

To: Marcy Gianattasio <mgianattasio@rockawaytownship.org>

Subject: FW: Open Public Records Act request - Information regarding police contact

Please advise came via clerk

-----Original Message-----

From: ASK NJ Media Co. [<mailto:opra+request-2148-a6ee15de@requests.opramachine.com>]

Sent: Saturday, July 14, 2018 2:50 PM

To: clerk

Subject: Open Public Records Act request - Information regarding police contact

Dear Rockaway Township,

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 Rockaway 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.

PAGE 35, UNIFORM AND GROOMING STANDARDS

2. Copy(s) of Rockaway 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.

SEE ABOVE

3. Copy(s) of Rockaway 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.

1. RULES & REGULATIONS, PAGES 26, 33, 43

2. PERSONNEL CONDUCT POLICY

3. OFFICER/VIOLATOR RELATIONS POLICY

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

N/A

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:

opra+request-2148-a6ee15de@requests.opramachine.com

Is clerk@rockawaytownship.org the wrong address for Open Public Records Act requests to Rockaway Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=rockaway_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA officer, please ask your web manager to link to us from your organisation's OPRA page.

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incident, the ranking officer present shall assume command and direction of police personnel in a manner to assure the most orderly and efficient accomplishment of the police task. When two or more officers of the same rank are present and one of these is assigned to the investigative detail that will follow up the investigation, that ranking officer will be in charge. This provision is intended to provide for the coordination of the efforts of the several subordinate members who may be assigned to the incident. Therefore, it is incumbent upon the ranking officer assuming such control to become acquainted with the facts and insure that appropriate action is being taken or is initiated.

2. General Responsibilities of Members at Scenes - The first member to arrive at the scene of a crime or other police incident is responsible for the following actions as they may apply to the situation:
 - a. Notify headquarters of situation and location.
 - b. Summon medical assistance and then administer first aid as required to prevent further injury or loss of life.
 - c. Arrest of violator(s).
 - d. Secure the scene.
 - e. Conduct a preliminary investigation.
3. Responsibilities of Assigned Member at Crime Scene - The members officially assigned to perform the preliminary or other investigation of an alleged crime or other incident are responsible for the completion of the preliminary or other investigation as directed. This shall include, but is not necessarily limited to, the securing of statements and other information which will aid in the successful completion of the investigation; locating, collecting and preserving physical evidence material to the issue, and; identifying, locating and apprehending the offender.
4. Identification as Police Officer - Except when impractical or unfeasible, or where the identity is obvious, officers shall identify themselves by displaying the official badge or identification card before taking police action.
5. Release of Information at Crime Scene - Unauthorized persons, including members of the press, shall be excluded from crime scenes. Information which will not hinder or nullify any investigation shall be given to the press by the superior officer in charge of the investigation in accordance with Department policy.
6. Statements to the Media - (Sec V600)
An officer shall not make nor participate in making any statement to the media that relates to:

SUMMER SHIRT: SHORT SLEEVE, SAME SPECIFICATIONS AS OTHER SHIRTS.



DUTY SHIRT: SEE SPECIFICATIONS

CLASS "A"

TIES: BLACK ONLY, TIE BAR ON LINE
WITH BOTTOM OF FLAP ON POCKET.

GOLD: SGTS. & ABOVE

SILVER: POLICE OFFICERS

NAME PLATE CENTERED OVER RIGHT POCKET
BOTTOM EDGE ON TOP SEAM OF FLAP.

RT PD COLLAR BRASS ON A 45° TO COLLAR

GOLD: SGTS. & ABOVE

SILVER: POLICE OFFICERS

BUTTONS TO BE

GOLD: SGTS. & ABOVE

SILVER: POLICE OFFICERS

FLAG 1" DOWN
FROM SEAM OF
SHOULDER

ROCKAWAY TOWNSHIP POLICE
DEPARTMENT PATCH 1" DOWN
FROM SEAM OF SHOULDER.

SGTS. STRIPES 1" DOWN
FROM BOTTOM POINT OF
RTPD PATCH.

AWARDS MAY BE WORN IN
ACCORDANCE WITH SOP.



BLACK PLASTIC
WHISTLE FOR
DUTY.

GOLD w/ CHAIN
FOR INSPECTION
SGTS. & ABOVE.

SILVER w/CHAIN
POLICE OFFICER

HASH MARKS:

1= 5YRS SVC.

2=10YRS SVC.

3=15YRS SVC.

4=20YRS SVC.

5=25YRS SVC.

6=30YRS SVC.

1st HASH MARK

1" ABOVE CUFF

ROCKAWAY TOWNSHIP POLICE DEPARTMENT – Department Uniforms & Grooming Standards

3:2.9 Suspending Patrol for Meal or Break

1. Members, while on lunch/meal breaks, must have their portable radios "ON" to monitor the activities of the shift and to ensure immediate radio contact, if necessary.
2. Members will be permitted to suspend patrol, subject to immediate call at all times, for the purpose of having one meal during their shift, but only such period of time shall be allowed therefore as is reasonably necessary, and not to exceed thirty minutes. The member shall arrange to suspend patrol only at such time as it will cause the least interference with his regular duties.
3. Members are to arrange to take meals and coffee breaks at times during the shift so not more than one (1) unit is at anyone (1) location at the same time, unless approved by the Shift Commander.

3:2.10 Training

Employees shall attend in-service training as directed by the Chief of Police. Such attendance is considered a duty assignment.

3:2.11 Reports

Employees shall promptly submit such reports as are required by the performance of their duties or by competent authority. If a report is not completed prior to the end of the shift, the employee, with the approval of the Shift Supervisor, may complete the report on overtime. If the Shift Supervisor deems that it is not urgent, a note with an anticipated completion date will be attached to the report.

3:2.12 Inspection

From time to time the Chief of Police may call for full dress inspections of the department or any part therefore. Sworn employees directed to attend such inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection is chargeable as absence without leave.

3:2.13 Courtesy

When meeting in public, employees on duty shall conform to normal courtesy standards and refer to each other by rank/title.

3:2.14 National Colors and Anthem

Uniformed employees will render full military honors to the national colors and anthem at appropriate times. Employees in civilian dress shall render proper civilian honors to the national colors and anthem at appropriate times.

3:2.15 Possession of Keys

No sworn employee, unless authorized by their supervisor shall possess keys to any premises, not their own, on or near their assignment.

3.4.18 Notification of Off-Duty Motor Vehicle Accidents

Whenever a police officer shall be involved in any accident, or cause any damage, while in charge of or using a department vehicle, he shall as soon as possible notify the officer in charge. It shall be the duty of the duty officer to cause an investigation to be made of same, and a written report made to the Chief of Police.

3:5. COMMUNICATIONS, CORRESPONDENCE

3:5.1 Restrictions

Employees shall:

1. Not use department letterhead stationery for private correspondence.
2. Only send correspondence out of the department over the signature of, or for the Chief of Police with proper authorization.

3:5.2 Forwarding Communications to Higher Commands

Any employee receiving a written communication for transmission to a higher command, shall, in every case, forward such communication, unless withdrawn by the initiating party. A supervisor receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval, or acknowledgment.

3:5.3 Department Address - Private Use Of

Employees shall not use the department as a mailing address or delivery drop site for private purposes. The department address shall not be used for any private motor vehicle registration or driver license.

3:5.4 Telephones/Electronic Devices

Department telephone equipment and electronic devices may not be used for the transmission of messages involving toll charges without the express approval of a commanding officer. Employees must identify their name, rank & assignment when answering the telephone.

3:5.5 Contracts

No employee shall make any contract on the part of or purchase any articles for use by the Department without first having obtained the authorized consent of the Chief of Police.

3:5.6 Radio Discipline

All employees of the department operating the police radios shall strictly observe regulations for such operation as set forth in department orders and by the Federal Communications Commission.

3:5.7 Truthfulness

Employees shall not knowingly lie, give misleading information, or falsify oral or written communications in any official report when it is reasonable to expect that the information may be relied upon because of the employee's affiliation with this department.

14. **Care of Firearms Off Duty, At Home** - A police officer shall keep his firearm in a secure place readily available in case of emergency.
15. **Securing of Weapons** - A member shall be solely responsible for storing his Department-issued weapons or personally-owned weapons in his locker or other police facility.
16. **Loss of the Firearm** - Loss of the official police firearm through carelessness or neglect shall be deemed a serious violation of Department regulations.

O. PUBLIC ACTIVITIES

1. **Publicity** - Members and employees shall not seek personal publicity in the course of their employment.
2. **Personal Preferment** - No member or employee may seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.
3. **Commercial Testimonials** - Members and employees shall not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with this Department.
4. **Public Appearance Requests** - All requests for public speeches, demonstrations, etc., will be routed to the Chief of Police for approval and processing. Members and employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.
5. **Conduct Toward the Public** - Members and 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.
6. **Impartial Attitude** - All members, while charged with vigorous and unrelenting enforcement of the law, 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 the law. Exhibiting partiality for or against a person because of race, creed or influence will be considered misconduct. Unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming an officer.
7. **Disparaging Nationality, Race or Creed** - Courtesy and civility toward the public is required of all members of the Department. Members shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person

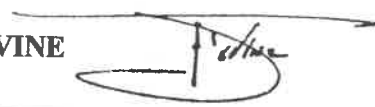
**OPERATIONS
PERSONNEL CONDUCT
VOL. IV, CH. 6**

- the detail.)
- g. Community Relations Programs (Park, Walk and Talk etc.)
- 6. Business Property Checks
 - a. Each officer is required to make business property checks in his assigned area during the Shift.
- 7. House Checks:
 - a. Each officer will make an effort to check the vacant houses on the list in his assigned area.
 - b. Each officer will record all the information on the vacant house form as required.
- 8. Radio and Phone Contact:
 - a. Each officer while on assigned duty will at all times be in radio or phone contact with headquarters.
 - b. At **ALL TIMES** each officer when leaving his vehicle and going to a fixed location, will sign off through communications giving location
 - c. Each officer when answering the phone, or having direct contact with anyone, will do so in a courteous and pleasant manner.
 - (1) Make every effort to assist the person.
 - (2) Direct to proper person if required.
 - (3) If message is required, follow message procedure.

Whenever personnel of the Township of Rockaway Police Department receive a phone call or someone comes to headquarters to see another member of the department, the individual receiving will direct the calling party to the proper location within headquarters.

If the person that the requesting party wants to talk to or see is not available or in, the following action will be taken.

DEPARTMENT RULES AND REGULATIONS / POLICIES AND PROCEDURES

TOWNSHIP OF ROCKAWAY	EFFECTIVE DATE	REVISION DATE	PAGE #	SECTION	APPROVED	VOLUME
POLICE DEPARTMENT	5-15-99					IX
VOLUME TITLE:	# PAGES					CHAPTER
TRAFFIC	3					10
PROSECUTOR DIRECTIVE	REFERENCE					Distribution
	V9C10					ALL
SUBJECT:						EVALUATION DATE
OFFICER/VIOLATOR RELATIONS						
ISSUING AUTHORITY:						
CHIEF JOSEPH A. DEVINE 	Special Instructions					
DEPARTMENT REVISIONS = D						
PROSECUTOR'S OFFICE REVISIONS = P						
REFERENCE						

PURPOSE:

To establish guidelines for officers in the conduct of their relations with traffic violators with emphasis on the following major objectives:

Immediate Objective: to take appropriate enforcement action.

Ultimate Objective: Favorably alter the violator's future driving behavior.

DISCUSSION:

The attainment of these two objectives depends upon the officer's ability to evaluate the violator's position. This requires a thorough understanding of human relations and demands flexibility of the officer. The following procedures are recommended to minimize conflict which may develop between the officer and violator and assist in achieving the two major objectives.

POLICY

Traffic violation enforcement is one of the many routine tasks performed by police officers, but for violators it frequently is an emotionally traumatic experience. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

**TRAFFIC
OFFICER/VIOLATOR RELATIONS
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I. PROCEDURES

- Once the officer has stopped the violator and approached to a point where communications begin, the officer-violator relations are activated. The officer will:
 - Be alert at all times for the unexpected, but not be obviously apprehensive.
 - Be absolutely certain that the observations of the traffic violation were accurate-without reservation.
 - Present a professional image in dress, grooming, language, bearing, and emotional stability.
 - Be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available.
 - Decide on appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator. One exception would be an out-of-state driver performing a violation that would not be a violation in his jurisdiction, such as right turn on red light.
 - Greet the violator with an appropriate title and in a courteous manner.
 - Inform the violator what traffic law he has violated and the intended enforcement action; the violator should not be kept in suspense.
 - Ask for the violator's driver license, vehicle registration and insurance card and accept only these forms.
 - Obtain another document of identification if the driver has no driver's license.
 - Allow the driver to discuss the violation. (Do not argue, berate, belittle, or otherwise verbally abuse the violator).
 - Complete the forms required for the enforcement action taken or exercise a verbal warning, if this is the decision.
 - Explain to the violator exactly what he is supposed to do in response to the action taken and how this action will affect him. Make sure the violator knows where and when to appear if the enforcement action requires a court appearance. Explain any alternatives to the violator, but do not predict the actions of the court.
 - Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to

**TRAFFIC
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be repeated or the violator may need to calm down before resuming driving.

- Return the violator's driver's license, registration and insurance card and a copy of the warning or citation.
- Assist the violator in safely reentering the traffic flow.
- Don't follow the violator.