

Nicole Waranowicz

From: ASK NJ Media Co. <opra+request-2131-9f8c0475@requests.opramachine.com>
Sent: Saturday, July 14, 2018 1:30 PM
To: Terry Farbaniec
Subject: Open Public Records Act request - Information regarding police contact

Dear Sayreville Borough,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

✓ 1. Copy(s) of Sayreville 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 Sayreville 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 Sayreville 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.

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

N/A 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 Sayreville Police Department regarding public photography and/or video recording of military facilities and critical infrastructures.

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:
opra+request-2131-9f8c0475@requests.opramachine.com

Is terry@sayreville.com the wrong address for Open Public Records Act requests to Sayreville Borough? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=sayreville_borough

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SAYREVILLE POLICE DEPARTMENT			
VOLUME: 1	CHAPTER: 2	# OF PAGES: 41	
SUBJECT: RULES AND REGULATIONS			
BY THE ORDER OF: Chief John Zebrowski		ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3, 1.5.2a	
APPROPRIATE AUTHORITY: Mayor and Council of the Borough of Sayreville			
Effective Date: May 24, 2013		SUPERSEDES ORDER #:	

worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing.

4. Tattoos or Similar Markings (All)

Definitions:

- a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. Scarification - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- c. Branding- the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the head, face or neck.
- b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

3:8.5 Wearing or Carrying Identification

Members shall wear or carry their department identification at all times, provided that it is practical for the circumstances. When in uniform, a member shall wear the regulation badge on the outside of the outermost garment over the left breast pocket and always in sight. When wearing civilian clothing or when off duty, a member may carry his badge or identification card in his pocket.

3:9 DEPARTMENT EQUIPMENT AND PROPERTY

3:9.1 Equipment On-Duty

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

3:9.2 Equipment Off-Duty

Employees shall carry equipment off-duty as prescribed by department written directive.

3:9.3 Firearms

Employees shall follow department written directive on the care and handling of firearms.

3:9.4 Department Property and Equipment

digital device, camera or cellular phone to any person, entity, business, or media/Internet outlet without the express written permission of the Chief of Police;

11. Audio recording which is not connected with an official investigation or duties is prohibited;
12. Employees are forbidden to videotape or record conversations with other employees. This prohibition does not apply to videotaped interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police, or to the use of mobile video recorders installed in police vehicles as authorized by the Chief of Police. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or representatives of the involved prosecutorial authorities.
13. Any other activity deemed inappropriate by the Chief of Police.

3:7.17 All Other Conduct

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

3:8 UNIFORMS, APPEARANCE, AND IDENTIFICATION

3:8.1 Regulation Uniform Required

All members and uniformed civilians of the department shall maintain in good order a regulation uniform. Members and uniformed civilians shall be neat appearing, and well groomed while in uniform. All articles of uniform shall conform to the department uniform regulations.

3:8.2 Manner of Wearing the Uniform

All members and uniformed civilians of the department shall wear the uniform on duty as prescribed by department policy and procedure for the employee's current assignment. However, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

3:8.3 Manner of Wearing Civilian Attire

Members and employees permitted to wear civilian clothing during a tour of duty shall wear clothing that is suitable for a business environment and neat in appearance. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective.

3:8.4 Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulation of this department. Commanding officers may prescribe other clothing as required by the nature of the duty which a particular member is assigned.

3:7.6 National Colors and Anthem

Uniformed members will render full military honors to the National Colors and Anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the National Colors and Anthem at appropriate times.

3:7.7 Cellular Phones

Employees are permitted to carry personal cell phone while on duty. However, an employee's use of their personal cell phone shall be limited to those times when such use would not interfere with the employee's regular assignments/responsibilities. Furthermore, utilizing a personal cell phone in the performance of employee's regular assignments/responsibilities is authorized only under certain circumstances. (e.g., radio failure, sensitive or confidential information, etc. Officers shall use their best judgment in deciding when to utilize cell phones for regular assignments/responsibilities. All calls to police headquarters are recorded and are therefore subject to discovery.) Use of the cell phone should be as inconspicuous as possible. Employees shall not use their personal cell while in contact with the public. Employees must obey any and all laws, ordinances and/or departmental procedures applicable to the use of cell phones.

3:7.8 Absence from Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". Such absence must be reported in writing to the supervisor immediately. Absences without leave in excess of one day must be reported in writing to the Chief of Police. Any member who is absent without leave for a continuous period of 5 days shall forfeit their position in the department, pursuant to N.J.S.A. 40A:14-122.

3:7.9 Harassment in the Workplace

All employees of the department shall adhere to the written directive established by the Chief of Police and the Borough of Sayreville regarding Harassment in the Workplace.

3:7.10 Civil Rights

All employees shall observe and respect the civil rights of all persons.

3:7.11 Work Expectation

Employees are expected to perform their duties to the best of their abilities at all times.

3:7.12 Retaliation

No employee shall take any official action or initiate or engage in any legal conduct with the intention to retaliate against any person for criticizing or complaining about any employee.

3:7.13 Personal Relationships

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees shall be transferred to another assignment. A supervisor or subordinate involved in a relationship as described within shall report the

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor.

3:10.5 Radio Discipline

Employees operating the police radios shall strictly observe the procedures and restrictions for such operations as set forth in department written directive and by the Federal Communications Commission.

3:10.6 Computers

The Sayreville Police Department uses various forms of communication equipment including but not limited to computers, wireless devices, electronic mail, and voice mail. Department equipment shall only be used for conducting Sayreville Police Department business. Personal use of this equipment is prohibited and usage may be monitored. Employees shall not expect any privacy with respect to any information placed in or on any department equipment. Employees operating any communication equipment shall strictly observe the procedures and restriction for such operations as set forth in the department written directive.

3:11 CONDUCT TOWARD PUBLIC

3:11.1 Courtesy

Employees shall be courteous and orderly in their dealing with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. 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.

3:11.2 Request for Identification

Upon request, employees are required to supply their name and identification number in a courteous manner.

3:11.3 Impartiality

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

3:11.4 Use of Derogatory Terms

Employees shall not use language that is derogatory to anyone because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation,

marital status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.) is conduct unbecoming a public employee.

3:11.5 Affiliation with Certain Organizations Prohibited

Police officers shall not join or affiliate with any organization, or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

3:11.6 Public Appearance Requests

All requests for public speeches, demonstrations, etc., will be routed to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

3:11.7 Public Statements

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, or defamatory.

3:11.8 Subversive Organizations

No employee shall knowingly become a member of any organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity, except when necessary in the performance of duty and at the direction of the Chief of Police.

3:11.9 Affiliation with Radical Groups

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any racial or religious group, or political entity.

3:12 POLITICAL ACTIVITIES

3:12.1 Political Activities Prohibited

Members and employees shall not engage in political activity during the hours of duty nor seek or accept the nomination or election to any local municipal office without first obtaining a leave of absence; nor shall they at any other time participate in political activities so as to impair their usefulness in the position in which employed. Nothing in this section shall be construed to prevent members and employees from becoming or continuing to be members of any political party, club, or organization such as; attending political meetings, expressing their views in private on political matters outside of the working hours, or voting with complete freedom in any election.