

Donna Belton

17. 1407

From: Time to Change- Jersey Style <opra+request-52-cdf78ae5@requests.opramachine.com>
Sent: Thursday, December 14, 2017 2:27 PM
To: Donna Belton
Subject: RE: OPRA

Dear Donna Belton,

"It is impossible that your police department does not have other SOPs, as every agency has standard operating procedures on things like use of force, internal affairs, body cams, etc. Perhaps your police agency calls those SOPs by another name, such as a directive, policy, general order, etc. That is what I am seeking – all of the SOPs/General Orders/Directives/Policies that are currently in place."

Yours sincerely,

Time to Change- Jersey Style

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

Jen,

I'm sorry for that, I'm glad you did receive it. If you need anything else please let me know.

Have a good day.
Donna

Please use this email address for all replies to this request:
opra+request-52-cdf78ae5@requests.opramachine.com

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https://linkprotect.cudasvc.com/url?a=https://opramachine.com/help/officers&c=E,1,xz8cnuDrDbsRnxD_hGvg1lQeD5qWZzhO8AwYXmJMkfwxnXKdPWVGc9LyT4PTWAmAdCHeAArP62jqa0mQgwDqv-Qn8iuk9OFnHPjolvxMKDMP6GHP&typo=1

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.

Access Control – Howell Schools

Accreditation Process

Agency Vehicle Use

Alternate Care for Arrestee Dependents

Arrest & Transportation

Automated License Plate Readers

Automated Locator System

Body Armor

Cash Accounts & Law Enforcement Equipment

Citizen Initiated Complaint

Command Protocol

Communications

Confidential Sources

Consular Notification & Access

Court Appearance & Testimony

Court Security

Criminal Case Management

Criminal Intelligence & Surveillance

Criminal Justice Information System

Diplomatic & Consular Immunity

Dispatcher Scheduling

Domestic Violence Response Team

Drug Screening Guidelines

Duty Death & Serious Injury

Early Warning System

Electronic Social Networking

Emergency Call Trace Procedures

Emotionally Disturbed Persons

Employee Injury Investigation

Employee Involved Domestic Violence
Ems Communications Procedures
EMS Unit Procedure
Evidence & Property Control
Extra Duty Employment
Field Reporting System
Field Training & Evaluation Process
Fingerprinting for Non-Criminal Purposes
Fire Communications Procedures
Harassment in the Workplace
Instant Emergency Notification
Internal Affairs
Interview, Interrogation & Access to Counsel
Juvenile Offender
Knives and Other Tools
Missing & Unidentified Persons
Mobile Data Terminals
Mobile Video / Body Recorders
Motor Vehicle Impound & Inventory
Nasal Narcan
Opiate Abuse Intervention
Organization & Administration
Performance Evaluation
Personnel Benefits
Photographs in D.V. Cases
Police Honor Guard
Police Involved Motor Vehicle Crash Investigation
Prison Rape Elimination Act
Profiling & Discriminatory Practices

Promotion – Captain

Promotion – Chief of Police

Promotion – Lieutenant

Promotion – Sergeant

Public Information

Pursuit & Forcible Stopping Guidelines

Records Access & Security

Responding to Critical Incidents

Response Guidelines

Safe Haven Infant Protection

Search & Seizure

Selection & Recruitment

Selection Process for Assignment to Detective Division

Serious Incident Notification

Special Law Enforcement Officers

Special Operations

Temporary Detention

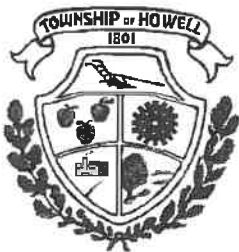
Training

Uniform Traffic Enforcement & Control

Use Of Force

Weapons & Ammunition

Written Directive System



TOWNSHIP OF HOWELL

4567 Route 9 N. 2nd Fl
Post Office Box 580
Howell, NJ 07731-0580

(732) 938-4500
FAX (732) 414-3232
Website: www.twp.howell.nj.us

December 21, 2017

VIA EMAIL

Time to Change-Jersey Style

Re: OPRA Request to Township of Howell dated 12/14/17

Dear Sir or Madam,

The Township of Howell received your Open Public Records Act (OPRA) request on December 14, 2017. The official Records Custodian, Penny Wollman, received your OPRA request on December 14, 2017. As such, the seven (7) business day deadline to respond to your request is December 26, 2017. This response to your request is being provided to you on the 4th business day after the custodian's receipt of said request.

It is our understanding that you are requesting, "all of the SOPs/General Orders/Directives/Policies that are currently in place" for the Police Department. When asked for clarification, you indicated again that you wanted all of the SOPs/General Orders/Directives/Policies for the Police Department.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c. Special service charges must be based upon the actual direct cost of providing the copy or copies.

OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, as detailed an estimate as possible is provided below:

Due to the scope of the work that will be involved in having an officer review the materials, determine whether redactions must be made to the materials and then redact any

information that would jeopardize the safety of the officers and/or compromise the effective operation of the police department, a special service charge will apply. Since this will be an addition to the daily duties of our policy officer, it will take a minimum of 20 working days to fulfill at a minimum estimated cost of \$1,214. This charge is based upon the officer's regular hourly rate at one hour per day for 20 days.

Kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to process the Special Operations Policy request until we receive your written acceptance.

If you reject the estimated charge and you wish to challenge the special service charge, you have a right to challenge the decision. 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Penny Wollman". The signature is fluid and cursive, with the first name "Penny" written in a larger, more prominent script than the last name "Wollman".

Penny Wollman
Custodian of Records
Township Clerk