

HARRISON TOWNSHIP POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



SUBJECT: SPECIAL LAW ENFORCEMENT OFFICER PROGRAM

EFFECTIVE DATE: November 2, 2018

NUMBER OF PAGES: 8

ACCREDITATION STANDARDS: 2.6.1

BY THE ORDER OF:
Chief of Police Thomas Mills

PURPOSE The purpose of this standard operating procedure is to maintain procedures for a special law enforcement officer program to enhance the services provided to the public by the Harrison Township Police Department

POLICY It is the policy of the Harrison Township Police Department to maintain a special law enforcement officer program to supplement and not supplant the regular police department in accordance with the requirements of N.J.S.A. 40A: 14-146.8, et seq., and Harrison Township municipal ordinances.

The Harrison Township Police Department recognizes that the proper utilization of special law enforcement officers enhances the agency's ability to provide the community with the highest possible level of law enforcement services.

The Harrison Township Police Department will utilize special law enforcement officers in ways to help deliver more economical and effective police services.

PROCEDURES

I. GENERAL

- A. Special law enforcement officer (SLEO) means any person appointed pursuant to N.J.S.A. 40A: 14-146.8, et seq., to temporarily or intermittently perform duties similar to those performed regularly by members of a police force of a local unit, or to assist a police force during unusual or emergency circumstances.
1. SLEO personnel are considered part-time employees and can be terminated for cause after adequate hearing, unless the appointment is for four months or less, in which event the appointment may be revoked without cause or hearing (N.J.S.A. 40A: 14-146.14).
 2. Under no circumstances do the contents of this directive intend to create a contract for any purpose of a guarantee of continued employment between Harrison Township and SLEO personnel.
 3. SLEO personnel do not have the guaranteed procedural or personnel rights as described in township ordinances, the township employee manual, or this department's rules and regulations that may apply to other employees or members of the department.
 4. The number of SLEO II personnel shall not exceed 25% of the regular sworn officer complement.
- B. Harrison Township Ordinance §53-2 authorizes special law enforcement officers.
- C. SLEO personnel shall be included in the agency's organizational chart and are subordinate to the division, bureau, or unit commander to whom assigned.
- D. Minimum qualifications for SLEO personnel:
1. Must be legally permitted to work in the United States;
 2. Must be a resident of the State of New Jersey during the term of appointment;
 3. Must be at least 18 years of age;
 4. Must be able read, write and speak the English language well and intelligently and have a high school diploma or its equivalent;
 5. Must be sound in body and of good health and be able to perform the physical functions of the duties assigned;
 6. Must be of good moral character and shall not have been convicted of any crime or offense involving moral turpitude.
- E. No person shall be appointed to be a SLEO if he/she:
1. Serves as a special law enforcement officer in another jurisdiction;

2. Serves as a full-time, permanently appointed law enforcement officer in another jurisdiction;
 3. Serves as a public official with responsibility for setting law enforcement policy in this township;
 4. Serves as a public official exercising authority over the budget in this township;
 5. Serves as a public official exercising authority over the supervision of the police personnel in any jurisdiction
- F. Any person who at any time prior to appointment had served as a duly qualified, fully-trained, full-time officer in any municipality of this State and who was separated from that prior service in good standing, shall be eligible to serve as a SLEO. The PTC may waive the basic training requirements with regard to any such person eligible to be appointed as a SLEO.
- G. SLEO personnel can only be appointed to assist regular police officers and cannot be employed, used, or deployed to replace or substitute for regular police officers of this department, or in any way diminish the number of full time officers employed.
- H. SLEO personnel in good faith carrying out, and complying with, or attempting to comply with rules and regulations made and promulgated or performing any authorized service shall have and possess all the rights, privileges and immunities conferred upon regular officers by the laws of this state.
- I. When on duty, SLEO personnel are covered by state and federal statutes for compensation insurance in case of death or personal injury.
- J. SLEO personnel are provided with public liability protection equal to that provided to regular police officers.

II. SELECTION PROCESS

- A. Prior to appointment, prospective SLEO personnel shall complete and return a comprehensive employment application.
1. All applicants shall be fingerprinted and subjected to a background investigation, including, but not limited to:
 - a. Verification of qualifying credentials;
 - b. A review of any criminal or traffic record;
 - c. Verification of at least three personal references;
 - d. A check of the NJ Domestic Violence Registry;
 - e. A check of the NJSP Central Drug Registry.

2. Following a conditional offer of employment, applicants must successfully undergo the same psychological testing that is required of all full-time police officers or a testing process for SLEO approved by the Police Training Commission pursuant to N.J.S.A. 52:17B-70.
 3. Following a conditional offer of employment, applicants must successfully pass a drug screening test pursuant to *New Jersey Attorney General's Law Enforcement Testing Policy* and this agency's SOP on *Drug Testing*.
 4. Following a conditional offer of employment, applicants must successfully pass a medical examination in accordance with PTC guidelines. Such medical examination must be documented on a *PTC Medical Certification Form* (PTC 8A).
- B. Appointments are made by the Mayor upon recommendation by the Chief of Police, who shall certify the eligibility and qualifications of all applicants, in writing, prior to appointment.

III. TRAINING

- A. All SLEO personnel must successfully complete a PTC approved basic training course before commencing duties.
1. The PTC may waive basic training consistent with subsection I.F and N.J.A.C. 13: 1-8.4.
 2. If the applicant is a retired law enforcement officer, the PTC may require him/her to complete portions of the basic training course (e.g., applicant has been separated from the police service in excess of 3 years and may need to retake use of force training, etc.).
 3. The Chief of Police may also require SLEO II personnel to complete a training course for safe school resource officers developed pursuant to N.J.S.A. 52: 17B-71.8.
- B. SLEO personnel are also required to attend other mandatory training made necessary by their assignment or duties. Those training topics required under the New Jersey Attorney General's mandatory in-service training requirements shall be provided with the same frequency as regular officers; see this department's SOP on *Training*. These topics include but, are not limited to:
1. Use of force refresher;
 2. Weapons qualification and proficiency;
 3. Active shooter/threat response;
 4. Pursuit guidelines;
 5. Domestic violence;
 6. Unlawful harassment in the workplace;
 7. Right to know;

8. Ethics;
9. Bloodborne pathogens;
10. First Aid / CPR / AED / Narcan administration;
11. Hazardous materials awareness;
12. Other topics mandated by the Chief of Police.

IV. APPOINTMENT, TERMS, REGULATIONS, AND DUTIES

- A. SLEO II personnel have the same powers and duties commensurate with those of a regular police officer.
 1. SLEO II are authorized to carry and use agency approved firearms while on duty only after qualifying and demonstrating proficiency with the use of agency authorized firearms with the same frequency as regular police officers and in conformance with this SOP.
 2. SLEO II are authorized to carry the following agency approved less lethal weapons while on duty only after demonstrating proficiency in the use of these weapons with the same frequency as regular police officers:
 - a. Tactical baton;
 - b. Oleoresin capicum aerosol.
 3. SLEO II personnel are authorized to utilize handcuffs and other restraining devices consistent with this department's SOPs and only after demonstrating proficiency in the use of these devices.
 4. SLEO II duties include, but are not limited to:
 - a. General patrol duties;
 - b. Traffic direction;
 - c. Parking enforcement;
 - d. Security/spectator control at special events;
 - e. Court security/bailiff;
 - f. Municipal building and facilities security;
 - g. General clerical duties as directed by the Chief of Police or his/her designee.
 5. SLEO II personnel may travel through another municipality to reach a noncontiguous portion of Harrison Township, or to transport persons to and from a correctional facility, or while in fresh pursuit of any person consistent with N.J.S.A. 2A: 156-1 et seq. and this department's SOP on *Pursuit and Forcible Stopping Guidelines*.

- B. SLEO personnel must be appointed by the governing body for a term not to exceed one year.
 - 1. Reappointment is not guaranteed at the expiration of the one-year term.
 - 2. Prior to annual reappointment, SLEO personnel should undergo a supplemental criminal history check to ensure a non-disqualifying criminal record.
- C. SLEO personnel are not members of the regular police force and their powers and duties shall cease at the expiration of the term for which appointed.
 - 1. SLEO personnel shall not perform any duties other than authorized by the Chief of Police.
 - 2. SLEO personnel shall not leave any assigned detail/assignment without notification to and permission from the Chief of Police or his/her designee.
 - 3. Under no circumstances shall regular police officers abdicate their authority and responsibilities to SLEO personnel. When a regular police officer is present, the regular officer is responsible for any decisions made and/or actions taken.
 - 4. SLEO personnel shall be deemed on duty only when they are performing the public safety functions on behalf of the Harrison Township Police Department.
 - 5. SLEO personnel are subject to all rules, regulations, policies, and SOPs of this department.
 - 6. SLEO personnel are prohibited from using their identification card, badge, or affiliation with the Harrison Township Police Department for any financial gain, advantage, or other unethical purpose.

V. UNIFORMS AND EQUIPMENT

- A. At all times when carrying out a law enforcement function, SLEO personnel will be attired in the uniform that corresponds to their assignment and in possession of required equipment. No uniform item will be worn, or equipment carried, which has not been approved by the Chief of Police.
 - 1. All SLEO personnel and their uniforms and equipment must be maintained in accordance with this department's uniform and appearance SOPs.
 - 2. The SLEO uniform shall prominently display a patch that clearly indicates the status as a SLEO II.
 - 3. Badges shall clearly distinguish SLEO personnel from regular police officers.
- B. All SLEO are required to maintain and wear body armor while on duty as a condition of their continued employment.
- C. Separated SLEO personnel shall return their agency issued uniforms and equipment within 7 days of separation or face criminal, civil, and administrative sanctions.

- D. SLEO personnel are only permitted to carry their department-issued equipment (e.g., handguns, mechanical force weapons, handcuffs, etc.) when on duty. Mechanical force weapons shall be stored in their home or usual place of abode and secured to retard theft and unauthorized access.
- E. SLEO personnel must account for all lost and damaged weapons and equipment.
- F. SLEO II weapons control:
 - 1. SLEO II personnel can only carry and use departmental issued and approved handguns, ammunition, holsters and accessories.
 - 2. SLEO II personnel shall not maintain possession of their authorized handguns while off duty. All handguns shall be stored at police headquarters in designated lockers while SLEO II personnel are off duty.
 - 3. Each SLEO II will have a specific sidearm designed for his/her exclusive use.
 - 4. SLEO II personnel shall report to headquarters to obtain their assigned handguns and ammunition from the shift supervisor. SLEO II personnel shall load the handgun while pointing it in a safe direction.
 - 5. At the end of their assigned shift, SLEO II personnel will unload their handguns, while pointing it in a safe direction and placing them in their assigned gun lockers under the supervision of the shift supervisor.
 - 6. At no time will an officer leave any of their weapon(s) unsecured.
 - 7. SLEO II personnel shall not take their assigned sidearms home with them.
 - 8. SLEO II personnel, who are retired law enforcement officers, are permitted to carry a personal handgun while off-duty but, first must comply with the requirements of N.J.S.A. 2C: 39-6(I), N.J.S.A. 2C: 58-3, and N.J.A.C. 13: 54-7 et seq.

VI. DOCUMENTATION

- A. SLEO personnel shall complete all reports and forms required by their assignment prior to reporting off duty.
- B. SLEO personnel shall be issued a badge number, which shall be used on all documentation.

VII. SUPPLEMENTAL

- A. SLEO personnel shall not be permitted to work in excess of statutory limits except in a declared state of emergency requiring their presence.
 - 1. Except in emergencies, SLEO personnel shall not be on duty for more than twenty (20) hours per week.
 - 2. The Chief of Police may authorize one SLEO to work without limits to the number of hours.

3. Emergency means any sudden, unexpected or unforeseeable event requiring the immediate use or deployment of law enforcement personnel as shall be determined by the Chief of Police or Mayor.
- B. SLEO personnel as subject to the same drug screening procedures established for regular police officers; see this department's directive on *Drug Testing*.
 - C. The shift supervisor is responsible for inspecting all SLEO personnel to verify fitness for duty prior to the start of any SLEO detail.
 - D. SLEO II personnel are permitted to work extra duty assignments but, only after all regular police officers have been given first opportunity. Hours accumulated while on extra duty assignments does not count towards the 20-hour limitation on work hours.
 - E. SLEO personnel shall be permitted to access the DMS program to read and sign for all rules, regulations, policies, SOPs, or orders issued by the Chief of Police or his/her designee and to partake of any training or testing programs mandated or offered by the Chief of Police or his/her designee.
 1. The DMS system administrator shall be promptly notified of any SLEO personnel who are not reappointed or otherwise terminated so that access can be adjusted.
 2. DMS training is a condition of employment and continued employment and is not subject to remuneration unless otherwise authorized by the Chief of Police.
 - F. SLEO personnel shall receive annual performance evaluations in accordance with this department's directive on *Performance Evaluation*.
 1. All SLEO personnel shall be evaluated.
 2. The operations commander or his/her designee shall evaluate SLEO personnel with input from other officers and personnel.
 - G. SLEO personnel shall be paid at a rate established by township ordinance and shall be reimbursed for the costs of in-person training when done at the request of the township. Note: required DMS training, testing, and review of any SOP as required by the Chief of Police is not subject to reimbursement or remuneration.