability to safely operate a motor vehicle;
 - b. Persons involved in a traffic accident resulting in a fatality where a violation of any of the provisions of N.J.S.A. 39:4-1 et seq. is established;
 - c. Persons who have accumulated 12 or more points as provided in N.J.A.C. 13:19-10.1; or
 - d. Persons convicted of violating any of the provisions of N.J.S.A. 39:4-1 et seq, where the judge determines that the offense was of such a careless, reckless or indifferent nature as to require reexamination.

3. All of the information boxes on the form must be completed in detail. The officer will submit the form to his or her supervisor for review and approval. The supervisor will be responsible for submitting the form to the NJMVC. A copy of the form will be retained by the agency in Records.
 4. If the driver's condition is such that continued operation of the motor vehicle will imminently endanger the motoring public, or the driver himself, further operation will not be allowed. The vehicle should be safely secured by parking it legally, if possible, or by impoundment and arrangements made for the operator. If a medical condition is present and requires the need of emergency attention an ambulance will be dispatched to the location.
- D. **Government Officials** - Members of the United States Congress going to, coming from, or while attending sessions, are immune from arrest, except for crimes of the first, second, or third degree (U.S. Constitution, Article I, Section VI). Members of the State Senate and Assembly going to, coming from, or while attending sessions, are immune from arrest, except for crimes of the first, second, or third degree (N.J. Constitution, Article IV, Section IV, Paragraph 9). For enforcement purposes, members of the U.S. Congress and the State Senate and Assembly will be treated in the same manner, and with the same courtesies, that would be extended to other persons claiming immunity.
- E. **Foreign Diplomats and Consular Officials** - Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two (2) classes of immunity: Foreign Diplomats and Consular Officials. Any of the following contacts with a Foreign Diplomat and Consular Official will require notification to the United States Department of State at 202-647-4000.
1. **Traffic summons** – Foreign Diplomats and Consular Officials may be given a verbal warning or issued a traffic summons for motor vehicle violations. For enforcement purposes, Foreign Diplomats and Consular Officials will be treated in the same manner, and with the same courtesies, that would be extended to other persons claiming immunity.
 2. **Physical arrest** – Foreign Diplomats (Diplomatic agents and members of administrative and technical staff) may not be arrested or detained. Reasonable restraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts. Career Consular Officers may be arrested and detained only for an indictable offence pursuant to a warrant. Honorary Consular Officer and Consular Employees may be detained and arrested.
- F. **Military Personnel** – Military Personnel who are passing through our service area may be treated as non-residents or if from our service area, as residents.

IV. Uniform Enforcement Policies.

- A. **Driving Under the Influence of Alcohol/Drugs (DWI):** Driving While Intoxicated (DWI) is a serious offense. Each year more than half a million people are injured and over 13,000 are killed in DWI related crashes. Officers of this agency will patrol diligently to apprehend any driver suspected of driving while under the influence of alcohol or drugs. Any driver found to be operating their vehicle in

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violation of the state's DWI laws should be arrested and prosecuted under the fullest extent of the law.

- B. **Driving/Registration Privilege Suspended or Revoked:** A traffic summons may be issued when an officer has stopped a vehicle and identified the driver as operating with a revoked or suspended license or a suspended registration. In certain circumstances an arrest may be warranted. Officers will not allow the driver to operate the vehicle at all, even to move it off of the roadway.

1. Operating motor vehicle during period of license suspension, fourth degree crime as follows (2C:40-26):
 - a. It shall be a crime of the fourth degree to operate a motor vehicle during the period of license suspension in violation of R.S.39:3-40, if the actor's license was suspended or revoked for a first violation of R.S.39:4-50 or section 2 of P.L.1981, c.512 (C.39:4-50.4a) and the actor had previously been convicted of violating R.S.39:3-40 while under suspension for that first offense.
 - b. It shall be a crime of the fourth degree to operate a motor vehicle during the period of license suspension in violation of R.S.39:3-40, if the actor's license was suspended or revoked for a second or subsequent violation of R.S.39:4-50 or section 2 of P.L.1981, c.512 (C.39:4-50.4a).
2. Should the prosecuting attorney determine the suspension fits the criteria of 2C:40-26, the violator can be charged accordingly and processed as an arrest.

- C. **Speed Violations:** Excessive speed is the second greatest cause of death and injury on the American highways. Uniform methods of enforcement of speed laws should be applied by all officers and range from a warning for minor violation to a traffic summons for serious violations. Procedures for the enforcement of laws applying to speed will vary in accordance with the type of equipment used.

1. **Pacing:** The officer should follow the vehicle being paced at a constant interval for an adequate distance to obtain a reading on the speedometer indicating a speed exceeding that posted. All speedometers must be calibrated annually in accordance with Division of Criminal Justice recommendations.
2. **Radar and LIDAR:** These tools may be utilized whenever possible for speed enforcement with concentration on specific known problem areas

- D. **Hazardous Moving Violations:** When handling a situation involving other hazardous violations, officers should consider the degree of the hazard, place, previous accident history of location, and the current directed patrol emphasis when making an enforcement decision.

- E. **Off-Road or Off-Road Vehicle Violations:** Off-road recreational vehicles include snowmobiles, dirt-bikes, mini-bikes, and all-terrain vehicles.

1. Any off-road recreational vehicle driven upon a public roadway is subject to traffic laws as specified in the New Jersey motor vehicle code or equivalent ordinance.

2. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported.

F. Equipment and Inspection Violations: When deciding between issuing a warning or a summons, the following factors should be considered.

1. Circumstances are clear that driver would have not been aware of the equipment or inspection violation.
2. Multiple violations versus a singular violation.
3. Obvious indications that equipment was deliberately removed, altered or neglected.
4. Obvious indications of disregard for inspection laws.

G. Public Carrier / Commercial Vehicle Violations: Officers should use their discretion in enforcing any public carrier or commercial motor vehicle violations. If the violation is serious, a traffic summons should be issued. If the violation or violations are non-serious but of a repetitive nature, a summons should be issued.

H. Licensing, Registration, or Insurance Violations: When deciding between issuing a warning or a summons, the following factors should be considered.

1. Circumstances are clear that driver would have not been aware of the Licensing, Registration, or Insurance violation.
2. Multiple violations versus a singular violation.
3. Obvious indications that document(s) was deliberately removed, altered or neglected.
4. If an operator is found to be driving a vehicle without possession a valid insurance card or without liability insurance he/she may take enforcement action in one of the following ways.
 - a. Issue the driver a summons or warning for 39:3-29.
 - b. Issue the driver a summons for 39:3-29 and require them to produce proof of insurance within 24 hours or have a warrant issued for the impoundment of their vehicle in accordance with 39:3-29.1a.
 - 1). 39:3-29.1a states that upon the issuance of a summons for failing to possess or exhibit an insurance identification card in violation of R.S.39:3-29, the violator or registrant shall have 24 hours from the time of the citation to provide the issuing law enforcement agency with the insurance identification card, or other satisfactory proof of insurance. Failure to provide the insurance identification card or other satisfactory proof of insurance within the 24-hour time frame shall result in the issuance of a warrant for the immediate impoundment of the vehicle that was being operated when the summons was issued. A motor vehicle impounded pursuant to the provisions of this subsection shall be removed to a storage space or garage. The registrant shall

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be responsible for the cost of the removal and storage of the impounded motor vehicle.

- c. There is no specific statute or case law in the State of New Jersey that authorizes or prohibits the impoundment of a motor vehicle for being operated on a highway without liability insurance. If an officer chooses to impound a motor vehicle at the time of a stop for not having liability insurance it must be articulated in a report as to why the vehicle could not be parked safely and why it was critical that it be impounded. Failure to do so opens both the officer and the agency to liability for improperly impounding a motor vehicle.
- 5. Impoundment of motor vehicles (39:3-40.3).
 - a. A motor vehicle may be impounded by any law enforcement officer if the registrant:
 - 1). Knowingly permits an unlicensed driver to operate that motor vehicle;
 - 2). Operates or permits the operation of that motor vehicle without a valid temporary registration or valid temporary registration plates as authorized under section 3 of P.L.1995, c.286 (C.39:3-40.2); or
 - 3). Fails to surrender a registration certificate and registration plates in accordance with the provisions of subsection b. or c. of section 2 of P.L.1995, c.286 (C.39:3-40.1).
 - b. A motor vehicle impounded under the provisions of this subsection shall be removed to storage space or garage and its registration certificate and registration plates seized. The registrant shall be responsible for the cost of the removal and storage of the impounded motor vehicle.
 - c. Proof of valid motor vehicle insurance before release of impounded vehicle (39:3-40.6).
 - 1). No motor vehicle which has been impounded pursuant to the laws of this State shall be released by the State or local law enforcement authority which impounded the vehicle unless proof of valid motor vehicle insurance for that vehicle is presented to the law enforcement authority. The recovery or salvage of the impounded motor vehicle by, or on behalf of, an insurer, financial institution or other lending entity, shall not require proof of valid motor vehicle insurance for that vehicle.
- I. **Parking Enforcement:** Non-emergency parking regulations, including tow away zones, time controlled zones, and handicapped parking will be enforced with reasonableness and impartiality in all areas of jurisdiction. Vehicles parked in fire lanes, and vehicles parked illegally presenting an immediate hazard to traffic, will be ticketed and towed immediately.
- J. **Newly Enacted Laws or Regulations:** The Chief of Police or designee will announce grace periods for newly-enacted laws, during which only warnings are

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given. After the expiration of the grace period, the officer will use discretion according to the circumstances.

K. **Violations Resulting in Traffic Collisions:** Officers should issue a traffic summons as a result of all motor vehicle collisions that involve personal injury, property damage, leaving the scene of the crash and other related violations. All other collisions an officer should use their discretion in deciding to issue a summons to the driver of the vehicle deemed to have caused the collision due to the violation of a traffic law.

L. **Pedestrian Violations:** Officers shall use their discretion when dealing with pedestrians. Depending on the seriousness of the pedestrian's action, warnings may be used as well as summonses when enforcing State laws regarding pedestrians.

1. Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns will be conducted by the department.
2. Officers will concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and/or severe.
3. With regard to pedestrian traffic laws, the spirit of the law will supersede the letter of the law and application will be made accordingly.
4. Pedestrian violations resulting in traffic accidents should be cited.

M. **Bicycle and Motorized Bicycle Violations:** The use of bicycles (muscle and engine powered) as a major means of transportation, both for business and recreation, has resulted in an increase in traffic accidents involving bicycles and an attendant increase in traffic fatality and personal injury accidents. It is inherent in the role of the police to enforce those laws relating to the safe operation of bicycles. In this regard, officers have a unique challenge with regard to their discretion in applying those laws. The following procedures are guidelines to discretion that should result in a more uniform and consistent application of the law:

1. In those areas where congestion and the frequency of traffic accident experience involving bicycles has been predominant, those laws pertaining to the proper operation of bicycles will be strictly enforced.
2. In those areas where traffic flow is minimal, visibility is unobstructed, and traffic accident experience low, officers will exercise discretion in the application of those laws regarding safe operation of bicycles.
3. Officers should be less tolerant with older offenders, age 15 and older, who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, under age 15, who may not be fully aware of their responsibility in the safe operation of bicycles. Summonses will not be issued to bicyclists under age 15.
4. Summonses should be issued to bicyclists for violations resulting in traffic accidents except as noted above.
5. Parents are to be contacted for violations of helmet law.

- N. **Non-Hazardous Violations:** Generally, a violator may receive a summons or a warning for non-hazardous violations. Where in the opinion of the officer the violation is intentional, flagrant, or hazardous the officer should issue the violator a summons for the violation.
- O. **Multiple Violations:** When encountering a traffic stop where multiple violations are identified, the officer should use their discretion, training and experience, and the violator's demeanor in formulating a decision on enforcement action. Generally, a violator may receive a summons or a warning for each type of violation observed in an incident for non-hazardous violations stemming from the same operation. For instances where, in the opinion of the officer, multiple violations are intentional, flagrant or hazardous, officers may charge violators for each violation. When issuing charges for multiple violations, only one violation may be charged on each traffic citation. Officer will cross reference each related citations.

V. Procedures for Motor Vehicle Stops.

- A. In preparing to stop a motorist, officers will consider the existing conditions, including, but not limited to, the roadway design, the road conditions, weather, lighting, and the current traffic flow, in order to create the safest possible environment for the traffic stop.
- B. Once a violator has been selected to be stopped, officers will use the patrol car's emergency lights and other necessary equipment to make the stop. Upon stopping, the patrol vehicle will be positioned in a way to afford maximal protection to the officer and to the violator's vehicle during the stop. At all times, officer safety will be considered.
- C. In most instances, the violator will be directed to pull to the far right side of the roadway to stop. However, officers will be prepared to deal with the driver who stops elsewhere, possibly creating a hazard.
- D. Upon initiating the traffic stop, officers will, when prudent, notify the dispatch center of their location and a description of the vehicle being stopped, including its registration state and number. The dispatcher will acknowledge the message prior to the officer's approaching the violator's vehicle. If possible, an officer should run the license plate using the in car MDC.
- E. When walking to the violator's vehicle, officers will approach with caution and position themselves in a safe location to communicate effectively with the driver and still view any other occupants of the car. Officers will be aware that any traffic stop can elevate to a high-risk situation at any time. Officers should use the passenger side approach technique, when possible, to avoid exposure to passing traffic and to approach from an angle that the driver is not expecting.
- F. In greeting the violator, officers will present a professional image and treat the motorist with respect and courtesy. This will include giving a greeting, identifying them-selves by rank and name, providing the reason(s) for the stop, and requesting the motorist's papers. During the course of the contact, officers will remain cognizant that criminal activity unrelated to the traffic stop may be present and as a result may warrant additional enforcement action.

- G. The contact will be closed once appropriate law enforcement action has been undertaken and there is no articulable reasonable suspicion that the occupants have committed, are committing, or are about to commit a further crime or offense. Officers should avoid lecturing a motorist, but they should make them aware of the violation and the consequences such actions could have.
- H. If a consent search is requested, the motorist will be informed of his/her right to refuse to permit the search. Such a request will occur after the violator's driver's license and registration card have been returned in order to ensure that if the motorist consents to the search, there is no question as to its voluntariness. See also search and seizure policy for more guidance on consent searches.
- I. Upon closure of the contact, officers will thank the motorist for his/her cooperation; if appropriate, will provide the violator with information as to how to respond to the chosen enforcement action(s); and will assist the violator in pulling safely back into traffic.
- J. Any additional descriptive information of value should be provided, along with the reason for the stop:
 - 1. Moving;
 - 6. Non-Moving;
 - 7. BOLO;
 - 8. Directed Stop;
 - 9. Parking Attended;
 - 10. Parking unattended; or
 - 11. Other (On view non-motor vehicle violation, commercial vehicle inspection, etc.)
- K. In the event the violator encounter is an unknown or high risk motor vehicle stop, officers will take additional pre-cautions by keeping the dispatch center informed, by utilizing the public address system to instruct the occupant(s) of the vehicle, by requesting backup officers, by having firearm and other law enforcement tools at the ready, by affording protection to nearby innocent citizens, and by keeping themselves in a safe position while accomplishing the stop.
 - 1. **Unknown Risk** - Unknown risk vehicle stops involve the action of an officer contacting a vehicle during the normal course of duties under circumstances, which do not immediately indicate an immediate threat to the officer. All vehicle stops should be considered to have some type of risk. Officers should use heightened awareness when approaching all vehicles and should also keep in mind the dangers that are posed by other vehicles in the area.
 - 2. **High Risk** - The following procedures may be employed when an officer initiating a vehicle stop has reason to believe that the occupants may be armed and dangerous:
 - a. When planning to stop the suspect vehicle, the officer shall notify the communications center; describe the nature or reason for the

stop; provide information on the vehicle, license plate number and number of occupants; and request appropriate assistance to make the stop.

- b. An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time or the urgency of the situation demands immediate action.
- c. After selecting an appropriate location and with adequate support units in position, the officer should signal the suspect to stop.

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VI. Procedures for Traffic Direction.

- A. **Manual Traffic Direction and Control:** Posture serves to communicate the fact that the officer is in command of the situation. The officer must therefore assume a military bearing, with his/her weight evenly distributed on both feet. When not engaged in signaling motorists, the officer must stand at ease facing the traffic and with hands at their side. When directing traffic, the officer's shoulders must be in line with the flow of traffic and their attention must be directed to the vehicular movements. All personnel must wear approved (reflective) traffic vest at all times (day and night)

1. **Hand Signals:** Prompt compliance to hand signals are dependent upon the officer's ability to use uniform, clearly defined and understandable gestures.

- a. **Stopping Traffic:** Two clearly defined motions are required to stop traffic. First, the officer selects the vehicle to be stopped. Looking directly at the driver, the officer points at the driver with the arm fully extended. The position is retained until the officer is observed by the driver. The officer then raises their hand so that the palm is toward the driver and the arm is slightly bent at the elbow. The officer maintains this position until the oncoming traffic has stopped. With

procedure with their other hand to stop the traffic moving in the opposite direction. The arms are not lowered until all traffic has been stopped.

- b. **Starting Traffic:** To start vehicular movement on the cross street, the officer pivots a quarter of a turn to place his/her shoulders parallel with the vehicles waiting to move. When the intersection is cleared, the officer turns their head to one side facing the waiting traffic. The officer attracts attention by pointing to the lead car. Then, turning the palm inward, the hand is brought up and over to the chin, bending the arm at the elbow. If the driver's attention has been properly obtained, it will be necessary to make only a few motions. After traffic begins to move, the arm is dropped to the side. The opposing traffic is then started in the same manner, but with the other arm.
- c. **Turning Traffic:** Point towards driver, motion to start, other hand pointing in the direction of turn.
- d. **Dangerous Condition:** Stop all traffic and address the condition with all traffic stopped.
- e. **Flashlight signals during darkness.**

f. **Use of Whistle.**

- 1) The use of a whistle during traffic control or direction is optional.
- 2) **Stop Signal** - Use one blast of the whistle and the manual "stop" signal while standing sideways to the flow of traffic.
- 3) **Go Signal** - Use two blasts of the whistle with hand signal.
- 4) Use short, rapid blasts of the whistle to warn of unusual or hazardous conditions or for person's not responding to a hand signal.

B. **Scenes of Traffic Collisions:** Officers directing traffic at scene of an accident will route traffic safely around wrecked vehicles and debris. Wearing high visibility vests or rain coats, officers will maintain an orderly flow of traffic until wreckage is cleared. Maximum use of emergency lights and flares/cones is strongly encouraged at accident scenes.

C. **Scenes of Critical Incidents:** The primary task of personnel engaged in traffic direction services at critical incidents (such as fires, utility emergencies, or other events) is to stop unauthorized vehicles and pedestrians from entering the area and maintain access avenues for emergency vehicles. This agency will coordinate its efforts with other emergency service organizations at emergency scenes to provide crowd control and adequate safety measures for vehicular and pedestrian traffic. In performing traffic control personnel shall use temporary traffic control devices as needed and shall manually direct and control the flow of all traffic in accordance with this policy. If additional assistance is needed at a location for any reason, personnel shall contact their supervisor and advise them of the situation and what is needed.

D. **Adverse Road and Weather Conditions:** The shift supervisor will notify the appropriate public works (local, county, state) of adverse road conditions that will affect the motoring public. The shift supervisor may close a street if, in his opinion, the surface conditions and terrain creates an unusually hazardous condition. The supervisor should request assistance from the appropriate public works in alleviating the problem. The shift supervisor shall request dispatchers to notify the proper utility company and assign officers to direct traffic and safeguard movement at the scene of all downed power lines, broken gas or water mains when the situation endangers the movement of traffic through the area. Officers performing traffic control during these conditions must deploy flares and use extreme caution. If weather conditions become too dangerous to direct traffic, the officer shall contact their supervisor. The supervisor shall decide what course of action to take.

E. **Manual Operation of Traffic Control Devices:** On occasion, officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control devices only in the following situations:

1. When traffic light malfunctions;
2. To facilitate movement at traffic accidents or other emergencies;
3. To provide a thoroughfare for a motorcade, funeral procession, etc;

4. To alleviate congestion particularly during planned special events.

- F. **Temporary Traffic Control Devices** - Normally, temporary traffic control devices will only be used with the approval of the shift supervisor for control of traffic during peak rush hours, special events or in the event a key signal light malfunctions. Signs may be requested from public works. Shift supervisors will ensure return of all signs as soon as no longer required. Use of temporary stop signs will be limited to those key intersections at which a traffic signal has failed completely. If the traffic signal can be placed on four-way blink or flash, this is preferred over use of the temporary stop sign.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>			
CHAPTER: 5	SECTION: 3	# OF PAGES: 2	
SUBJECT: HIGH VISIBILITY VEST/ TRAFFIC DETAIL			
EFFECTIVE DATE: November 27, 2009	ACCREDITATION STANDARDS:	REVISION DATE September 30, 2013	PAGE # 1-2
BY THE ORDER OF: Police Chief Robert Brice			
SUPERSEDES ORDER #: 2002-37			

Effective immediately and until further notice, the following mandatory Policy and Procedure shall apply to all members of the Wall Township Police Department.

PURPOSE: To provide a high degree of visibility to all officers while performing traffic duties on the roads and highways within the Township of Wall. To conform to insurance mandates issued by the Township of Wall.

POLICY:

- I. High visibility traffic vests have been issued to all police officers. These traffic vests meet ANSI Class 2 requirements. They will be worn by all officers while performing the following duties both day and night:
 - A. Directing traffic or operating in the roadway.
 - B. While directing traffic or operating at a motor vehicle crash.
 - C. Directing traffic at an intersection where there is a power outage.
 - D. Directing traffic while working an extra-duty private contractor detail.
 - E. While present at a construction site on the roadway.
 - F. Directing traffic in a parking lot on private property.
 - G. At any site where heavy equipment is being operated.
 - H. When operating on or within 15 feet of a roadway.
 - I. When advised to wear a traffic vest by a supervisor in the interest of officer safety.
 - J. At any time an officer feels the vest will afford him/her extra visibility and safety.
- II. It will be incumbent upon each officer to ensure their high visibility traffic vest is kept in good condition. A misplaced or damaged vest shall be reported immediately to the officer's direct supervisor and documented on a CAD report.
- III. The initial issue of the High Visibility Traffic Vest will be done by the Police Department. After initial issue, it will become the individual officer's responsibility to replace worn or

damaged vests by submitting a written request through their respective chain of command to the Administrative Lieutenant.

IV. In lieu of wearing the High Visibility Traffic Vest, officers may wear the below listed department issued apparel which meets the ANSI Class 2 requirements. Such apparel includes the following:

1. Blauer Spring Jacket-reversible w/high visibility green.
2. Raincoat; black and lime green reversible w/reflector tape.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 13	SECTION: 2	# OF PAGES: 11		
SUBJECT: TRAINING				
EFFECTIVE DATE: March 2, 2009		ACCREDITATION STANDARDS: 1.5.2b, 1.9.1, 1.9.2, 1.9.3, 1.9.6, 1.9.7, 1.9.8, 1.9.10, 1.9.11	REVISION DATE	PAGE #
BY THE ORDER OF: Chief Robert L. Brice Jr.			April 1, 2009	6
			Dec. 9, 2010	7
			01/28/14	All
SUPERSEDES ORDER #: GO 2006-05				

PURPOSE: The purpose of this directive is to establish goals, procedures and responsibilities for the organization and administration of in-service and specialized training for employees of the Wall Township Police Department. The training coordinator is established by the Chief of Police and is responsible for agency training.

POLICY: One of the more important responsibilities of an agency is training all personnel within that agency. This directive addresses the organization and the administration of the training process. The training goals of the agency are: to train each employee so that they are prepared to act decisively and correctly in a broad spectrum of situations, to assist in their professional and personal development, to make them more productive and effective, and to foster a sense of cooperation and unity of purpose in order to complete the mission of the Wall Township Police Department.

PROCEDURE:

I. ADMINISTRATION

A. The establishment of a training coordinator has been authorized by the Chief of Police and will report directly to the Operations Division Commander. The training coordinator is responsible for managing the department's training function and shall be responsible for:

1. Ensuring that all mandatory training requirements have been scheduled and completed prior to the certification expiration; and
2. Ensuring that any performance deficiencies identified are addressed through in-service training; and
3. Periodic evaluation of training programs; and
4. Preparation of training goals and objectives for the upcoming year, if requested; and
5. Preparation of registration forms for attendance to all outside training; and
6. Preparation of requisitions; and
7. Forwarding all registration forms and requisitions to the appropriate agency; and
8. Notification to employees scheduled to attend classes; and
9. When requested, submit progress reports regarding the training function; and
10. Liaison with the police academy relative to curriculum and recruit officer progress as required by the field training program; and
11. Recruit and recommend new instructors when needed.

B. Assignments to training programs

1. Scheduled attendance is mandatory. If, for some reason, an employee is unable to attend due to illness or family emergency, they must immediately contact the supervisor on duty and the training supervisor. Arrangements will then be made to either have another employee attend the training or to seek a refund of the costs.
2. A township vehicle shall be provided for use to attend training. If the officer attending training is unable to secure a township vehicle due to lack of availability, the officer will be authorized to use their privately owned vehicle and submit for mileage reimbursement through the township. The rate of reimbursement will be as defined in the current labor contract. If an officer elects to utilize their privately owned vehicle when a township vehicle is available, they will not be reimbursed for mileage.

II. REMEDIAL TRAINING

- A. Remedial training is directed at resolving a particular issue/deficiency or improving the performance of an employee in a particular area within a given time period. Remedial training assignments, just as all other assignments, are a duty assignment. Once it is determined that remedial training is needed, the training should be conducted as soon as practicable. Remedial training shall be documented as indicated below. When identifying the need for remedial training, the following instruments and/or functions will be used:
1. Staff Inspections - Staff inspections provide an opportunity to evaluate the operation of the department in terms of effectiveness, efficiency and compliance with all written directives. This continuous process allows administrators to scrutinize the performance of employees at all levels of the organization.
 - a. When a problem or deficiency is discovered, immediate corrective measures (including remedial training) will be employed to improve the delivery of services.
 - b. In the event that deficiencies are observed and reported in the staff inspection process, and it is determined that additional training may be necessary to correct the deficiencies uncovered, the officer in charge of inspectional services will forward a training request to the training coordinator.
 - c. The complexity of the training needed and the target group identified for the training will dictate the type of training program best suited for remediation of the identified deficiency.
 - d. Documentation of completed training (copies) shall be forwarded to the officer in charge of inspectional services for inclusion in the inspection files.
 2. Line Inspections - Line inspections provide an opportunity to evaluate individual performance and identify remedial training needs that are observed by supervisors.
 - a. In the case of isolated deficiencies identified as a result of line inspections, the first line supervisors may conduct individualized remedial training in which case both the deficiency identified and the remedial training conducted shall be reported in writing to the supervisor's division commander and training coordinator.
 3. Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies observed by supervisors as a result of an internal affairs investigation.
 - a. For remediation of deficiencies identified as a result of an internal affairs investigation, the internal affairs unit will forward a training request to the training coordinator.

4. Field Training – Remedial training occurring during the employee's field training period shall be documented and addressed in accordance with the department's written directive on field training and evaluation program.
5. Instructor Identified - Failure to meet minimum training examination scores will result in remedial training by the instructor. The employee shall be provided with remedial study material and shall successfully pass a remedial examination within two weeks of the first test date. If an employee fails to pass the remedial test, the matter will be forwarded to the Chief of Police or designee for review.

III. TRAINING RECORDS

- A. The training coordinator or designee shall be responsible for updating and maintaining training records for each department employee. The training records shall reflect an employee's participation in training programs to ensure that the training records are current and obtainable, when needed. The training coordinator or designee shall update the training records by utilizing any/or a combination of the following training recordkeeping systems:
 1. The training coordinator or his/her designee shall maintain training records for all training completed by employees utilizing the NJ Learn web-based program provided by the State of New Jersey. When training is delivered through the NJ Learn web-based program, the training coordinator will ensure that the training report is filed in the employee's training file or within the system.
 2. The training coordinator or his/her designee shall maintain training records for all training completed by employees utilizing the PowerDMS system. When training is delivered through PowerDMS, the training coordinator will ensure that the training report is filed in the employee's training file or within the system.
 3. When training has been completed by a non-computerized delivery method or external training source/academy, the employee shall return a signed copy of the training memorandum that initially assigned them to the training, to the training coordinator.
 - a. The employee shall photocopy their course certificate, if given, and provide it to the training coordinator. The employee will also forward a copy to the office of the Chief of Police for filing in the employee's training file.
 - b. The employee shall forward any course curriculum, syllabus, or other training materials received to the training coordinator for inclusion in the master training file. Employees may maintain copies for themselves.
 - c. In the event an employee did not attend the scheduled training, they will still sign the training memorandum and indicate in the narrative portion that they did not attend. They must also give the reason for not attending.

4. The training coordinator shall be responsible for creating and completing all required forms for newly hired police officers attending the basic recruit training academy.
 - a. The training coordinator shall complete the required Police Training Commission Reports, which shall be forwarded to the Chief of Police through the chain of command.
- B. The training coordinator shall be responsible for maintaining the training records for training conducted by the department. The training filing system shall include:
 1. A copy of lesson plans or course content filed by instructors for the classes conducted;
 2. Names of agency attendees;
 3. A record of all test scores, if administered (Internal training only);
 4. A master schedule of all training sessions conducted by department instructors;
 5. Employee's training certificates shall be maintained in the employee's training file.
 6. Roll call training materials distributed to supervisors.
- C. The training coordinator shall be responsible for maintaining all training records in accordance with the State of New Jersey Division of Archives and Records Management Code and Retention Schedule.

IV. POLICE TRAINING ACADEMY

- A. The agency shall meet the legal requirements of the Police Training Act pursuant to NJSA 52:17B-66 et seq.

V. RECRUIT TRAINING

- A. All sworn personnel must attend and successfully complete the required training course and be certified by the New Jersey Police Training Commission.
- B. No officer may assume the duties of a police officer including carrying a weapon or be in a position to make an arrest until they have successfully completed the mandatory recruit training academy.

VI. IN-SERVICE TRAINING

- A. In-service training may be conducted in the following format, with the exception of firearm qualifications: The training formats may include, but are not limited to:
 1. Classroom Instruction, (including roll call); or

2. PowerDMS or an equivalent compliance software program; or
 3. Department e-mail; Microsoft PowerPoint® presentations, tests, Attorney General Guidelines, directives and written directive review, updates, NJ Learn, training announcements and any other mandated in-service training programs.
- B. Mandatory in-service training shall be provided to every employee (sworn and civilian, as indicated) of the Wall Township Police Department to include:
1. Annual Training Cycle
 - a. Domestic Violence Training;
 - b. Blood-Borne Pathogens Training as required by C.F.R 1910.1030;
 - c. Hazardous Materials Awareness Training as required by C.F.R. 1910.120(q) (6);
 - d. Legal Updates Training, inclusive of case law, search and seizure, criminal and motor vehicle law;
 - e. Harassment in the Workplace Training;
 - f. 9-1-1 Telecommunication Operators and Call Taker Update.
 - 1) All employees that are certified to work the public safety telecommunications system will receive eight-hour in-service 9-1-1 training annually as required.
 2. Semi-Annual Training Cycle
 - a. Firearms Qualifications/Training;
 - b. Use of Force Training (includes the use of less lethal and deadly force);
 - c. Vehicular Pursuit Training.
 3. Biennial Training Cycle
 - a. Right to Know Training;
 - 1) Employees identified by the training unit that have the potential to be exposed to hazardous substances during the course of their work will receive biennial training in Right to Know as required.
 - b. CJIS Training;
 - 1) Employees operating the system will be provided functional retesting and reaffirm their proficiency to assure compliance with C.J.I.S./NCIC Policies.

- c. Ethics Training;
 - 1) All department employees shall receive training, minimally on a biennial basis.
- d. C.P.R./AED/Oxygen Management refresher;
- e. Less Lethal Weapons Training.
 - 1) Only police officers who have completed the prescribed course of instruction on the department authorized less lethal weapons are authorized to carry the weapon. A certified instructor in accordance with department written directive shall instruct the training.

4. Triennial Training Cycle

- a. Discriminatory Profiling Training;
 - 1) All department enforcement personnel will receive training regarding cultural diversity and the prohibition against discriminatory profiling, including legal aspects. This training shall minimally occur on a triennial basis.
- b. Handling the Mentally Ill Training;
 - 1) Initial training for all sworn personnel.
 - 2) Refresher training for all sworn personnel shall occur minimally on a triennial basis.
- c. Radar/Laser Operator Training.
 - 1) Certified police officers will be re-certified to operate the radar/laser every three (3) years. The re-certification process will be administered by a certified radar/laser instructor, and shall consist of a minimum of four (4) hours of instruction.

5. Periodic Training Cycle

- a. Alcotest Training;
 - 1) Police officers who are certified to operate the Alcotest shall be recertified in accordance with N.J.A.C. 13:57-1.6 and - 1.7.
- b. First Aid Training;
 - 1) Police officers shall receive in-service training in first aid, when necessary.
- c. Cell Block Management Training.

- 1) This training shall be in accordance with the department written directive governing temporary detention of prisoners.

6. Supplemental Training Cycle

- a. All police officers shall receive training in the following Domestic Security Preparedness Courses pursuant to Attorney General Law Enforcement Directive No. 2004-3:
 - 1) Incident Command System training;
 - 2) Weapons of Mass Destruction Awareness training;
 - 3) Counter Terrorism Awareness training.
 - b. All police officers shall receive training in the National Incident Management System Courses pursuant to Attorney General Law Enforcement Directive No. 2005-2.
 - c. Any additional training mandated by the Monmouth County Prosecutors Office or Attorney General Guidelines.
- C. All newly appointed public safety telecommunications operators shall complete the following in-service training program to include:
1. Newly appointed public safety telecommunications operators shall be initially trained on the communications desk by the designated public safety telecommunications operators.
 2. Newly appointed public safety telecommunications operators will be certified by an appropriate course of instruction on the use of the 9-1-1 system, to include Emergency Medical Dispatch (EMD).
 3. All newly appointed public safety telecommunications operators will be trained by the Terminal Agency Coordinator (TAC) on the use of the C.J.I.S. computer and will be certified and assigned a password prior to assuming communications responsibilities.
- D. All school crossing guards shall complete the following in-service training program to include:
1. Before a new school crossing guard is assigned to work, all school crossing guards must attend the mandated two-hour basic training course.
- E. All civilian employees shall attend job related training relative to their responsibilities. The department supervisory officer having command over any civilian employees shall evaluate the responsibilities of the civilian positions and determine if any specialized training is required.

VII. SPECIALIZED IN-SERVICE TRAINING

- A. Specialized training is training, which addresses subjects of a technical, or job specific nature. This training is designed to develop or enhance the skills,

knowledge, and abilities required by a specialized function.

- B. Periodically, the Chief of Police shall select personnel for specialized assignments that result in the need for additional or specialized training. Upon appointment to a specialized unit or position, the training coordinator shall review the training records of the employee selected and make recommendations to the Chief of Police for additional training to prepare the employee to adequately perform the responsibilities of the new assignment.
- C. The following is a limited list of specialized assignments/positions within the police department and the corresponding training that is the minimum recommended for the officer selected.

- 1. Investigative Section

- a. Basic Investigator's course;
 - b. Interview/Interrogation course.

- 2. Accident Reconstruction Investigator

- a. Accident Investigation I;
 - b. Accident Investigation II;
 - c. Accident Reconstruction;
 - d. Vehicle Dynamics;
 - e. Interviewing and Interrogation.

- 3. Firearms/Weapons Instructor

- a. Firearms Instructor;
 - b. Weapons Instructor (as applicable).

- 4. Field Training Officer

- a. Field Officer Training Instruction (either in house or outside instruction)

- 5. Department Instructor

- a. Instructors must possess the following qualifications:
 - 1) Proficiency in both lesson plan/course content and performance objective development;
 - 2) Knowledge of instructional, testing, and evaluation techniques;
 - 3) Familiarity with both resource use and availability;

- 4) Be employed as a full time employee for a minimum of three (3) years.
 - b. Specialized Courses that the officer will be instructing (per course)
- 6. Internal Affairs Officer
 - a. Internal Affairs Training as mandated by the New Jersey Attorney General's Guidelines on Internal Affairs;
 - b. Additional training in basic and advanced internal affairs, as needed.
- 7. D.A.R.E. Officer
 - a. Drug Awareness Resistance Educations Training (D.A.R.E.).
- 8. Mountain Bike Officer Patrol
 - a. Mountain Bike Officer certification.
- 9. Tactical Team Member
 - a. Emergency Response Team (local)
 - 1) If assigned to/or participating in the tactical team, the officer shall undergo additional training and testing with the special weapons required by their assignment in accordance with the state Attorney General's guidelines. The officer shall complete training and operational readiness exercises as directed by his/her team supervisor or commander. The training or exercise shall consist of an average of sixteen (16) hours per month over the course of a one (1) year period.
 - b. MOCERT, Monmouth County Emergency Response Team (county)
 - 1) If assigned to/or participating in the tactical team, the officer shall undergo additional training and testing with the special weapons required by their assignment in accordance with the state Attorney General's guidelines. The officer shall complete training and operational readiness exercises as directed by his/her team supervisor or commander.
 - 2) Personnel assigned to MOCERT, Monmouth County Emergency Response Team, shall attend a forty-hour Basic S.W.A.T./Tactical training school.
- 10. Accreditation Manager
 - a. Accreditation managers who are newly assigned to the function shall receive New Accreditation Manager Training within 1-year of assignment. Training may be accomplished by in-house instruction, CALEA, NJSACOP, or NJPSAC.

- 1) The accreditation manager, during the new employee's initial training program, shall provide all newly hired employees with familiarity training on the accreditation process.
- 2) The accreditation manager, during the self-assessment phase, shall provide all employees with training during the initial and each reaccreditation.
- 3) The accreditation manager, prior to any on-site assessment, shall provide all employees with updated accreditation training.

11. K-9 Officer

- a. K-9 Officer Training.
- b. K-9 Training: K-9 units are required to receive semi-annual training pursuant to an Attorney general directive issued December 1992.
- c. K9 handlers are required to attend a minimum of eight (8) hours in-Service training per month, per specialty, for a yearly minimum of ninety-six (96) hours of in-service training at a canine training center.
- d. K9 handlers will do periodic in-house training. This training should be documented as an OSSI event entry.
- e. Additional in-service training shall be conducted by any handler when, in the opinion of the K9 Unit's trainer(s), such additional training shall become necessary to maintain a handler certification.
- f. Handlers are encouraged to certify annually in U.S.P.C.A. field training.

VIII. POST-PROMOTION TRAINING

- A. Officers that are promoted to the rank of sergeant shall attend a supervision course for first line supervisors during the first year that they hold the rank of sergeant, if operationally feasible.
 1. Sergeants shall complete ICS-200 training.
- B. Officers above the rank of sergeant shall attend a leadership and/or management course during the first year that they hold the rank above sergeant, if operationally feasible.
 1. Lieutenants shall complete ICS-300 training.
 2. Captain and above shall complete ICS-400 training and NIMS 800 training.
- C. Newly promoted non-sworn employees shall attend job related training relative to their new responsibilities.
- D. All employees shall complete NIMS-700 training and ICS-100 training.

WALL TOWNSHIP POLICE DEPARTMENT				
<i>Standard Operating Procedure</i>				
CHAPTER: 15	SECTION: 23	# OF PAGES: 3		
SUBJECT: UNDERAGE DRINKING ON PRIVATE PROPERTY				
EFFECTIVE DATE: February 7, 2011		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #
BY THE ORDER OF: Captain Tim Clayton, Officer in Charge				
SUPERSEDES ORDER #: GO 2002-01				

PURPOSE To utilize township ordinances 62-23 and 62-24 to address the underage consumption/possession of an alcoholic beverage, by individuals under the age of twenty-one, while on public and private property in the Township of Wall.

POLICY The following policy will be adhered to when addressing individuals under the legal drinking age, while on public or private property in the Township of Wall. With the exception of the following circumstances, this policy will be recognized and enforced when it has been determined that these individuals have either consumed or are in the possession of an alcoholic beverage.

EXEMPTIONS

These ordinances shall not prohibit an underage person from consuming or possessing an alcoholic beverage in connection with any religious observance, ceremony or rite or consuming or possessing an alcoholic beverage in the presence of and with the permission of a parent, guardian or relative who has attained the legal age to purchase and consume alcoholic beverages by an underage person engaged in the performance of employment by an employer licensed to sell alcoholic beverages or engaged in the preparation of food while enrolled in a culinary arts or hotel management program at a county vocational school or post secondary educational institution.

PROCEDURE

I. ISSUANCE

- A. Township Ordinance 62-23: No person under 21 years of age shall possess, serve, sell or consume any alcoholic beverage in any **public place** within the Township. No person under 21 years of age shall be under the influence of any alcoholic beverage in any **public place** within the Township.

- B. Township Ordinance 62-24: No person under 21 years of age shall knowingly possess or consume any alcoholic beverage while on private property within the Township.
1. Any person who is found to have violated this section shall be subject to the following penalties, which shall be imposed in the manner set forth in N.J.S. 40:48-1.2: a fine of not more than \$250 for a first offense; and a fine of not more than \$350 for any subsequent offense. The court, in addition to imposing a fine may suspend or postpone driving privileges for a term of not more than six months, and the court may also require up to 180 days of community service.
- C. Responding police personnel should consider the following factors when pursuing the use of these ordinances, specifically when this involves an individual(s) under the age of 18.
1. Identify and arrest the underage offender after insuring that he/she was in violation of this ordinance. Either the officer's observations and/or an admission by the underage individual(s) can determine this.
 2. When practical, transport the accused individual(s) to police headquarters to be processed, utilizing the appropriate reports from the Monmouth County Central Charging System. Upon releasing the juvenile to a responsible parent/guardian or responsible adult, insure that the formal release has been signed by both the accused and responsible adult.
 3. In situations where it is not practical to transport the offender(s) to police headquarters (e.g. multiple violators), the shift supervisor may elect to contact the responsible adult/guardian or responsible adult and have them respond directly to the scene. In these cases, the appropriate paperwork can be completed at this location.

The three steps outlined above would not apply when dealing with an individual(s) that has already reached the age of eighteen but has not turned twenty one. In these cases a township ordinance would be issued to the accused and a "field contact" entry will be generated in OSSl.

NOTE: These ordinances were adopted for the purpose of providing police personnel with additional options when dealing with underage offenders on **public** and **private property**. When applicable, the appropriate 2C statutes are still to be utilized (Examples provided below).

2C:33-15. Possession or consumption of alcoholic beverage in public place or motor vehicle by person under legal age.

2C:33-17. Offer or service of alcoholic beverage to underage person; disorderly person; refer to exceptions.

A copy of these ordinances had been forwarded to the Family Division of the Monmouth County Prosecutor's Office.

PROCEDURE

I. PRIVATE PROPERTY

- A. When responding to complaints of underage drinking the following steps will be followed to insure that the appropriate enforcement/documentation process is completed thoroughly.
1. Responding officers will immediately secure the scene, isolate all attendees and preserve any/all plain view evidence in its original state.
 2. To insure officer safety and for the purposes of containment, the shift supervisor will determine if additional personnel from this agency or a request for mutual aid from surrounding police agencies is warranted.
 3. Every attendee's pedigree information will be completed on a "Wall Township Police Dept. Field Contact Sheet" (Example: Appendix A of this policy) with the appropriate release information being signed at the bottom of this form.
 4. Officers are to place emphasis on the comments and observations portion of the Field Contact Sheet. For charging purposes, admissions, physical characteristics, related odors and visible signs of an alcoholic beverage(s) having been consumed should be thoroughly documented.

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>					
CHAPTER: 26	SECTION: 3	# OF PAGES: 11			
SUBJECT: UNIFORM DISPATCHING – FIRE AND EMS					
EFFECTIVE DATE: February 7, 2011		ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #	
BY THE ORDER OF: Chief Robert Brice			3/18/16	1-2	
			1/19/17	5-6	
			03/24/17	5	
SUPERSEDES ORDER #: GO 2004-04, GO 2002-33, 1996-19					

PURPOSE: The Wall Township Police Department shall provide safe, rapid, and convenient public safety response by coordinating the response of police, fire and emergency medical services (EMS).

POLICY: The following procedure governs telecommunications, assignment and notification of local police, fire, EMS resources, and radio dispatching of these resources. It is designed to standardize communications procedures and to maintain the discipline required to effectively coordinate public safety response.

All communications officers and personnel assigned the duties of dispatching emergency services will adhere to the following protocols when dispatching emergency services involving district fire companies or first aid squads. Dispatchers shall make every effort to broadcast as much information as possible in relation to the location of the call, e.g., cross streets and development names.

PROCEDURES

I. WALL TOWNSHIP EMERGENCY MEDICAL SERVICES

- A. Wall Police EMS (Squad 23) Hours of Operation:
 - 1. A primary ambulance will be staffed by at least two (2) certified EMTs and will provide coverage Monday through Friday between the hours of 0600 – midnight.
 - 2. A primary ambulance will be staffed by at least two (2) certified EMTs and will provide coverage Saturday and Sunday between the hours of 0600 – 2200.
 - 3. A secondary ambulance will be staffed by at least two (2) certified EMTs and will provide coverage Monday through Friday between the hours of 0800 – 1800.
- B. When Squad 23 is available and emergency medical services are requested the communications officer will utilize the 'Alert 2/Squad 23' and dispatch Squad 23 and the appropriate patrol officer.
- C. When Squad 23 is working but not available to respond to pending call(s) for service, both Squad 21 and Squad 22 shall be dual dispatched.
- D. During the evening hours, when Squad 23 is not working, the 1st alert only shall be given to the district first aid.
- E. When Squad 23 is not working and either Squad 21 or Squad 22 is requested for a 2nd call, both Squad 21 and Squad 22 shall be dual dispatched.
 - 1. 1st Alert – Squads shall have a reasonable amount of time depending on the nature of the call, but not to exceed seven (7) minutes to call in service with an ambulance for a 1st Alert
 - 2. 2nd Alert – If an ambulance does not go in service within a reasonable amount of time depending on the nature of the call, but not to exceed a total of seven (7) minutes, a 2nd alert shall be issued.
 - 3. 3rd Alert/Mutual – If squads are unable to call in service with an ambulance within a total of fourteen (14) minutes from the original dispatch time, then 3rd Alert/Mutual Aid shall be requested from the nearest out-of-town first aid squad.
- F. For all reported serious motor vehicle crashes on the Garden State Parkway with more than one (1) reported injury, the communication officer will dispatch Squad 23 and dual dispatch both Squad 21 and Squad 22.
- G. When available, Squad 23 will be assigned to out-of-town mutual aid calls.

- H. In the event multiple calls for EMS are received at the same time, Squad 23 will be assigned to the highest priority calls. Squad 21 and Squad 22 shall be dual dispatched to handle other pending calls.
- I. In the event the steps taken above fail to raise a first aid squad, the communications officer will attempt to contact a private ambulance service, e.g., MONOC, to provide transportation for the victim.
- J. If all the above steps fail to raise a first aid responder, the shift supervisor is authorized to take whatever steps he/she feels appropriate to provide emergency care to the individual. In the event that an ambulance is needed, the shift supervisor should staff an ambulance with at least two (2) certified EMTs.

K. MOTOR VEHICLE CRASHES – EMERGENCY MEDICAL SERVICES

- A. First aid squads will be dispatched to all motor vehicle crashes with reported injuries.
- B. First aid squads will be dispatched to all motor vehicle crashes requiring the response of fire department personnel.
- C. Glendola FD will be dispatched to all MV crashes with reported injuries on the Garden State Parkway and will assist with Traffic Incident Management (TIM).

IV. MOBILE INTENSIVE CARE UNIT DISPATCH

- A. This department conforms to MONOC Medical Advisory Board and the NJ State Department of Emergency Medical Services protocols for the dispatch of the MONOC mobile intensive care unit (MICU).
- B. Communications officers will dispatch the MICU whenever a call is received for medical assistance in accordance with the NJ EMD Guide cards.

V. FIRE ALARMS

- A. The district fire company must answer all fire, sprinkler, smoke, carbon monoxide, or similar alarms that are received by a dispatcher or operator assigned the duties of dispatching emergency services. This is in accordance with the NJ Uniform Fire Code N.J.A.C. 5:18.
- B. When an alarm identified as being an alarm involving fire is received by a communications officer, he/she will follow the below listed protocol in the given circumstance:
 - a. Dispatch the district fire company;
 - b. Attempt phone contact to the premises;
 - c. If a false alarm, call will be handled by the district fire company;

- d. If there is a report of a fire, or if anything other than an alarm, the dispatcher is to advise the responding fire officer and such officer will adjust the company's response accordingly.
- e. The communications officer will then dispatch the appropriate first aid squad or paid EMS if applicable

VI. SECOND ALERT

- A. Once a call is received that involves fire, smoke, rescue, or circumstances that involve or could involve the fire department response, the appropriate district will be dispatched.
- B. If after (7) minutes there is no response from district fire apparatus or district fire company officer a second alert will be dispatched for the district.
- C. If after an additional (7) minutes there is no response from district fire apparatus or district fire company officer a box alarm will be transmitted.

VII. KNOX BOX ENTRY SYSTEM

- A. All Wall Township fire districts will use the fire Knox box system to ensure the security of the business community, and to provide the needed access to investigate the report of activated fire alarms at commercial businesses within the township.
- B. Fire Knox box entry system protocols:
 - 1. Emergency calls:
 - a. When operating at the scene of an emergency call and requested by an authorized member of one of the Township's three volunteer fire departments, the communications officer will open the requested unit's Knox box.
 - b. The communications officer will document in the note section of the CAD ticket assigned to the event that the Knox box was entered and the name of the person requesting the entry. The communications officer will also document in the CAD ticket when the key was secured and the person or unit advising of the action. The first two words to precede the text entry in the notes will be KNOX BOX (e.g.: *Knox box entry requested by 52-2-66*), *Knox box key secured, 52-2-66*).
 - 2. Non-emergency calls and new installations:
 - a. From time-to-time the fire departments conduct training on this system and must reset the internal clocks associated with this system. In addition, the fire prevention bureau will make requests to open the Knox box when making an installation at a new location. During these times, authorized personnel may request the

communications officer to open a specific Knox box. When this occurs the following procedures will be followed:

- 1) The Knox box for the requested unit will be activated;
- 2) The communications officer will generate a 10-26K CAD ticket and append the notes to the event. The notes should include the person or unit making the request, and the person or unit indicating that the key is secured.

C. Personnel authorized to request activation include:

1. All fire inspectors assigned to the Wall Township fire prevention bureau;
2. Any Wall Township fire officer or member assigned to an emergency call;
3. All Wall Township Fire Department training officers;
4. Those Wall Township Fire Department members assigned to the general maintenance of the system;
5. Any Wall Township police officer or police supervisor assisting at the scene of a fire emergency.

VIII. MOTOR VEHICLE ACCIDENTS- FIRE RESPONSE

A. The communications officer will dispatch the district fire company, along with the district first aid squad, to any report involving the below listed circumstances

1. Extrications: South Wall Fire Rescue will be dispatched to all calls for extrication in the entire Township (Districts 1, 2, and 3). Glendola Fire Department will be dispatched, along with South Wall Fire Rescue for extrications in District 2.
2. Any crash involving a vehicle roll over;
3. Wires, transformer and/or poles down;
4. In the event of a fuel or motor vehicle fluid spill that is larger than the capability of the police contracted towing agency, the appropriate district fire company will be dispatched to assist with containment.
5. Vehicles crashing into buildings;
6. Any other motor vehicle crash where the police feel response would be appropriate;

IX. CARBON MONOXIDE ALARMS

A. Dispatch the district fire company and the first aid squad.

- B. Upon verifying the presence of carbon monoxide, dispatch New Jersey Natural Gas Company.

X. STRUCTURE FIRES / BOX ALARM POLICY

BOX ALARMS

- A. When Police Communications receives a call in any Fire District for any smoke or fire reported in a structure, explosion, aircraft incident requiring a fire department response a Box Alarm shall be transmitted on the initial dispatch.
- B. A box alarm will also be transmitted for any fire call in a Township school.
- C. The dispatcher shall announce the box alarm as follows. (Whichever district the call is in, followed by the term "BOX ALARM".) For example. District 2, Box Alarm, 1340 Campus Parkway, for a reported structure fire.
- D. A box alarm may also be transmitted at the request of the Fire District at any time.
- E. Special Consideration shall be taken when screening fire calls. Callers should be questioned as to WHAT is exactly on fire, for example a reported oven fire would not fit the criteria of a structure fire. An example of fire reported in a structure fire would be; kitchen fire, an obvious reported structure fire, or a chimney fire with fire showing. Smoke from an unknown source inside a structure would qualify for a box alarm.

STRUCTURE FIRES

- A. Dispatch the box alarm above for a reported structure fire. This is defined as a call received reporting visible flames or smoke from any structure.
- B. Once confirmed by a first responder as a working structure fire, the communications officer will send out a second box alarm tone and announce it as confirmed by patrols.
- C. The responding fire officer will then advise the communications officer to dispatch the proper alarm assignment following the response guide in the SOP tab in the CAD system.
- D. Notify GPU and the New Jersey Natural Gas Company to respond and obtain an ETA.
- E. At the request of the fire officer or police supervisor, the communications officer will call the below listed fire investigative services:
 - 1. Wall Fire Bureau;
 - 2. Monmouth County Fire Marshal;
 - 3. Monmouth County Prosecutors Office;
 - 4. Wall Township Police Department Detective Bureau.

XI. BRUSH FIRES

- A. Dispatch the district fire company and the district first aid squad.
- B. Attempt to gather information such as approximate size of the fire, exposure to structures, best access route to the fire, and names of callers.
- C. At the request of the fire officer, the communications officer will contact the New Jersey Forest Fire Service (609) 726-9010.

XII. UTILITY POLE FIRES, TRANSFORMER FIRES OR ARCHING WIRES

- A. Dispatch the district fire company and the district first aid squad.
- B. Notify GPU or the appropriate utility authority.

XIII. NATURAL GAS LEAK OR ODOR OF GAS

- A. Dispatch the district fire company and the district first aid squad
- B. Notify New Jersey Natural Gas Company.

XIV. NON-STRUCTURAL FIRES

- A. Non-structural fires are defined as vehicle fires, trash, open burning, garbage, flooded basement, rescue assignments, etc.
- B. Dispatch the district fire company and the district first aid squad.

XV. BOMB THREAT

- A. Dispatch the district fire company and the district first aid squad with the announcement, "... *Stand by at your station for a police emergency.*"
- B. The district fire chief, EMS officer or his/her designee will call by phone and then will respond to the scene

XVI. HAZARDOUS MATERIALS CALL

- A. Dispatch the district fire company and the district first aid squad and make a notification to the Wall Township Office of Emergency Management.
- B. In the event of a fuel or motor vehicle fluid spill that is larger than the capability of the police contracted towing agency, the appropriate district fire company will be dispatched to assist with containment.
- C. For other types of hazardous material (HAZMAT) calls, the district fire company will respond and work within its level of training. The district fire company and OEM may call for assistance from the following agencies:

1. Monmouth County Board of Health;
2. Neptune Township Office of Emergency Management;
3. Southard Fire Company Hazardous Materials Team, Howell Township;
4. Lakewood Fire Company Hazardous Material Team;
5. Howell Township Office of Emergency Management.

XVII. SPECIAL CALLS

- A. Dispatch the district fire company and district first aid squad to:
 1. Medical evacuations involving helicopter landings;
 2. Building collapse;
 3. Lighting assignments;
 4. Water rescues;
 5. Any other assist when request by police department.

XVIII. MUTUAL AID OF OUT OF TOWN ASSIGNMENTS

- A. Dispatch the district fire company that is requested.
- B. The communications officer will obtain the following information:
 1. Location of the fire and cross streets;
 2. The nature of the assignment (examples: FAST/RIT, ladder or engine);
 3. Exact location where they are request to be or the location of the staging area;
 4. Radio frequency being used.

XIX. OFFICE OF EMERGENCY MANAGEMENT NOTIFICATION

- A. The communication officer will notify the OEM commander in the following situations:
 1. Hazardous material incidents'
 2. Severe weather conditions'
 3. Incidents requiring any type of evacuation;

4. Fires affecting a large population (e.g., nursing homes, assisted living facilities, etc.);
5. Mass casualty / mass injury incidents;
6. Power outages affecting a large population for an extended period of time
7. Incidents involving terrorist or weapons of mass destruction (threat or incidents that have occurred);
8. Incidents in other municipalities that could or are affecting residents or emergency services of the Township of Wall;
9. All out-of-town incidents that involve all of Wall Township's fire and or EMS agencies;
10. Any failure or problems at the Manasquan, Glendola or Brick reservoirs;
11. Any prolonged emergency situation;
12. Notifications from the New Jersey DEP;
13. Civil unrest (riot, large scale disturbances);
14. Bomb or explosive device located or building evacuated due to threat;
15. When the mobile communications/command trailer is dispatched or requested for an incident occurring within the boundaries of Wall Township;
16. MOCERT related incidents (In town only).

XX. ALARM LEVELS

- A. First alarm defines the response of the district fire company:
 1. It is the responsibility of each district Fire Chief to provide the Wall Township Police Department communications center with its preplanned resource list of 'Alarm Levels'. This information shall be maintained in the designated *Wall Township Fire Services Book* at the communications center, the dispatch shared folder and in the SOP section of the CAD system.

XXI. INCIDENT TIME KEEPING

- A. The following shall be documented in the CAD by the communications officer.
- B. For time sensitive incidents or any life hazards, a report (size up) shall be given upon the arrival of the unit assuming the command function.
- C. Following a size up, a progress report shall be given from the emergency scene to dispatch at least every 10 to 15 minutes. This report shall include the current situation and status to include but not limited to the following:

1. Description of the fire building or emergency area
 2. Exposures
 3. Life Hazards
 4. Search Results
 5. Tactics and Resource deployment
- D. Dispatch shall request a progress report if no updates have been given within 15 minutes throughout the incident until the IC determines it to be under control.

XXII. FIRE OFFICER TONE AND NOTIFICATION

- A. Officer tone may be used to notify fire officers to any of a variety of situations;
1. Open burning campfires;
 2. Notification of impending fire hazards and or dangers;
 3. Notification of severe weather or extreme forest fire classification;
 4. Non-emergency notifications.

XXIII. TEMPORARY CHANGES TO OPERATIONAL DISPATCH INSTRUCTIONS

- A. Under certain situations the Fire Company or first aid squad may need to deviate from this SOP due to staffing or equipment constraints.
- B. In the event that this must be done the requesting agency's Officer must contact the communications center and outline his/her specific request. The official making the request should give specific details regarding his/her request, the duration of the request, and who may change or cancel the request. The communications officer will notify the shift supervisor of this change and will pass on all pertinent information regarding all relief personnel.

XXIV. RADIO SYSTEM FAILURES

- A. In the event that there is a failure in the radio system and the communications officer is unable to dispatch any of the Wall Township fire departments or EMS agencies, the communications officer will do the following:
1. Immediately call the fire chiefs and EMS captains and advise them of the situation.
 2. Contact a mutual aid fire department or first aid squad:
 - a. Wall Fire Company #1 (West Belmar's area), call the Belmar Fire Department;

- b. Glendola Fire Company's area, call Squankum Fire Department. (Howell Township);
 - c. South Wall Fire Company's area, call Manasquan Fire Department;
 - d. For EMS contact the closest mutual aid squad from neighboring municipality.
- 3. Notify the shift supervisor and communications supervisor;
- 4. Contact radio repair;

WALL TOWNSHIP POLICE DEPARTMENT <i>Standard Operating Procedure</i>					
CHAPTER: 5	SECTION: 1	# OF PAGES: 12			
SUBJECT: UNIFORMS AND EQUIPMENT					
EFFECTIVE DATE: October 7, 2009		ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #	
BY THE ORDER OF: Chief Robert Brice			Dec 17, 2010	2-3	
			Feb 15, 2011	2,4,6,8,9	
			Dec 4, 2013	3	
			Jan 16, 2014	2-8	
		May 14, 2015	5		
		Nov 25, 2015	4, 5, 10		
SUPERSEDES ORDER #: GO 2004-04			Oct 3, 2017	2	

PURPOSE The purpose of this standard operating procedure is to establish guidelines and procedures for the wearing, maintenance, and care of the police uniform and to establish personal appearance and grooming standards for all members of the Wall Township Police Department.

POLICY It is in the best interest of the police department, each individual member, and the general public, that all police personnel maintain a standard of appearance and grooming that promotes public confidence in, acceptance of, and respect for the officers and other personnel of the Wall Township Police Department.

While in a uniform, personnel are quickly identified as representatives of the Wall Township Police Department. A neat well-groomed officer attracts favorable attention. A neat appearing force of police officers indicates a well-disciplined and trained department.

PROCEDURE:

I. GENERAL

- A. All sworn members and civilian employees of the department are required to maintain a serviceable uniform regardless of assignment. Officers assigned to a patrol function will wear a full uniform when on duty, unless specifically assigned otherwise by a division commander. Only approved uniforms and equipment will be worn or used unless authorized otherwise by the Office of the Chief of Police.
- B. The seasonal uniform transitions will occur semi-annually in the Fall and Spring, generally in the months of October and May, at the discretion of the Chief of Police.
- C. The department issued identification card shall be carried at all times.
- D. Only approved patches, decorations, awards, service medals, and equipment will be worn or carried by sworn members.

II. UNIFORMS – DEFINED

A. Winter Uniform Class A:

- 1. Long sleeved uniforms, police patches and appropriate service stripes;
- 2. Uniform trousers, with gray striping;
- 3. Tie, (dark blue) and issued tie clasp;
- 4. Winter coat, black leather with patches, or nylon with patches;
- 5. Rain coat, reversible;
- 6. Hat, sheriff type, white with hat shield or winter fur hat in extreme cold temperatures;
- 7. Sam Browne belt, with holster, handcuff case, magazine holder, baton holder, portable radio holder, cross strap and OC dispenser;
- 8. Badge, duty weapon, handcuffs, portable radio, spare loaded magazines and baton, nameplate, whistle and lanyard and black ink pen;
- 9. Awards, approved bar and ribbons, shooting pin w/American Flag;
- 10. Shoes/boots and socks-regulation.

B. Summer Uniform Class A:

- 1. Short sleeved uniform shirt, gray with police patches, open at the neck. A white crew neck style undershirt will be worn;
- 2. Uniform trousers, with gray striping;
- 3. Hat, sheriff type, navy blue with hat shield;

4. Sam Browne belt, with holster, handcuff case, magazine holder, baton holder, portable radio holder and OC disperser.
5. Badge, duty weapon, handcuffs, portable radio, spare loaded magazines and baton, nameplate, whistle and lanyard and black ink pen.
6. Awards, approved bar and ribbons, Shooting pin w/American Flag
7. Shoes/boots and socks –regulation

C. Class B Uniform:

1. Class B pants;
2. Class B shirt;
3. Full nylon holster gear, handcuff case, magazine holder, baton holder, OC dispenser holder, and portable radio holder with under belt and nylon belt keepers;
4. Duty sidearm;
5. Department baseball cap;
6. Department jump style boots;
7. Winter-Turtleneck (Oct 15-May 15); administration, command staff and other support service positions may wear the blue crew neck t-shirt in lieu of the turtleneck.
8. Summer – white crew neck T shirt (May 15-Oct. 15);
9. Fleece hat may be worn at the discretion of the supervisor of the day when weather conditions permit. (Oct. 15 – May 15) as prescribed in section III.G of this SOP.

D. Alternate Class B Uniform:

1. Blue colored polo style shirt with embroidered badge;
2. Tan colored 511 pants;
3. Boots or hiking shoes;
4. Garrison belt with pancake holster;
5. Duty sidearm;
6. The alternate Class B uniform will be worn by the command staff, detective and administrative Staff on an as-authorized basis.

III. UNIFORMS – SPECIFIED

- A. Trousers – while standing at the position of attention, trousers shall be of sufficient length so as to cause the front crease to have a slight break in the crease line caused by the bottom edge of the trousers meeting the top of the shoe. The rear of the trousers shall be approximately one inch above the point where the heel is attached to the shoe.
- B. Shoes/Boots – shall be kept clean, in good repair and shined to a luster. The Chief of Police must approve all boots and shoes prior to being placed on the clothing list.
- C. Socks – for uniform officers shall be solid black in color, except that uniformed officers may wear white socks for medical reasons.
- D. Hats – The sheriff style hat shall be worn straight on the head with brim down over the forehead in a military manner. Hats are to be worn at all times when outdoors. Hats are not required while inside a motor vehicle or while inside headquarters.
- E. Leather equipment and accessories:
 - 1. The Sam Browne belt is always worn with the police uniform.
 - 2. The garrison belt, when worn with the police uniform, will utilize the belt loops in the trousers.
 - 3. The equipment placement will be as follows:
 - a. Authorized sidearm and holster will be placed on the appropriate side of the Sam Browne belt.
 - b. Handcuff case, baton holder, OC holder and magazine pouch will be placed in the appropriate order.
- F. White gloves – department issued white gloves shall be worn with the Class A uniform for funerals, memorial services, or other special events authorized by the Chief of Police.
- G. Fleece caps – The fleece cap can only be worn outdoors and at the shift sergeant's discretion when the uniform of the day is designated to be a department issued Class B. At no time will the fleece cap be worn with the Class A uniform. Factors the shift sergeant shall consider when permitting personnel to wear the fleece caps include, but are not limited to:
 - 1. Squad uniformity, i.e. does each member of the squad possess a fleece cap;
 - 2. Weather conditions such as snow or freezing air temperatures.
- H. Tie clasps – Only an approved type will be worn. Tie clasps will be worn between the third and fourth button from the top of the winter uniform shirt only.
- I. Badges:

1. The hat shield shall be worn on the uniform hats (sheriff style and winter fur) by mounting through the eyelet in the upper portion of the hat.
 2. The breast shield shall be worn on the left side of any outer garment. The shield shall be displayed at all times while in public, and carried while off duty.
 3. The department issued mourning band shall be worn as follows:
 - a. Death of an in-service Wall Township police officer – 10 days following the funeral;
 - b. Death of a retired Wall Township police officer – at the conclusion of the burial;
 - c. Death of an active Monmouth County law enforcement officer – at the conclusion of the burial;
 - d. Death of an active duty New Jersey law enforcement officer – at the conclusion of the burial;
 - e. National Peace Officers Memorial Day; May 15.
 - f. Other deaths at the discretion of the Chief of Police for a duration established by the Chief of Police.
- J. Service stripes – otherwise referred to as hash marks will be worn on the left forearm. One stripe for each completed three consecutive years of service of full time law enforcement service within the State of New Jersey.
- K. Military veteran service stripe – military veterans may wear one (1) red service stripe as the bottom stripe on their left sleeve.
- L. Patches – All uniforms shall bear the approved Wall Township Police Department patch. Specialized unit members shall wear their respective specialized unit patch on the right side and the regular department patch on the left side. Patches shall be displayed on winter, summer, Class B and outer garments except raincoats.
- M. Special awards and ribbons – while in uniform, officers having been awarded authorized valor awards and ribbons, may wear them on the leather badge and ribbon device issued by the department in accordance with *SOP 13.3 Department Awards*.
- N. Nameplate/shooting pin w/American flag:
1. The nameplate engraved with a *Law Enforcement Accreditation* seal is worn directly above the right breast pocket flap, centered on the pocket. The shooting pin shall be worn directly above and centered on the nameplate. The American flag shall be displayed above other attachments at all times.
 2. Shooting Pins shall be assigned based on most recent scores during duty weapon qualification:

- a. Master 98-100;
- b. Expert 90-97;
- c. Sharpshooter 85-89;
- d. Marksman 80-84.

- O. Whistle – the whistle shall be worn on the right breast pocket attached to the button. The lanyard is to be attached to the right epaulet button.

IV. UNIFORM AND EQUIPMENT ALLOWANCE

- A. As described in the current collective bargaining agreement, the clothing allowance for uniform division personnel shall be set annually. The detective division personnel allowance shall also be set annually.
- B. The patrol commander or his/her designee shall issue to all new, probationary uniformed officers, a complete uniform issue of summer and winter uniforms from a bid awarded distributor of the issue year. The recruit officer shall also receive complete leather gear, weapons and training clothing for academy attendance. After the original issue, the recruit will receive clothing allowance as described in the collective bargaining agreement.
- C. Sworn personnel in the year of their retirement, who wish to purchase a retired officer badge, will complete a formal request for the purchase to the Chief of Police. If approved, these officers may make the purchase through their clothing allowance. The badge will be given to them upon retirement from the police department. Retired sworn officers who want to purchase the badge on their own need to make a formal request to the Chief of Police in writing or email. Authorization would be sent to the authorized vendor on department letterhead from the Chief of Police with the retiree's name. Authorization from the Chief of Police is required for all purchases of the retired badge. Eligibility criteria for a retired badge:
 - 1. Retire in good standing with the Wall Township Police Department.
 - 2. Meet the requirements according to PFRS for a service or special retirement. (Service retirement requires 20 years of service; special retirement is 25 years of service).
 - 3. Officers with less than 20 accumulated pension years are not eligible nor are officers who separate due to disciplinary or injury related incidents.
 - 4. Employees who resign are not eligible.
 - 5. Purchase is subject to the approval of the Chief of Police.

V. APPROVED CLOTHING LIST

- A. Each division commander will maintain a copy of the approved clothing list.