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July 20, 2018

ASK NJ Media Co.

Dear ASK NJ Media Co.,

The Borough of Eatontown received your OPRA request for records on Monday July 16, 2018, the official Police Records Custodian James Rolly, received your request on Tuesday July 17, 2018. This response to your request is being provided to you on the 4th business day after the custodian's receipt of said request.

Your request sought access to the following:

- 1. Copy(s) of Eatontown Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the practice of police officers identifying themselves by name and/or badge number to members of the general public when requested, and/or by individuals the police officers make contact with in the course of their duties, when requested by those individuals.*
- 2. Copy(s) of Eatontown Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the display of name tags, name plates, name patches, badges, and/or badge numbers.*
- 3. Copy(s) of Eatontown Police Department SOPs/General Orders/Directives/Policies/Rules/Regulations referencing and in regards to the conduct of police officers when engaging/making contact with the public.*
- 4. A copy of all of the SOPs/General Orders/Directives/Policies/Rules/Regulations that are currently in place as of 8-1-2016 from the Eatontown Police Department regarding public photography and/or video recording of government buildings and within publically accessible areas of Government Buildings.*
- 5. A copy of all of the SOPs/General Orders/Directives/Policies/Rules/Regulations that are currently in place as of 8-1-2016 from the Eatontown Police Department regarding public photography and/or video recording of military facilities and critical infrastructures.*

The following is in response to your request;

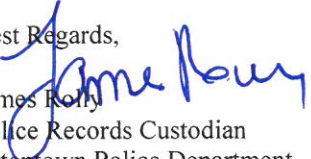
List of all records responsive to your request (include the number of pages for each record).	List of all records provided, <u>with redactions</u> , or denied in their entirety.	If records are disclosed with redactions, give a general nature description of the redactions.	If records were denied in their entirety, give a general nature description of the record.	List the legal explanation and statutory citation for the denial of access to records in their <u>entirety</u> or <u>with redactions</u> .
2. GO 18-CH1-06 Guidelines for Personnel Conduct/Appearance 13 Page 3. GO 13-CH1-05 Guidelines for Personnel Conduct 7 Pages				

In regards to item #1 the practice of police officers identifying themselves by name and/or badge number to members of the general public there is no specific record responsive you your request.

In regards to items #4 & #5 regarding public photography and/or video recording there is no specific record responsive you your request.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Eatontown Police Department to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Best Regards,


James Kelly
Police Records Custodian
Eatontown Police Department

Eatontown Police Department General Order: 18-CH1-06			
Section: The Administrative Function <u>Discipline</u>		Effective Date: 02/19/2018	
Subject: Guidelines for Personnel Conduct/Appearance		NJSACOP Standard: 1.4.1, 2.6.1	
Volume: 1	Chapter: 1	Pages: 13	
Attorney General: Monmouth County Prosecutor:		References: Replaces General Order 13-CH1-06 11/22/2013	
Issuing Authority: William P. Lucia III – Chief of Police Distribution: All Personnel		Revised On:	Page:
		New	

I. PURPOSE

The appearance that police officers and other police personnel present to the public has a direct effect on the effectiveness of the delivery of police services. Proper uniforms, equipment, and civilian attire help to provide easy recognition of members in the conduct of official business, maintain the department's public image, promote the safety of members in the performance of their duties, and enhance the department's esprit de corps. Therefore, providing written guidelines on the wearing of official uniforms and equipment or civilian attire while on duty, and ensuring compliance with them, are essential to a disciplined and efficient police department.

II. POLICY

The policy of the Eatontown Police Department is that all employees shall be neat, clean, well-groomed and present a professional appearance to the citizens we serve. The uniform will be worn when on duty by all personnel except when assigned to the "Detective Bureau" or assigned to work other functions out of uniform. Personnel who wear the uniform will be held responsible for the conformity to regulations and it is the duty of each officer to take pride in his or her appearance at all times. In order to achieve this goal, the following regulations are adopted.

III. DEFINITIONS

A. Accessories - Accessories consist of the items that complete the uniform, including but not limited to badge, name plate, award ribbons, qualification badges, leather pistol belt, leather gear accessories, shoes, socks, tie, tie clasp, rank insignia, service stripes, ASP and holder, pistol, portable radio, handcuffs and aerosol restraint spray. Patrolmen, Class I & II Special Law Enforcement Officers and Dispatchers will wear nickel plated or silver metallic accessories while the ranks of sergeant and above will wear gold plated or gold colored metallic accessories.

B. Class "A" Dress Uniform - Regular duty uniform (department issued) consisting of full duty rig with limited accessories, authorized jacket (lightweight or leather; if needed), trousers, long sleeved shirt with limited accessories, tie, tie clasp, "Sam Browne" cross strap and "Pershing" style hat. For the rank of sergeant and below, shirts will be French blue. For the ranks of lieutenant and above, shirts may be French blue or white.

C. Class "A" Duty Uniform (Winter) - Regular duty uniform (department issued) consisting of full duty rig, authorized lightweight, blue heavyweight or leather jacket, trousers, long sleeved shirt, tie, accessories, "Sam Browne" cross strap, and "Pershing" style hat or cold weather "Fur Trooper's Cap". For all ranks sergeant and below shirts will be French blue. For the rank of Lieutenant and above shirts may be French blue or white.

[Optional] During winter months, patrol personnel working all shifts may substitute the tie with an authorized turtleneck shirt or approved dickie as directed by the officer in charge with authorization by the Chief of Police or his designee. A Department issued watch cap, with the Eatontown Police Department patch sewn on the

front, may be substituted for the “Pershing” style or “Fur Troopers Cap”. **[Optional]** Uniform sweater as described in **Section IV.E.8** of this order may be substituted for the heavyweight or lightweight jacket.

D. Class “A” Duty Uniform (Summer) - Regular duty uniform (department issued) consisting of full duty rig, trousers, short sleeved shirt with no tie, accessories and “Pershing” style hat. For the ranks of sergeant and below, shirts will be French blue. For the rank of lieutenant and above, shirts may be French blue or white.

E. Class “B” Utility Uniform - The Class “B” Utility uniform (department issued) shall consist of the approved “BDU” cargo pants, French blue long sleeve or short sleeve shirt for all ranks, (depending on weather and time of season) full duty rig, authorized lightweight, heavyweight blue or leather jacket and baseball style hat or Department issued “Watch” cap, with the Eatontown Police Department patch sewn on the front. If the officer is wearing the short sleeve shirt, a long sleeve undershirt shall not be worn underneath.

[Optional] Officers working a bicycle detail may wear the department issued bicycle utility jacket if needed along with the Class “B” Bicycle Officer Utility Uniform. This jacket will not be worn with any other type of uniform or during any other detail.

F. “Bicycle Officer” Utility Uniform – The bicycle officer utility uniform will consist of either the class “B” blue cargo pants or black cargo shorts and the polo style royal blue polo shirt, long or short sleeve. The polo style shirt will have the department badge embroidered over the left breast and the officer’s name embroidered over the right breast. The uniform will be worn with the approved duty rig. Sneakers may be worn for this detail.

G. “Range Officer” Uniform – The Range Officer (firearms) uniform will consist of 5:11 brand or equivalent khaki uniform pants and a red polo style shirt, short or long sleeve. The shirt will contain the officer’s name on the right breast and the word “Instructor” across the back.

H. Full Duty Rig – The leather gear shall be department issued, black in color, basket weave design, and at minimum, consist of the following:

- a. department issue leather duty belt;
- b. department issued magazine pouch;
- c. department issued duty holster;
- d. department issued radio and holder;
- e. department issued handcuffs and case;
- f. department issued aerosol restraint spray and holder;
- g. department issued ASP baton and holder;
- h. department issued belt keepers if worn over leather garrison belt;
- i. any other duty rig accessory listed as approved by the Chief of Police.

I. Body Armor – Department issued or department approved bullet-proof vest

J. Shoes - Must be plain black or patent leather, department issued through current vendor or authorized dealer with approval from Chief of Police or his designee.

K. Uniform of the Day - The uniform of the day is the regular class “A” duty uniform or the class “B” utility uniform or authorized civilian clothing worn according to unit assignment, duty status, off duty work, seasonal variations and as directed by the officer in charge with authorization by the Division Commander, Chief of Police or his designee.

L. Approved award ribbons or qualification badges – Approved award ribbons will consist of those ribbons awarded to officers by the Chief of the Eatontown Police Department only. No other awards or qualification badges may be worn on the uniform without prior permission from the Chief of Police.

a. Ribbons awarded will consist of the following:

- 1. Life Saving Award** – Alert action in the saving of a life
- 2. Meritorious Service Award**– A highly unusual accomplishment under adverse conditions with some degree of hazard to life and limb to the nominee or where death or injury to a third party is prevented.
- 3. Combat Cross** – An individual who engages in combat with an armed adversary, at imminent personal hazard of life.
- 4. Unit Citation** – A team effort under combat conditions, including all participating staff members who in support of Departmental operations distinguished themselves to effectuate the protection of Life and Property.
- 5. Medal of Honor** – An outstanding act in the line of duty with risk involved
- 6. Educational Achievement** - Achievement of a Master's degree (or higher) from an accredited University or College
- 7. Exceptional Duty** – A highly creditable accomplishment to duty or service to the public.
- 8. Distinguished Duty Citation** – to be awarded to members of the department who perform an act or series of acts over time, or achieve an honor which shows a high degree of teamwork, dedication to duty, and that brings recognition to the community or the police department.

b. Qualification badges will consist of the following:

- 1. Marksman Pin** – Qualifying score with duty weapon 85 - 90%
- 2. Sharpshooter Pin** – Qualifying score with duty weapon 91 – 95%
- 3. Expert Pin** – Three consecutive qualifying scores with duty weapon 96 – 100%
- 4. Distinguished Expert Pin** – Five Consecutive qualifying scores with duty weapon at 100%

M. Tattoo/Branding – Any type of coloring, discoloring or mutilation of the skin with ink or markings. For the purpose of this definition medical scars resulting from accident, injury or medical conditions are not considered branding.

N. Casual Day – A day of the week, designated by administrative staff, when civilian employees may wear attire which is classified as more casual in nature, than business like.

O. Additional approved duty rig accessories:

- 1. A folding knife/cutting tool** -provided the knife is not declared illegal or prohibited under Title 2C:39-3 of the New Jersey Code of Criminal Justice. This knife may be used for cutting/extrication purposes and it need not be carried directly on the duty belt. Knives which are prohibited shall not be carried unless the Officer has a special assignment or is assigned to a tactical function where that style has a practical use.
- 2. A Flashlight and flashlight holder** – Holder must be of the same type and style as the duty rig, e.g. basket weave.

3. **A key ring** – The key ring must be of the same type and style as the duty rig e.g., basketweave. Any metal component of the key ring must also conform to the officers rank ie. nickel plated or silver metallic for Patrol Officers, Class I and Class II Special Officers and gold plated or gold colored metallic for the rank of sergeant and above.
4. **Rubber Glove/PPE Pouch** – The pouch must be minimal in size and of the same type and style as the duty rig, e.g., basketweave.
5. **Cell phone holder** – Cell phone holder may be worn on the duty rig provided it is conservative in style and does not interfere with other equipment on the duty rig. Cell phone holders need not be of the same type and style as the other equipment on the duty rig but it must be dark blue or black in color.
6. **Handcuffs** – Officers may carry additional sets of handcuffs either on their duty rig or readily accessible in their patrol vehicles. Handcuffs carried on a duty rig must be in a pouch, attached to a strap, or affixed using another fastener directly attached to the duty rig. Whichever mode of carry the officer chooses the carrier must be designed for the purpose of carrying handcuffs and it also must be of the same type and style as the duty rig, e.g., basketweave. Officers will not carry additional sets of handcuffs on their duty rig in any other fashion, e.g., draped over the belt or hanging from another piece of equipment. Additionally, handcuffs may only be silver or black in color.
Listed below is the list of handcuffs approved for carry by members of the Eatontown police Department:

a. **Approved handcuffs:**

Peerless chained or hinged handcuffs
Smith and Wesson Chained or hinged handcuffs
Hiatt Chained or hinged handcuffs
American Handcuff Company chained or hinged handcuffs
ASP Chained or hinged handcuffs

IV. SWORN PERSONNEL

A. Uniform Specifications, Procurement and Maintenance

- (1) All uniforms worn by personnel of the Eatontown Police Department will be department issued and supplied by a single winning vendor based on bid specifications supplied by the department. **(Appendix A)** The vendor must match currently serviceable items unless the uniform specifications have changed by authority of the Chief of Police.
- (2) The Captain of Police will administer the bid specifications based on department uniform requirements established by the Chief of Police.
- (3) The Captain of Police, once the winning vendor has been determined, will collect a list from each officer identifying uniform needs for the current year. This will include all uniform classifications, accessories and replacement items due to wear and tear or damage.
- (4) Once uniform needs are established, the Captain of Police will acquire a signed purchase order from the finance department for each officer to satisfy their uniform needs for the year. The officer will present the purchase order to the approved vendor to receive their allotment of uniforms and equipment. Officers will not receive or order any additional uniforms or equipment that are not specified on the signed purchase order. Subsequent requests for uniforms or equipment must be approved by the Captain of Police.
- (5) If during the year any uniform piece or equipment is worn or damaged, officers will need approval from the Captain of Police and a signed purchase order from the finance department before the equipment is replaced by the vendor.

(6) Replacement of personal items damaged in the line of duty which are not compensated for by the third party causing the damage shall be replaced in accordance with the current Collective Bargaining Agreement, Article 12: paragraph four.

B. Detectives

(1) Personnel assigned to the Detective Bureau will be given a clothing stipend each year in accordance with the current Collective Bargaining Agreement: Article 12, and shall be pro-rated monthly if an officer serves less than a full year as detective.

(2) Officers assigned to the detective bureau shall have a complete Class "A" Duty Uniform (Winter or Summer) and full duty rig available at all times.

(2) Unless otherwise directed by a supervising officer for a specific assignment, all detectives will follow the same seasonal change of dress as patrol personnel.

(3) Unless otherwise directed by a supervising officer for a specific assignment, officers assigned to the detective bureau shall dress in the following manner:

a. Male Detective

1. Winter

- (a) During the daytime hours, long sleeve collared dress shirt and ties, dress slacks and proper dress shoes.
- (b) During evening shifts detectives need not wear a tie, but the long sleeve collared dress shirt must still be worn. Detectives may also wear an appropriate sweater over the dress shirt.
- (c) Sport coats, suits and ties are acceptable at any time. Polo shirts and blue jeans are never acceptable unless authorized by a supervising officer.

2. Summer

- (a) During the daytime or evening hours, long or short sleeve collared dress shirts, dress slacks and proper dress shoes and socks.
- (b) Sport coats, suits and ties are acceptable at any time. Polo shirts and blue jeans are never acceptable unless authorized by a supervising officer.

b. Female Detective

- 1. Year-round attire shall include a suit, pants suit, or dress slacks with a blouse or sweater/jacket and dress shoes.

C. Seasonal Change of Uniform

(1) The Operations Commander will determine and post a notification to all personnel regarding the transitional period and requirements for seasonal uniform change. In general, Class "A" Duty Uniform (Winter) uniforms will be worn from approximately October through May. Class "A" Duty Uniform (Summer) will be worn from May through October.

(2) During the transitional period, if warranted by weather conditions, the officer in charge has the right to declare the "Uniform of the Day". All officers will dress alike.

D. Uniform Appearance and Maintenance

- (1)** Each member of the Eatontown Police Department will maintain a high standard of dress and appearance. Uniforms will be properly fitted, clean, pressed and serviceable. Damaged uniforms, i.e. holes, tears, stained, discolored or generally old in appearance will not be worn and shall be replaced.
- (2)** While absolute uniformity of appearance cannot be expected, personnel must project a police image that leaves no doubt that they live by a common standard and are responsible to good police order and discipline.
- (3)** Uniforms will be kept buttoned, zippered and snapped. Metallic devices will be kept in proper luster and shoes will be kept clean and shined. Appropriate undergarments will be worn with all uniforms.
- (4)** Under the current Collective Bargaining Agreement, all uniforms and detective clothing will be maintained by the Borough through a competitive bid for dry cleaning services.
- (5)** It is the responsibility of Division Commanders and Supervisors to ensure that police personnel under their command present a neat appearance.

E. Approved Class "A" Duty Uniform (Winter)

- (1)** Pershing style hat with band and hat badge in appropriate color depending on rank or fur Trooper's cap.
- (2)** Trousers, police and fire dark blue, with one and one-half inch gold stripe.
- (3)** Shoes, black with plain toe, $\frac{3}{4}$ boot, jump boot (optional) or any other approved foot-wear
- (4)** Winter shirt, long sleeve, French blue for sergeant and below, white or French blue for lieutenant and above with the official patch sewn to the left sleeve centered one inch below the shoulder seam. Additional patch requirements and options for EMT's, Class I & II Special Law Enforcement officers and dispatchers are described in Section E(4)a.5.
 - a.** Items to be worn on winter shirts:
 - 1.** Breast badge appropriate to rank which must be worn over the outermost garment above the left breast.
 - 2.** Name plate which will be worn on the uniform directly above the top seam of the right breast pocket.
 - 3.** Service stripes, left forearm sleeve (one for every five years of service) Gold and navy blue in color for sergeant and below, white and gold or navy blue and gold for lieutenant and above. Chief will wear stars for every five years of service.
 - 4.** Chevrons in appropriate color for sergeants on both sleeves and embroidered rank insignia at the end of the shirt epaulet for lieutenant and above.
 - 5.** On the right sleeve, Class I & II Special Law Enforcement officers will wear a white and black patch indicating their rank, while certified and current law enforcement EMT's may wear an approved patch indicating their qualification. Dispatchers will wear an approved communications patch on their right uniform sleeve.
 - 6.** Tie, dark blue or black, with Eatontown Police tie clasp in appropriate rank color.
 - 7.** Turtleneck or dickie (in place of tie when authorized), navy blue, with gold EPD embroidered on neck.
- (5)** Raincoat, black (optional)

(6) Rubber rain boots (optional)

(7) Sam Browne cross-strap (not required when wearing turtleneck or dickie).

(8) Sweater, dark blue (optional) may be worn as an outer garment, but will not be supplied by the department and must be obtained by the officer at his or her own expense. The garment must either display an embroidered badge of rank or have a badge holder capable of accommodating the wearer's issued department breast badge. The department patch will be displayed on the left shoulder of the garment. The officer's name may also be embroidered where the name tag would normally be displayed, with the color of the embroidery matching the officer's rank or position (gold for staff officers, sergeants and detectives, silver for patrolmen and Special Police Officers). The badge embroidery must match the style supplied by the current uniform vendor. The Sam Browne cross strap will not be worn with a sweater.

(9) Jacket – blue lightweight, heavyweight or black leather

(10) Approved award ribbons or qualification badges – ribbons to be worn on badge/ribbon holder and qualification badges to be worn centered above the name plate.

(11) Full duty rig

F. Approved Class "A" Duty Uniform (Summer)

(1) Pershing style hat with band and hat badge in appropriate color depending on rank.

(2) Trousers, police and fire dark blue, with one and one-half inch gold stripe.

(3) Shoes, black with plain toe, ¾ boot, jump boot (optional) or any other approved foot-wear

(4) Summer shirt, short sleeve, French blue for sergeant and below, white or French blue for lieutenant and above with the official patch sewn to the left sleeve centered one inch below the shoulder seam. Additional patch requirements and options for EMT's, Class I & II Special Law Enforcement officers and dispatchers are described in Section E(4)a.5.

a. Items to be worn on summer shirts:

1. Breast badge appropriate to rank which must be worn on the outermost garment.

2. Name plate which will be worn on the uniform directly above the top seam of the right breast pocket.

3. Chevrons in appropriate color for sergeants on both sleeves and embroidered rank insignia at the end of the shirt epaulet for lieutenant and above.

(5) Raincoat, black (optional)

(6) Rubber rain boots (optional)

(7) Jacket – blue lightweight if needed

(8) Approved award ribbons or qualification badges - ribbons to be worn on badge/ribbon holder and qualification badges to be worn centered above the name plate.

(9) Full duty rig

G. Approved Class “B” Utility Uniform (Summer or Winter)

- (1)** Baseball style hat or watch cap with Eatontown Police patch (depending on season)
- (2)** Trousers, blue BDU cargo pants with one and one-half inch gold stripe
- (3)** Shoes, black with plain toe, $\frac{3}{4}$ boot, full boot, jump boot (optional) or any other approved foot-wear
- (4)** French blue utility style shirt (short or long sleeve depending on season) with embroidered badge above the left breast indicating rank and name embroidered above the right breast.
- (5)** Raincoat, black (optional)
- (6)** Rubber rain boots (optional)
- (7)** Jacket – blue lightweight or heavyweight (optional) with regular badge
- (8)** Full duty rig

H. Approved Class “A” Dress Uniform – In order to maintain a consistent appearance by all officers, the Dress Uniform will be limited to the following items:

- (1)** Pershing style hat with band and hat badge in appropriate color depending on rank.
- (2)** Trousers, police and fire dark blue, with one and one-half inch gold stripe.
- (3)** Shoes, black with plain toe, or low quarter dress boots.
- (4)** Long sleeve shirt, French blue for sergeant and below, white or French blue for lieutenant and above. Official patch will be worn on the upper area of left sleeve only with additional patch requirements and options for EMT's, Class I & II Special Law Enforcement officers and dispatchers described in Section E(4)a.5.
 - a. Items to be worn on shirts:**
 - 1.** Breast badge appropriate to rank.
 - 2.** Name plate which will be worn on the uniform directly above the top seam of the right breast pocket.
 - 3.** Service stripes, left forearm sleeve (one for every five years of service) Gold and navy blue in color for sergeant and below, white and gold for lieutenant and above. Chief will wear stars for every five years of service.
 - 4.** Chevrons in appropriate color for sergeants on both sleeves and embroidered rank insignia at the end of the shirt epaulet for lieutenant and above.
 - 5.** Tie, dark blue or black, with Eatontown Police tie clasp in appropriate rank color.
 - 6.** No other ornamentation such as award ribbons, firearms qualifications, etc.
- (5)** Sam Browne cross-strap
- (6)** Jacket – blue lightweight, blue heavyweight or black leather (optional, but all officers must dress alike)
- (7)** Duty rig which will consist of only the following items:
 - a.** Service weapon and holster

- b.** Magazine pouch
- c.** ASP and holder
- d.** One handcuff case
- e.** O.C. spray and holder
- f.** Keepers
- g.** All other items such as glove case, radio holders or clips, extra handcuff straps, flashlight holders, etc. must be removed.

I. Use of Uniforms

(1) The wearing of partial uniforms is prohibited whether the officer is on or off duty. Members shall not wear their uniform or any part of their uniform into an establishment that serves alcoholic beverages, except when required in the performance of their duties. Members shall keep a spare, clean uniform of the day in their locker at police headquarters at all times, in addition to the uniform that they are wearing for their assigned shift.

(2) Officers will only wear an approved uniform as described and will not mix and match uniform pieces.

(3) The Dress Uniform will be worn for special functions when designated by the Chief of Police.

(4) The Class "A" Duty Uniform (summer or winter) will be worn by officers while on duty assigned to their regularly scheduled shift and shall be worn for approved off-duty security type work.

- a.** Although the "Pershing" style hat is listed as a required piece of both the Class "A" Winter and the Class "A" Summer uniforms, officers are not required to wear the hat at all times. Officers will have the hat readily available to them while on duty. The officer in charge of the shift will determine when an officer must wear the "Pershing" style hat as part of their duties.

(5) The Class "B" Uniform shall be worn for all off duty road construction type work and firearms qualification days; and may be used by specialized units such as the K-9 Officer, firearms instructors and bicycle patrols in the performance of their regular duties.

(6) All officers working an approved off duty detail (security or construction/traffic control) must wear the same uniform of the day (i.e. long sleeved or short sleeved), as determined by the Officer in Charge, even if they are not working together.

(7) Those officers assigned to firearms training will be exempt from wearing the patrol uniform of the day, i.e. long or short sleeve BDU shirt. The senior firearms instructor will call the uniform of the day for those officers attending firearms training in order to facilitate the necessary training environment.

J. Civilian/Courtroom Attire

(1) Civilian Attire - Civilian clothing worn by members while on duty shall be appropriate to their assignment, shall be neat, clean, pressed, and shall be approved by the Division Commander or direct supervisor.

(2) Courtroom Attire - Members, when wearing civilian clothing to court, shall present a professional, business like appearance.

a. Female Members - A dress, suit, or pants suit and blouse shall be worn with dress shoes.

b. Male Members – A sports jacket, dress shirt, dress slacks, conservative necktie, dress shoes and dress socks shall be worn. Business suits are acceptable at any time.

K. Grooming

(1) Jewelry and apparel - In the interest of safety for the officers and individuals with whom we have contact, the following shall apply to all sworn personnel unless they are serving in an undercover capacity and it is deemed necessary for the assignment by the Division Commander or direct supervisor.

- a.** Earrings - Earrings shall not be worn while on duty, even when covered or concealed.
Exceptions: Female dispatch personnel may wear a conservative style earring while performing desk duty.
- b.** Rings - Wedding bands are permitted. Engagement rings and other rings are not permitted while on duty which may cause unnecessary injury to officers or other persons.
- c.** Necklaces - Any chains or crosses worn around the neck shall not be visible to the public when in uniform. They may be worn underneath the uniform shirt.
- d.** Bracelets - No bracelets shall be worn while on duty besides one wristwatch and any bracelet medically required
- e.** Body Piercing - No visible body piercing jewelry shall be worn while on duty. This shall include but not be limited to nose, eyebrow, navel and tongue piercing.

L. Glasses

(1) Prescription - Eyeglasses worn by members while on duty or in uniform shall be conservative in style.

(2) Sunglasses - Sunglasses worn by members while on duty or in uniform shall be conservative in color and design. *In addition, officers will make every effort to remove their sunglasses when speaking with or interacting with a member of the public.*

(3) Cords - The attachment of a cord or other device to allow glasses to hang about the neck is allowed while on duty. Cords must be blue or black in color and conservative in nature. In addition, in the interest of officer safety, the cord must easily detach from the glasses if force is applied to the cord or the glasses or both.

M. Hair

(1) Hair shall be neatly groomed.

(2) The length, bulk or appearance of natural hair shall not be excessive, ragged or unkempt.

(3) Shall be groomed in front so that it does not fall below the band of properly worn uniform headgear.

(4) Ponytails and braids are not permitted while in uniform.

(5) Shall not interfere with the wearing of any authorized headgear.

(6) No wigs or hair extensions shall be worn.

(7) If colored, only natural coloring may be utilized.

(8) While in uniform hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture.

(9) Hair may be worn slightly over the ears, but in no case shall the bulk or length of the hair interfere with the wearing of the authorized uniform headgear.

(10) Male members shall be neatly trimmed and groomed.

(11) Female members not dressed in uniform may wear their hair down, provided that the hair does not extend passed the shoulder blades, in which case the hair must be worn up so as not to fall below this line.

(12) Hair shall be cut to present a tapered appearance on the side and back, and when combed, shall not fall over the ears or eyebrows,

(13) Hair shall not be cut, shaved, died or altered in any way to show numbers, letters, symbols or designs.

(14) Facial Hair

a. Mustaches - Mustaches, if worn, shall be kept trimmed and clean. No portion shall extend below or beyond the corners of the mouth. They shall not be twirled or curled.

b. Sideburns - Shall not extend downward beyond the lowest part of the ear opening. They shall be trimmed and neat in appearance. The base of the sideburn shall be a clean, horizontal line.

c. Other facial hair - Facial hair below the top lip, on the chin, or below the sideburns on the jaw, is not permitted.

N. Tattoos/Branding

a. Police employees will not have any tattoo or branding visible while in police uniform or civilian attire while on official police business. Visible areas include, but are not limited to, head, neck, arms, hands/fingers, legs and feet.

b. Police employees already exhibiting any tattoo or branding will be exempt from this provision, in as far as the pre-existing tattoo or brand is concerned, but will be held to the same standard listed above from the date of this order forward, excluding them from having any additional visible tattoos or branding while in police uniform or civilian attire while on official police business.

V. CIVILIAN PERSONNEL

A. Civilian Attire

(1) Dress Code - All employees of the Eatontown Police Department shall wear suitable business attire while engaged in the performance of their duties.

a. Clothing shall be neat, clean and pressed.

b. Clothing shall be appropriate for the employee's assignment.

c. The police department recognizes that the Borough of Eatontown has instituted a *casual day* policy for clerical and administrative personnel. For as long as this policy is in affect civilian personnel working for the police department may participate on this day only and all personnel participating will continue to present a neat and clean appearance.

(2) Female Employees

a. Female employees shall wear a dress, suit, pants suit, skirt or dress slacks with a blouse or sweater/ jacket and dress shoes.

b. The wearing of denim jeans, sweat pants or sweat suits, and sneakers or beach sandals during normal business hours is prohibited.

(3) Male Employees

- a. Male employees shall wear dress slacks, a dress shirt and tie or a collared shirt with dress pants, dress shoes and socks.
- b. Denim jeans sweat pants and sweat suits are prohibited.

B. Tattoos/Branding

- a. Police employees will not have any tattoo or branding visible while in police uniform or civilian attire while on official police business. Visible areas include, but are not limited to, head, neck, arms, hands/fingers, legs and feet.
- b. Police employees already exhibiting any tattoo or branding will be exempt from this provision, in as far as the pre-existing tattoo or brand is concerned, but will be held to the same standard listed above from the date of this order forward, excluding them from having any additional visible tattoos or branding while in police uniform or civilian attire while on official police business

VI. School Crossing Guards

A. Uniform Specifications

- a. All uniforms worn by School Crossing Guards employed by the Eatontown Police Department will be department issued and supplied by a single vendor based on uniform specifications supplied by the department. The uniform shall consist of the following, with the shirt selection based upon the uniform of the day as established by the Operations Commander:
 - 1. Long sleeved or short sleeved yellow polo shirt with crossing guard embroidered patch,
 - 2. Black crossing guard pants
 - 3. Shoes, black with plain toe, ¾ boot, full boot, jump boot (optional) or any other approved foot-wear,
 - 4. Winter or spring jacket (optional) with embroidered crossing guard patch,
 - 5. Baseball style cap, black with EPD patch,
 - 6. Department issued raingear (optional).

VII. Dispatch and Records Personnel

- a. All uniforms worn by Dispatch and Records Bureau personnel will be department issued and supplied by a single vendor based on uniform specifications supplied by the department. The uniform shall consist of the following:
 - 1. Short sleeved black polo shirt with name, department and division name embroidered on shirt front.
 - 2. 5:11 brand or equivalent khaki uniform pants.
 - 3. Shoes, black plain toe, ¾ boot, full boot, jump boot (optional) or any other approved footwear.
 - 4. Black polar fleece with embroidery identical to shirts (may be worn optionally).
 - 5. Black garrison belt or equivalent.
- b. Personnel holding the designation of SLEO I shall retain their original police style uniforms, which shall be worn when those personnel are acting in the capacity of SLEO I (traffic control, etc.).
- c. Personnel holding the designation of SLEO II shall wear their police uniform at all times, regardless of assignment.

VII. ADMINISTRATIVE PERSONNEL

- A. Department Personnel assigned to administrative duties may wear an alternate uniform appropriate for their daily activities as approved by the officer's Division Commander. Administrative personnel include but are not limited to Department Staff officers, Officers assigned to the Services Division, Community Service and Traffic Safety.
- B. All uniforms worn by Administrative personnel will be department issued and supplied by a single vendor based on uniform specifications supplied by the department unless otherwise approved by the Chief of Police. The uniform shall consist of the following:
 - 1. Short or long-sleeved navy-blue polo shirt with badge and name embroidered on shirt front.
 - 2. 5:11 brand or equivalent khaki uniform pants.
 - 3. Shoes, black or tan, plain toe, $\frac{3}{4}$ boot, full jump boot (optional) or any other approved footwear.
 - 4. Black or tan garrison belt or equivalent.

VIII. IN-SERVICE TRAINING AND SCHOOLS

- A. Department personnel attending in-service training or schools may wear the following attire as outlined in this general order:
 - 1. Uniform of the day as directed by the Officer in Charge in accordance with Section II and IV of this policy.
 - 2. Detective attire as outlined in Section IV.B of this policy
 - 3. Administrative attire as outlined in Section VIII of this policy, only if it conforms to the dress code policy of the training facility in which the officer is attending.
 - 4. Appropriate attire as mandated or requested by the training facility in which the officer is attending.

By Order Of:

A handwritten signature in blue ink, appearing to read 'Chief Lucia', with a stylized flourish at the end.

William P. Lucia III – Chief of Police

Eatontown Police Department General Order: 13-CH1-05			
Section: The Administrative Function <u>Discipline</u>		Effective Date: 12/04/2013	
Subject: Guidelines for Personnel Conduct Extra-Duty Employment (Side-Jobs)		NJSACOP Standard: 1.4.1, 2.1.3	
Volume: 1	Chapter: 1	Pages: 7	
Attorney General: Monmouth County Prosecutor:		References: Eatontown Police Manual Chapter 3 Eatontown Employee Manual Section F Replaces General Order 08-CH26-05 07/10/2008	
Issuing Authority: Michael Goldfarb – Chief of Police Distribution: All Personnel		Revised On:	Page:
		New	
		03/31/2014	2,3
		04/17/2014	2
			Section:
			IV.A.C
			IV.A.5

I. PURPOSE:

The primary duties of a law enforcement officer are to safeguard life and property, to reduce fear and incidence of crime and to enhance public safety. To fulfill these duties, law enforcement officers are granted extraordinary powers. The public and the Eatontown Police Department therefore have the right to expect the highest standards of conduct from their officers. The purpose of this policy is to establish guidelines and set a standard of conduct for the manner in which officers comport themselves in the performance of their daily duties.

II. POLICY:

The following Code of Conduct is adopted as policy by the Eatontown Police Department. All Eatontown Police Personnel will conduct themselves according to this code. Every employee will embrace ideals such as honesty, integrity, fairness, impartiality, incorruptibility, respect and decency.

III. DEFINITIONS

A. For purposes of this directive, the following terms are defined:

- 1. Under the influence** – A reading of .02 blood/alcohol concentration is considered under the influence of alcohol.
- 2. On duty** – Employees shall have regular hours assigned to them, for which they are paid by the Borough for actively engaging in the performance of their duties.
- 3. Off Duty** – The status of an employee during the period he or she is free from the performance of specified duties. It may also be known as a day off or annual leave.
- 4. Superior Officer** – A person holding rank higher than patrolman.
- 5. Recording Device** – Any device, digital or analog, such as a cell phone, MP3 player or digital audio recorder that is capable of capturing and recording audio and/or video clips.
- 6. Prescription:** A valid written or oral order for medication issued to the employee by a licensed physician or health care provider authorized to issue such order and used for its intended purpose as directed before any expiration date.
- 7. Borough Physician:** Eatontown Medical Associates, a group of physicians who are appointed by resolution by the Eatontown Mayor and Council to act as healthcare providers for employees of the Borough of Eatontown.

IV. PROCEDURE:

A. General Conduct

1. Employees shall refrain from allowing personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, employees will strive to obtain maximum cooperation from the public. Employees will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

2. Employees shall not use indecent, profane or unnecessarily harsh language in the performance of their official duties or in the presence of the public. Employees shall be decorous in their language and conduct. They shall refrain from actions or words that bring discredit to the Department. They shall also not use words or terms which hold any person, group or organization up to contempt. The use of such unacceptable terms is strictly forbidden. Employees shall not display material that may be considered discriminatory, derogatory, or biased in or on Department property. Specifically, discriminatory, derogatory or biased materials regarding race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, public assistance or familial housing are prohibited.

3. Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and in the presence of the public, officers should be referred to by rank.

4. No member of the police department may use any type of recording device to record any audio and/or video while on duty or while acting in an official capacity, unless such audio/video recordings are being made in accordance with a general order governing such a recording, such as the use of a Mobile Video Recorder or the recording of interviews and interrogations for investigative purposes. All other uses of recording devices must be approved by the Chief of Police or his designee prior to the actual recording taking place.

The restricting of audio and/or video recording not specifically approved by the chief of police will help in avoiding possible chain of evidence violations and the legal issues related to the New Jersey wiretap statute. It is also meant to help protect the integrity and morale of the police department.

5. Members and Employees shall conduct their private and professional lives in such a manner as to avoid bringing the department into disrepute. In the event a member or employee of the police department is involved in any incident while off duty that requires the intervention, assistance or a report generated by any law enforcement agency, the member or employee's Division Commander shall be notified by the member or employee immediately. If the Division Commander is not available, the duty staff officer shall be notified.

6. All Members and Employees shall adhere to the standards of conduct set forth in this General Order while engaged in extra duty or outside employment assignments as described in **General Order 13-CH2-03**.

B. Performance of Duties

1. Employees shall perform all duties impartially, without favor of affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. Employees should treat members of the public and their colleagues equally with courtesy, consideration and dignity, avoiding abusive or deriding attitudes or behavior.

2. The police profession is one that requires officers to use considerable judgment and discretion in the performance of their daily duties. Officers have a large body of knowledge from Department policies and procedures, training, their own professional police experience and the experience of their fellow officers to guide them in exercising proper judgment and discretion in situations not specifically addressed by Department rules and regulations. Officers are normally allowed to use their individual discretionary powers with regard to traffic law enforcement in accordance with **General Order 13-CH3-12**.

3. Employees should be conscientious and diligent in the performance of their duties. Employees should attend work promptly and be able to perform their duties, at the starting time designated for their working unit, properly uniformed and equipped. An employee who fails to appear for duty at the date, time and place specified without the consent of competent authority is absent without leave. Supervisors shall immediately report to their supervisor in writing any employee who is absent without leave. If absent through sickness or injury, they should avoid activities likely to retard their return to duty.

4. While on duty, all employees shall promptly perform their duties as required or directed by law, department rule or directive or by lawful order of a superior officer. Employees will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An employee, officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that all employees assist colleagues fully and completely with respect and consideration at all times. While off duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department policy. Civilian employees, while off duty, will bring to the attention of their supervisor, any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department policy.

5. Employees will not commit any acts of insubordination. They will neither:

- a. Fail or refuse to obey a lawful order given by a supervisor or
- b. Use any disrespectful or abusive language or action towards a supervisor.

6. Members of the department are always subject to duty although periodically relieved of its routine performance. They shall, at all times, respond to lawful orders of superior officers and other proper authorities as well as calls for police assistance from citizens.

C. Alcoholic Beverages, Drugs and Tobacco.

1. Employees shall not consume alcoholic beverages within four hours prior to reporting for duty. Officers shall not report for duty under the influence of any alcoholic beverage. Officers shall never be under the influence of alcohol while on duty. No officer shall consume any alcoholic beverage while on duty. However, an officer, while assigned to duty in civilian clothes may consume alcoholic beverages only if consumption:

- a. Is absolutely necessary in the performance of duty, and
- b. Has been approved by the appropriate supervisor, and
- c. Does not render the officer unfit for proper and efficient performance of duty.

2. No employee shall consume any alcoholic beverages while off duty and in uniform or any recognizable component of the uniform.

3. Alcoholic beverages shall not, at any time, be consumed in Borough buildings or facilities.

4. Officers shall not have alcoholic beverages on their person while on duty or in uniform, nor in any police department building or vehicle, except for evidential or other authorized purpose.

5. While on duty, officers shall not enter any licensed premises where alcoholic beverages are sold or stored, except in the performance of duty and in compliance with department policy.

6. This department shall conduct random drug testing of police officers in accordance with **General Order 13-CH2-02**.

7. Supervisors shall not assign to duty or allow to remain on duty any employee whose fitness for duty is questionable due to the use of alcohol or medication.

8. The use of any tobacco product while on duty and/or working extra duty is prohibited while in view of or dealing with the public. This includes cigarettes, cigars, pipes, chewing tobacco, etc. The use of any tobacco product is prohibited within any Borough building or Borough vehicle. The Borough Ordinance pertaining to the banned use of lighted tobacco products within 25 feet of any Borough building will be strictly adhered to by all employees. No employee shall dispose of any container used to spit chewing tobacco into in any trash receptacle inside or outside of any Borough building. Cigarette and cigar butts are to be disposed of properly, and not on Borough or public property.

D. Taking Medication

1. Employees of the Department shall not take any prescription medications which may diminish their alertness or impair their senses or may reasonably be assumed to affect the fundamental ability of the employee to perform the essential functions of their job in a safe and effective manner prior to or after reporting for duty.
2. Employees shall not take prescription medication which is not specifically written in their name or which is prescribed to someone other than themselves.
3. Employees shall not take prescription medication after the prescription has expired.

E. NOTIFICATION ABOUT MEDICATION

- 1) It is the professional duty of the employee to direct his/her physician or health care provider to provide the Borough Physician as soon as possible and in a confidential manner with information regarding any prescription medication that may reasonably be assumed to affect the fundamental ability of the employee to perform the essential functions of his/her job in a safe and effective manner (This is to include prescription medication for both long and short term illnesses). Such information may include, but is not limited to, issues related to the impairment of social judgment, impulsivity, reaction time and and/or vision or hearing problems related to illness or impairment or the use of prescription medications that may be reasonably expected to cause sedation, inhibition of normal behavior, disinhibition of impulses, impairment of restorative sleep and/or disruption of memory efficiency. This includes, but is not limited to; prescribed narcotics, psychotropics, antidepressants and antipsychotic drugs. This notification is required for prescription medication which may diminish the employee's alertness or impair his/her senses or prescription medication used in conjunction with over-the-counter medication. This notification shall be by the prescribing physician or health care provider using the Eatontown Police Department Medication Disclosure Form (Appendix A). The notification shall include the medication required, dosage, amount and frequency of administration, the period during which the employee is required to take the medication and a copy of the prescription information fact sheet. A letter from the prescribing physician to the Borough Physician with the above-information may be substituted for the Eatontown Police Department Medication Disclosure Form (Appendix A).
- 2) This notification shall be forwarded to the Borough Physician for review. The required notification shall be made no later than 48 hours of receipt of the prescription and, at least, four (4) hours prior to the employee reporting for duty. The information provided shall be confidential. It is the responsibility of the employee to follow up with their prescribing physician/healthcare provider to ensure that the Eatontown Police Department Medication Disclosure Form was submitted to the Borough Physician. Failure to submit the Eatontown Police Department Medication Disclosure Form may result in disciplinary action against the employee.
- 3) In the event that an employee is called to duty outside of his/her normal work schedule and the employee has recently lawfully taken a prescription medication that may reasonably be assumed to affect the fundamental ability of the employee to perform the essential functions of his/her job in a safe and effective manner, the employee is expected to acknowledge such at the time he/she is called to report for duty. Such employee must complete an Eatontown Police Department Medication Disclosure Form and forward it to the Borough Physician immediately upon return to duty. No disciplinary action will be taken against such an employee who refuses a call to report for duty outside normal working hours due to the use of medication that is required

for medical reasons upon adequate completion of the Eatontown Police Department Medication Disclosure Form. A failure to submit the Eatontown Police Department Medication Disclosure Form may result in disciplinary action against the employee.

- 4) If the Borough Physician concludes that an employee who is taking prescription medication should be removed from his/her current assignment because the prescription may diminish his/her alertness or impair his/her senses, The Chief of Police will be notified. The Chief or his designee may then authorize the employee to take paid time off in the form of sick, vacation, compensatory time, personal days or any other form of department sanctioned time off. The employee may, at his/her expense, obtain a second doctor's opinion concerning fitness for duty, and if that physician clears the employee for full duty, the Borough, at its expense shall obtain a third opinion on fitness for duty from a physician selected by the parties. If that physician concludes that the employee is fit for duty, he/she shall be returned to full duty immediately with no deduction of paid time off.
- 5) The Department encourages employees to seek assistance voluntarily for questions or problems related to the abuse of over-the-counter or prescription medication without fear of job loss or seeking such assistance. Seeking assistance for such issues, however, does not excuse an employee from violation of the Department's rules regarding the use of drugs or this policy.
- 6) Employees who are under the care of a physician when this order is implemented and are taking lawfully prescribed medication enumerated in **IV.E.(1)** shall have a professional obligation to abide by this order and have their physician/healthcare provider make the appropriate notification to the Borough Physician regarding the medication being taken.
- 7) All employees shall acknowledge annually that they are in compliance with this order. This acknowledgement will be made by electronic signature via PowerDMS.

F. Police Records, Information and Confidentiality

1. Release of Information – Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in **General Order 13-CH1-17** and **General Order 13-CH1-18**.

2. Department Records – Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department policy and procedures. Records will only be released to the general public in accordance with the Open Public Records Act of the State of New Jersey, the Governor's Office Executive Order #11 & #69, guidelines of the Attorney General of the State of New Jersey, policies and procedures of the Monmouth County Prosecutor's Office or through permission of the municipal prosecutor or by court order. Records personnel will redact any information contained within a report that is not authorized for release.

3. Reports – No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false or improper information on records of the department.

E. Judicial Appearance and Testimony

1. Duty of employee to appear and testify - Employees shall appear and testify on matters directly related to the conduct of their office, position or employment before any court or grand jury.

2. Subpoena – Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court officials.

F. Gifts, Rewards, Etc.

1. Soliciting or Accepting Benefits –Employees shall not directly or indirectly solicit, accept or agree to accept any benefit not allowed by law to influence the performance of their official duties.

2. Employees shall not accept any gift, gratuity or reward in money or other compensation for services rendered in the line of duty, except that which may be authorized by law and department policy.

3. Disposition of unauthorized gifts, gratuities, etc. – Any unauthorized gift, gratuity, loan, fee, reward or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

By Order Of:

A handwritten signature in black ink, appearing to read "Michael Goldfarb", written over a horizontal line.

Michael Goldfarb – Chief of Police