

POLICE DEPARTMENT CITY OF BRIGANTINE

BRIGANTINE



NEW JERSEY



James C. Bennett
Chief of Police
December 12, 2017

CITY HALL
1417 W. BRIGANTINE AVENUE
PHONE: (609) 266-7414
FAX: (609) 266-1066

OPRA REQUEST

Item #1:

- The department's Annual Summary report for 2016 is included however 2017 will not be prepared until the year has ended. 2016 is included.

Item #3:

- The 2016 Vehicular Pursuit Report is included, however the 2017 report will not be prepared until the year has ended.

Item #6.

- The annual basic police academy training information is held by the Atlantic County Police Academy and not this office.
- The Brigantine Police Department qualifies its officers at the Atlantic County Firearms Range four times a year with their duty issued handgun and also the patrol rifles.
- Ethics training is scheduled for January or February of every year.
- Use of Force Training is done with a policy review and quiz at least two times a year. Usually this training is done four times a year in conjunction with firearms qualifications.
- Vehicular Pursuit training is done twice a year with a policy review in January and June.
- Domestic violence training is performed at the Atlantic County Police Academy and also on NJLearn.com
- Biased based policing training is performed once per year and includes Cultural Diversity Training in the policy review.
- Breathalyzer training is performed in accordance with New Jersey State Police Training. Our officers are trained/refreshed once every three year period.
- 911 Tele-communicators obtain at least 8 CEU'S per year to maintain their NJ EMD Certification. The Brigantine Tele-Communicators are enrolled into the APCO Illuminations Course in which they do one online course per month with is worth one CEU per month for a total of twelve per year. The tele-communicators must also maintain a current CPR status.

A handwritten signature in black ink, appearing to read "Rubino".
Captain R. Rubino

PROFESSIONAL STANDARDS SUMMARY REPORT FORM

Agency: Brigantine Police Department

County: Atlantic

Reporting Year: 2016

TABLE 1 – COMPLAINTS FILED

TYPE OF COMPLAINT	ANONYMOUS COMPLAINTS	CITIZEN COMPLAINTS	AGENCY COMPLAINTS	TOTAL DISPOSITIONS
EXCESSIVE FORCE				
IMPROPER ARREST				
IMPROPER ENTRY				
IMPROPER SEARCH				
OTHER CRIMINAL VIOLATION				
DIFFERENTIAL TREATMENT				
DEMEANOR				
DOMESTIC VIOLENCE		1		1
OTHER RULE VIOLATION		1		
TOTAL		2		1

PROFESSIONAL STANDARDS SUMMARY REPORT FORM

Agency: Brigantine Police Department

County: Atlantic

Reporting Year: 2016

TABLE 2 – AGENCY DISPOSITIONS

	SUSTAINED	EXONERATED	NOT SUSTAINED	UNFOUNDED	ADMINISTRATIVELY CLOSED	TOTAL DISPOSITIONS
EXCESSIVE FORCE						0
IMPROPER ARREST					1	1
IMPROPER ENTRY						0
IMPROPER SEARCH						0
OTHER CRIMINAL VIOLATION						0
DIFFERENTIAL TREATMENT						0
DEMEANOR						0
DOMESTIC VIOLENCE			1			1
OTHER RULE VIOLATION						0
TOTAL	0	0	1	0	1	2

PROFESSIONAL STANDARDS SUMMARY REPORT FORM

Agency: Brigantine Police Department

County: Atlantic

Reporting Year: 2016

TABLE 3 – COURT DISPOSITIONS

COURT	CASES DISMISSED	CASES DIVERTED	ACQUITTALS	CONVICTIONS
MUNICIPAL COURT	1			
SUPERIOR COURT	1			
TOTAL	2			

POLICE PURSUIT SUMMARY REPORT

Agency Brigantine Police Department	County Atlantic
Reporting Period January 1 2016 to December 31, 2016	
Person completing report Captain Robert Rubino	Date completed 1/3/2017
Phone number 609-266-7600 Ext: 275	

1. Number of pursuits initiated	0
2. Number of pursuits resulting in accidents	0
3. Number of pursuits resulting in injuries (NO DEATHS)	0
4. Number of pursuits resulting in death	0
5. Number of pursuits resulting in arrest	0
6. Number of vehicles in accidents	
a. Pursued vehicles	0
b. Police vehicles	0
c. Third party vehicles	0
7. Number of people injured	
a. Pursued vehicles	0
b. Police vehicles	0
c. Third party vehicles	0
d. Pedestrians	0
8. Number of people killed	
a. Pursued vehicles	0
b. Police vehicles	0
c. Third party vehicles	0
d. Pedestrians	0
9. Number of people arrested	0
10. Number of pursuits in which a tire deflation device was used	0

(DCJ 7/2009)

USE OF FORCE

A. Incident Information

Date 01/14/2016	Time 06:48	Day of Week	Location 118 45th Street South, BRIGANTINE NJ 08203	Incident Number I-2016-00557
☐ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop ☒ Other (Specify) FEMALE OUT OF CONTROL SENT TO PIP				

B. Officer Information

Name (Last, First) SERGEANT HEWITT, FRANKLIN P.	Badge # 74	Sex M	Race WHITE	Age 45	Injured ☐	Killed ☐
Rank SERGEANT	Duty Assignment PATROL	Years of Service 17	On Duty ☒	Uniform ☒		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) MELHELM, HABEBAH	Sex F	Race WHITE	Age 19	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☒ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward the subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☒ Other (specify) GRABBED FEMALES ARMS PULLING HER AWAY FROM HER SISTER				
		Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired Number of hits (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____				
		Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired Number of hits (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature:	Date: 01/14/2016
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: SERGEANT HEWITT, FRANKLIN P.	Supervisor Signature:

USE OF FORCE

A. Incident Information

Date 01/13/2016	Time 02:45	Day of Week Wed	Location 118 45th Street South, BRIGANTINE NJ 08203	Incident Number I-2016-00557
☐ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop ☒ Other (Specify) OUT OF CONTROL FEMALE ATTACKING OTHERS IN RESIDENCE. SENT TO P.I.P				

B. Officer Information

Name (Last, First) PATROLMAN POWELL, CHRISTOPHER	Badge # 71	Sex M	Race WHITE	Age 44	Injured ☐	Killed ☐
Rank PATROLMAN	Duty Assignment PATROL	Years of Service 20	On Duty ☒	Uniform ☒		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) MELHEM, HABEBAH	Sex F	Race WHITE	Age 18	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☒ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward the subject (check all that apply) ☒ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☒ Other (specify) _____		Officer's use of force toward subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature:	Date: 01/14/2016
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: SERGEANT HEWITT, FRANKLIN P.	Supervisor Signature:

USE OF FORCE

A. Incident Information

Date 05/14/2016	Time 14:35	Day of Week Sat	Location Route 30, Atlantic City NJ 08401	Incident Number I-2016-06075
☐ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☒ Traffic Stop ☐ Other (Specify) _____				

B. Officer Information

Name (Last, First) PATROLMAN FINAN, MICHAEL	Badge # 103	Sex M	Race WHITE	Age 33	Injured ☐	Killed ☐
Rank PATROLMAN	Duty Assignment PATROL	Years of Service 9	On Duty ☒	Uniform ☒		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) NOEL, STANLEY R	Sex M	Race BLACK	Age 28	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☒	Charges OBSTRUCTION			
Subjects actions (check all that apply) ☒ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward the subject (check all that apply) ☒ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature:	Date: 05/14/2016
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: SERGEANT FEEHAN, BRIAN	Supervisor Signature:

USE OF FORCE

A. Incident Information

Date 07/21/2016	Time 18:29	Day of Week Thu	Location Sandpiper Condominiums - 4600 West Briganti	Incident Number I-2016-10674
☐ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop ☒ Other (Specify) WARRANT SERVICE				

B. Officer Information

Name (Last, First) PATROLMAN FERRIS, WILLIAM	Badge # 91	Sex M	Race WHITE	Age 37	Injured ☐	Killed ☐
Rank PATROLMAN	Duty Assignment PATROL	Years of Service 14	On Duty ☒	Uniform ☒		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) CAPONE, LOUIS W	Sex M	Race WHITE	Age 38	Weapon ☐	Injured ☐	Killed ☐
☒ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☒	Charges TERRORISTIC THREATS			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☒ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward the subject (check all that apply) ☒ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature: 	Date: 07/21/2016
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: SERGEANT WARD, STEVEN	Supervisor Signature:

USE OF FORCE

A. Incident Information

Date 10/29/2016	Time 22:50	Day of Week Sat	Location Police Department - 1417 West Brigantine Av	Incident Number I-2016-16602
☐ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop				
☒ Other (Specify) <u>DWI, RESISTING TO BE HANCUFFED AT THE STATION</u>				

B. Officer Information

Name (Last, First) LIEUTENANT CASAMENTO, RICHARD	Badge # 78	Sex M	Race WHITE	Age 42	Injured ☐	Killed ☐
Rank LIEUTENANT	Duty Assignment PATROL LIEUTENANT	Years of Service 16	On Duty ☒	Uniform ☒		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) LANDRY, DONALD R	Sex M	Race WHITE	Age 66	Weapon ☐	Injured ☐	Killed ☐
☒ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☒	Charges DWI			
Subjects actions (check all that apply) ☒ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward the subject (check all that apply) ☒ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence ☐ Other Unusual condition (specify) _____		Arrested ☐	Charges			
Subjects actions (check all that apply) ☐ Resisted police officer control ☐ Physical threat/attack on officer or another ☐ Threatened/attacked officer or another with blunt object ☐ Threatened/attacked officer or another with knife/cutting object ☐ Threatened/attacked officer or another with motor vehicle ☐ Threatened officer or another with firearm ☐ Fired at officer or another ☐ Other (specify) _____		Officer's use of force toward subject (check all that apply) ☐ Compliance hold ☐ Hands/fists ☐ Kicks/feet ☐ Chemical/natural agent ☐ Strike/use baton or other object ☐ Canine ☐ Other (specify) _____ Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature: 	Date: 10/30/2016
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: CAPTAIN REHILL, THOMAS	Supervisor Signature:

USE OF FORCE

A. Incident Information

Date 05/30/2017	Time 15:51	Day of Week Tue	Location Harbor Beach Boulevard/Atlantic Brigantine	Incident Number I-2017-08550
☒ Crime in progress ☐ Domestic ☐ Other Dispute ☐ Suspicious Person ☐ Traffic Stop				
☐ Other (Specify) _____				

B. Officer Information

Name (Last, First) PATROLMAN LYONS, JOHN F	Badge # 99998	Sex M	Race WHITE	Age 38	Injured ☐	Killed ☐
Rank PATROLMAN	Duty Assignment PATROL	Years of Service 8	On Duty ☒	Uniform ☐		

C1. Subject 1 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First) CLAIBORNE, JUSTIN T	Sex M	Race BLACK	Age 25	Weapon ☐	Injured ☐	Killed ☐
☒ Under the influence POSSIBLE PSYCH ISSUE		Arrested ☒	Charges RESISTING ARREST			
☒ Other Unusual condition (specify) _____						
Subjects actions (check all that apply)		Officer's use of force toward the subject (check all that apply)				
☒ Resisted police officer control		☒ Compliance hold				
☐ Physical threat/attack on officer or another		☐ Hands/fists				
☐ Threatened/attacked officer or another with blunt object		☐ Kicks/feet				
☐ Threatened/attacked officer or another with knife/cutting object		☐ Chemical/natural agent				
☐ Threatened/attacked officer or another with motor vehicle		☐ Strike/use baton or other object				
☐ Threatened officer or another with firearm		☐ Canine				
☐ Fired at officer or another						
☐ Other (specify) _____		☐ Other (specify) _____				
		Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

C2. Subject 2 (List only the person who was the subject of the use of force by the officer listed in Section B.)

Name (Last, First)	Sex	Race	Age	Weapon ☐	Injured ☐	Killed ☐
☐ Under the influence		Arrested ☐	Charges			
☐ Other Unusual condition (specify) _____						
Subjects actions (check all that apply)		Officer's use of force toward subject (check all that apply)				
☐ Resisted police officer control		☐ Compliance hold				
☐ Physical threat/attack on officer or another		☐ Hands/fists				
☐ Threatened/attacked officer or another with blunt object		☐ Kicks/feet				
☐ Threatened/attacked officer or another with knife/cutting object		☐ Chemical/natural agent				
☐ Threatened/attacked officer or another with motor vehicle		☐ Strike/use baton or other object				
☐ Threatened officer or another with firearm		☐ Canine				
☐ Fired at officer or another						
☐ Other (specify) _____		☐ Other (specify) _____				
		Firearms Discharge ☐ Intentional ☐ Accidental Number of shots fired _____ Number of hits _____ (Use 'UNK' if unknown)				

D. If this officer used force against more than two subjects in this incident, attach additional USE OF FORCE REPORTS.

Signature:	Date: 05/30/2017
(SUPERVISOR) I hereby certify that I have reviewed this Use of Force report for accuracy and completeness and have promptly addressed any issues as they may pertain to policy interpretation, training, weapons or equipment, or discipline. Recommendations to modify policy, apply remedial training beyond what can be performed by me, change weapons, equipment or tactics, or apply discipline beyond my capabilities shall be thoroughly documented and forwarded through the chain of command to the Chief of Police.	
Supervisor Name: SERGEANT HEWITT, FRANKLIN P.	Supervisor Signature:



Brigantine Police Department

Brigantine, New Jersey

GENERAL ORDER

ORDER NUMBER: 2008-041 9-9	ISSUE DATE: 10/2/2014	EFFECTIVE DATE: Immediately	DISTRIBUTION: All Personnel
SUBJECT: Application and Hiring Process - Regular Sworn Police Officer			
STATUS (New or Revised): Revised		<u>SUPERCEDES ORDER :1 1/14/2011, 2008-029,2006-026</u>	
ACCREDITATION STANDARD			

The purpose of this order is to establish procedures for the application and hiring process of sworn police officers.

This order consists of the following chapters:

- I. POLICY
- II. PROCEDURES
- III. SELECTION PROCESS WAIVER

I. Policy

- A. It shall be the policy of the City of Brigantine Police Department to adhere to a standard applicant testing and screening process in an effort to employ high quality police officers
- B. The City of Brigantine Police Department shall adhere to applicable law regarding the hiring of police officers.
- C. Applicants must:
 - 1. Be a United States citizen
 - 2. Be a New Jersey State Resident
 - 3. Have a high school diploma or state certified G.E.D.
 - 4. Read and write the English language proficiently
 - 5. Be of sound moral character
- D. At the time of appointment a City of Brigantine Police Officer must:
 - 1. Possess a valid New Jersey drivers license
 - 2. Pass a written examination
 - 3. Pass a physical fitness test
 - 4. Pass a medical examination
 - 5. Pass oral examinations
 - 6. Pass psychological testing
 - 7. Pass drug screening
 - 8. Pass an extensive background investigation

II. PROCEDURE

A. The following procedures shall be used, in the following order, to screen applicants for the position of full time sworn regular police officer in the City of Brigantine Police Department:

1. The City of Brigantine shall administer a written exam.

- a. This exam shall be used as a preliminary screening device. The Chief of Police shall determine the minimum score needed on this exam to advance onto the next phase of the process.

2. A physical fitness exam shall be administered by the Brigantine Police Department.

- a. The physical fitness test shall reflect the standards currently recommended by the Cooper Institute for Aerobics Research. The Cooper tests contain those items that measure both underlying fitness components (criterion validity), and are legally valid methods of predicting an officer's ability to perform essential physically demanding tasks.
- b. The physical fitness battery consists of the following tests:
 - i. 1.5 Mile Run
 - ii. Vertical Jump
 - iii. One Minute Sit Up
 - iv. 300 Meter Run
 - v. Maximum Push Up
- c. The physical fitness test will be scored on a pass/fail basis. Those candidates that fail the physical test will not be allowed to advance in the hiring process.

3. Application Review and Background Investigation. Candidates receiving a passing score, in the physical fitness test, will be forwarded for the administration of the Application review and Background investigation.

- a. The background investigation and application review shall include, at a minimum:
 - i. Verification of information supplied on the Brigantine Police Department's application/background questionnaire.
 - ii. At least three references will be verified during the background investigation.
 - iii. Verification of qualifying credentials will be examined during the background investigation.
 - iv. A review of the applicant's employment history.
 - v. Contact with police agencies in the cities/towns where the applicant has lived.

- vi. A review of the applicant's criminal history, if any, through NCIC/SCIC.
 - vii. A review of the applicant's driving record and status.
 - viii. Candidates may be eliminated at this phase for unsatisfactory personal, traffic, criminal, financial or work histories; for inaccurate or untrue application information; or for failing to disclose relevant information.
- b. Background Investigators shall use whatever legal means at their disposal, including teletype, computers, agency records, phones, personal contacts, etc., to thoroughly verify and investigate information.
 - c. Investigators shall follow leads and information to further the scope of the investigation, and are not limited by the information supplied by the applicant.
 - d. A record of each applicant's background investigation shall be securely maintained in accordance with the record retention requirements.
 - e. Background files of successful applicants who are hired shall be maintained in the employee's personnel file maintained by the Chief of Police.
 - f. Applicants must disclose any and all expungements applied for or received. The City of Brigantine will refuse to hire any individual for a particular position if that person had a previously expunged conviction of such sufficient magnitude so as to impugn the character and integrity of the applicant.
4. **Oral Review Board.** Candidates receiving a satisfactory application review and background investigation shall attend an Oral Review Board Interview conducted by the City of Brigantine Police Department.
- a. Questions shall be related to those subject areas relevant to employment as a police officer with the Brigantine Police Department.
5. Candidates may be offered a position of employment after the Oral Interview.
- a. Candidates will be required to sign an "Offer of Employment Waiver" informing them of the medical, psychological, and drug screening requirements, as well as the training and probationary status requirements of newly hired police officers.
6. A tie in the selection process may be resolved in the selection being awarded to a resident of the City of Brigantine.
7. **Candidates offered employment shall undergo medical, psychological and drug screening**

- a. Candidates receiving unsatisfactory findings in any of these areas shall have the offer of employment rescinded without a hearing.**
- 8. Candidates not possessing current NJPTC certification as regular police officers shall be required to attend and satisfactorily complete all required recruit training at the police academy to which they are enrolled by the Department.
- 9. Candidates must also complete a field training period and a probationary period, as per City policy, before receiving a regular appointment as a police officer.
- 10. Employees currently attending a police academy will be considered trainees until successful completion of the police academy and they receive a New Jersey Police Training Commission Certification.
- 11. Seniority will be based upon badge numbers. The lower the badge number, the higher the seniority. Badge numbers will be distributed by hire date. Employees hired on the same date will receive badge numbers according to their academic ranking in the police academy.
- 12. The employee will be required to complete a one year probationary period upon completion of the FTO Program. Any employee who does not successfully complete this probationary period successfully will be terminated.
- 13. See appendix A for hiring point system

III. Selection Process Waiver

- A. In exigent circumstances, the Chief of Police may waive all or part of the pre-employment testing, except that the medical, psychological and drug screening or background investigation portions of this selection process shall not be waived under any circumstance. The Chief may elect to hire off of the existing list, in exigent circumstances, to hire someone already trained in order to alleviate police academy time.

IV. Final Selection:

See Appendix A.

****This General Order Is Not For Public Dissemination****

DISCLAIMER:

This policy is developed by the Brigantine Police Department for internal use only, and does not enlarge an officer's civil or criminal liability in any way. This policy should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.

2008-041 Hiring Process

Brigantine Police Department

All police department personnel shall review this General Order and fully understand the subject material. Supervisors are to ensure, and will be held accountable, that personnel under their command have a good working knowledge of this Order and are in compliance.

Electronic signatures are required upon receipt of this General Order on Power DMS.

Timothy J. Reed
Chief of Police

Date

****This General Order Is Not For Public Dissemination****

Appendix A

Point System for Written and Oral Testing:

I. The written Test:

- A. A written test may administered at the discretion of the City Manager and Chief of Police, who will confer to discuss time restraints and any other relevant factors. If a written test is administered - A minimum grade of **70** will be considered a passing grade. The applicant must pass each section of the written test independently. **The applicant must achieve a minimum score of 70 on each section of the written test. Failure to achieve a minimum score of 70 on each section of the written test will terminate the hiring process for the applicant. The applicant will not be entitled to a hearing.**

II. The Oral Interview:

- A. The oral interview will consist of 10 oral questions and two essay questions. The oral questions will be based on a scoring scale of 1-5. There is a total of 50 points obtainable, which will be multiplied by 1.8 for a best possible score of 90. Additional points will be added for:
1. Police Training Commission Status
 - Full Certificate – 5 points
 - SLEO I – 2 points
 - SLEOII – 3 points
 2. College: .5 point for every 30 credits earned; or 1 point for an Associates Degree or 2 points for a Bachelors Degree
 3. Military experience – 1 point
 4. Residency – 1 point
 5. Bi-lingual – 1 point
- B. The two essay questions will be graded on a pass or fail basis.

A candidate's final score is an average of the written test and oral interview scores added and averaged. Other factors may be considered to break a tie. These factors may include, but not be limited to: background information developed or received, residency, physical test performance, past work experience, or a candidate that is bi-lingual in both the English and Spanish languages.

Date: _____

Timothy J. Reed
Chief of Police



Brigantine Police Department

Brigantine, New Jersey

GENERAL ORDER

ORDER NUMBER: 2008-023 11-1	ISSUE DATE: 4/2/2013	EFFECTIVE DATE: Immediately	DISTRIBUTION: All Personnel
SUBJECT: Promotional Process			
STATUS (New or Revised): Revised		<u>SUPERCEDES ORDER:2/28/2011, 2008-023 1/8/2011. 2008-023 3/28/2008. 2007-039</u>	
ACCREDITATION STANDARD 2.3.1 a-I Accreditation Standards are coded in red.			

I. Purpose:

Promotion denotes vertical movement in the organization hierarchy from one rank to another, accompanied by increase in duties and salary. Police Promotions are perhaps the most important processes that a police department will encounter. Finding the right person to fill a supervisory rank is a paramount decision. Selecting the right process to screen potential candidates is equally paramount. The process should be able to seek out the most qualified individual for the vacancy and also be fair to all involved in the process.

II. Policy:

It is the policy of this department to foster growth among employees and assist in career development. Members of the department who are eligible for promotion shall undergo the following vigorous promotional process as outlined in this policy. It is understood that although this policy is in place, New Jersey Title 40 and The Code of The City of Brigantine provide the City Manager with the authority to fill all vacancies in the ranks of the Brigantine Police Department. This policy is not intended to supercede New Jersey State Law but will serve as a guideline aid for the promotional process.

III. Procedure:

- A. The Chief of Police shall make written notice of an impending promotional selection procedure by posting the Notice of Promotional Selection Process at least **fourteen days** prior to the commencement of the process.
- B. This notice shall specify:
 1. the procedural elements of the process

2. the rating methods to be used
 3. the overall weighting of each category/phase
 4. the eligibility requirements and actions to be taken by eligible candidates
 5. the rank for which the process is being used
- C. A promotional list will be formulated when more than one candidate is eligible for a promotion. All promotional result lists will remain in effect for two years. The City Manager shall reserve the right to extend the list for one additional year. The time clock will begin with the date posted on the list which shall be made available for viewing to all candidates on the posted date. *2.3.1.f, 2.3.1.g*
- D. The Chief of Police is the appropriate authority responsible for administering the promotional process. The City Manager is the appointing authority that shall fill the vacancies in all ranks of the Police Department. *2.3.1.h*

IV. PROMOTIONAL SELECTION PROCEDURE FOR SERGEANTS AND LIEUTENANTS

A. Personnel Review Committee

1. Promotional Review Committee for the rank of **Sergeant** shall consist of all existing Sergeants, supervised by at least 1 Lieutenant, a Captain and Chief.
2. Promotional Review Committee for the rank of **Lieutenant** shall consist of all existing Lieutenants supervised by a Captain & Chief.
3. In the event a Sergeant or Lieutenant is unavailable to serve on a committee, the committee will proceed with the available members. For consistency and fairness in promotional reviews, the committee will contain the same members, without substitution or absence, during the evaluation of all candidates for which the committee is tasked. In the event several committee members will be unavailable, the Chief of Police may appoint additional members to the committee as needed to conduct proper promotional reviews.

The Committee shall be tasked with analyzing information involving the overall work performance of the candidates over their work career with the Brigantine Police Department.

4. The following 4 Categories will be analyzed by the Board.
 - a) **Leadership**
 - b) **Job Performance**
 - c) **Work History**

d) **Time in Rank 2.3.1.d**

5. The Committee shall rate each candidate in the applicable categories on a rating scale as indicated in the Notice of Promotional Selection Process. The Committee will be provided specific written direction on the categories and any elements or sub-sections of the categories it is tasked to review, and a guide for applying the rating scale. The Committee shall consider work related experiences and available documents related to job performance, and will complete a work sheet documenting the ratings for each candidate. If a Committee member does not have any specific work related knowledge of the candidate in a particular category, s/he will abstain from the category. The results of this review will be collected by the highest ranking officer assigned to the Committee and forwarded to the Captain.
6. The Captain, considering the results of the Committee's recommendations, and any other pertinent information directly related to candidates' performance, shall recommend the candidates' ratings to the Chief of Police.
7. For the ranks of Sergeant and Lieutenant, The Chief of Police will present the top three candidates for recommendation to the City Manager, who will make the final promotional decision. The 2 remaining candidates and the next ranked candidate will then become part of the next 3 candidates for selection, and so on as subsequent candidates are selected for promotion.
8. The Chief of Police reserves the right to disqualify any candidate for serious and specific articulable reasons related to officer integrity and/or disciplinary history.
9. Eligible candidates not selected for promotion shall remain eligible for future selection as indicated in the Notice of Promotional Selection Process.

V. Interview Board for Sergeants and Lieutenants 2.3.1.c

The top three candidates for each rank shall be available to participate in an interview with the City Manager and the Chief of Police and/or his designee(s). The candidate should be prepared to answer questions related but not limited to: Patrol tactics, Statutory Law, General Orders and Procedures, Attorney General Guidelines, City Code, Extra-duty assignments, Rules and Regulations, General Management and Operations, Personnel Issues and Scheduling and general job related tasks.

VI. Promotion to Captain

- A. **Oral Interview:** All candidates will participate in an oral interview. The interview board will consist of the City Manager and/or their designee (s) and the Chief of Police and/or his designee (s). The officer applying for the promotion will prepare a professional resume. Areas of interest will include; **seniority**, special or advanced training received, education, extra-duty work assignments, departmental positions held (past and present), budget and personnel knowledge, managerial & operational skills and community affiliations, at a minimum. The Chief of Police and the City Manager will be furnished a list of the candidates and their resumes. Candidates should be prepared to answer questions to include, but not limited to , the fore mentioned topics. **2.3.1.c, 2.3.1.d**
- B. Promotion to the Rank of Captain will be an appointment by the City of Brigantine City Manager.

VII. Re-Application 34.1.3.f

Re-application of the promotional process will be granted as long as the officer meets the criteria for the process and there is a promotional testing opportunity announcement. The entire process must be completed each time the applicant reapplies.

VIII. Evaluation For Promotion

The Chief of Police will evaluate all letters of intent to participate in the promotional process from interested employees. The Chief of Police or his designee will evaluate if the applicant has all the necessary requirements and notify an applicant if they are ineligible for the process.

A. Eligibility requirements :2.3.1.a

1. Promotion To Sergeant:

- a. A patrol officer must have completed a minimum of 5 years as a patrol officer to be eligible to participate in the promotional process for the rank of sergeant. Of the five years of service, the officer must have three completed years of service with the Brigantine Police Department to be eligible to participate in the Sergeants Promotional Process. **2.3.1.a**

2. Promotion Lieutenant:

- a. In order to qualify as a potential candidate for the position of Lieutenant, an applicant must have held the rank of sergeant in the

Brigantine Police Department for 1 complete year, no lateral entry. [2.3.1.a](#)

3. Promotion to Captain:

- a. Eligibility to the rank of Captain will consist of the applicant holding the rank of Lieutenant for at least one year with the Brigantine Police Department, prior to the promotional process announcement, no lateral entry. [2.3.1.a](#)

Time in rank for Police Lieutenant and above is exclusive to time in rank with the Brigantine Police Department. Lateral entry is detailed in section VIII.A for the rank of Police Sergeant.

IX. Assessment Centers [34.1.3.c](#)

The Brigantine Police Department does not utilize assessment centers for promotional testing.

X. Review Of Results and Appeal [2.3.1.e](#)

- A. Candidates will be afforded an opportunity to meet with the Chief of Police to review the candidates' performance in the selection process.
- B. After meeting with the Chief of Police, a candidate may request to meet with the City Manager to review the candidate's performance in the selection process. This request must be done through the Chief of Police.
- C. Further appeal outside the Chief of Police and City Manager lies with the New Jersey Superior Court and applicable law.
- D. Eligible candidates, not initially selected, remain eligible for future selection as indicated in the Notice of Promotional Selection Process.
- E. Documents, records, and results of the process shall be held securely in the executive offices of Police headquarters with related confidential personnel records. [34.1.3.h](#)

XI. Probationary Period

There will be a ninety (90) day probationary period upon promotion to each rank. This period shall begin upon the promotion date.

-END-

All Police Personnel are to read and understand this Standard Operation Procedure as well as sign off on Power DMS. Any questions shall be directed to the immediate supervisor.

Signatures on File

John E. Stone Date
Chief of Police

Jennifer Blumenthal Date
City Manager

Brigantine Police Department Roster

Chief James Bennett
Capt. Robert Rubino
Capt. Thomas Rehill
Lt. P. Scott McClaskey
Lt. William Hoffman
Lt. Thomas Wodazak
Lt. Richard Casamento
Sgt. Matthew Fannon
Sgt. Franklin J. Hewitt, Jr.
Sgt. Brian Feehan
Sgt. Ralph Spina Jr.
Sgt. Steven Ward
PtIm. Christopher Hurst
PtIm. Richard DeLeon
PtIm. William M. Ferris Jr.
PtIm Todd Devine
PtIm. John Knoff
PtIm. William Stroby
PtIm. Christopher Ludy
PtIm. Joseph Sweet
PtIm. Michael Finan
PtIm. John Glasser
PtIm. George O'Donoghue
PtIm. John Lyons
PtIm. Jessica Newcomer
PtIm. James Powderly
PtIm Corey Sprague
PtIm. Brad Huot
PtIm. Brooke Craver
PtIm. Michael Campbell
PtIm. Alexander Corcoran
PtIm. Junior Pena

Department:	018 31001 POLICE	---	Earnings	---	Taxes & Deductions	*CONTINUED*
DEPARTMENT SUB-TOTALS	Regular	1959.00 Hrs	26212.00	Ins/W2	12891.13	Wages
	Salary		2941444.93	FWT	402320.16	Tips
DEPT 018-31001 POLICE	Overtime	1805.00 Hrs	113625.02	FICA	190158.42	Gross
	DblTm2.0	6.00 Hrs	677.28	MEDICARE	44535.65	Total Taxes
	DWI Pay	92.00 Hrs	5834.10	NJ-SUI	4553.56	Total Deduction
	EMT		15625.00	NJ-WFD	506.03	Net Pay
	Clothing\$		31775.00	NJ-FLI	1190.45	Non-Income Earn
	Ins/W2		12891.13	NJ-SIT	121028.05	Adjustments
	RetroO/T		1960.44	PERSLoan	1614.00	Check Amount
	RdWkl. 5%	86.00 Hrs	5523.04	PFRS	300751.70	
	WrkmCmpR		39058.00-	Bk PFRS	1392.00	
	RetroSal		2725.11	PFRSLoan	133688.44	
	Retro Py		1682.64	PBA Dues	19575.00	
	RetPyOut		62344.58	VALIC457	7120.00	
	MdOptOut		44229.00	Support	10464.00	
	PrQt Sal		40843.86	AFLAC WW	3676.55	
	OutsdDet	19.00 Hrs	1235.00	AmHlt125	1240.85	
				Health	193208.02	
				PFRSprYr	4083.26	
ACTIVE-0036 TERM-0002 TOTAL-0038				WrkCmpPt	39058.00	

The City gets reimbursed for
RdWk and OutsdDet