

Atlantic Highlands Police Department
July 20, 2018

ORPA Response to request for the following documents requested by ASK NJ Media Co:

1. Copy(s) of Atlantic Highlands 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.

Listed is reference in the Atlantic Highlands Police Department General Order for Body Worn Cameras Section III G:

G. When wearing a BWC, officers shall notify crime victims and civilians inside of their homes or place of abode (e.g., hotel/motel rooms, boarding houses, etc.) that they are being recorded unless it is unsafe or unfeasible to provide such notification.

2. Copy(s) of Atlantic Highlands 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

Listed is reference to the Atlantic Highlands Police Department Management Manual Part 3 General Rules and Regulations Section 3 Uniforms, Equipment and Appearance.

3:3.3 Wearing or Carrying Badge. A member, when in uniform, shall wear the regulation badge on the outside of the outermost garment, over the left breast and always in sight. When not in uniform or off duty, he shall carry his badge in his pocket or attached to his belt in a prescribed manner.

3:3.4 Wearing of Name Badge. A member, when in uniform, shall wear the regulation name badge on his uniform shirt or dress jacket, whichever is outermost, in accordance with Department instructions.

3. Copy(s) of Atlantic Highlands 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.

Listed is reference to the Atlantic Highlands Police Department Management Manual Part 3 General Rules and Regulations Section 6 Public Activities

3:6.1 Conduct Toward the Public. Members and employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language and shall always remain calm, regardless of provocation. Upon request, they are required to supply their names and badge numbers in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the Department.

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 Atlantic Highlands Police Department regarding public photography and/or video recording of government buildings and within publically accessible areas of Government Buildings.

The Atlantic Highlands Police Department does not currently have a policy regarding this request.

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 Atlantic Highlands Police Department regarding public photography and/or video recording of military facilities and critical infrastructures.

The Atlantic Highlands Police Department does not currently have a policy regarding this request.