



Donna Campagna <dcampagna@allenhurstnj.org>

Allenhurst OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Thu, May 23, 2019 at 1:00 PM

To: johnr.ecp@gmail.com

Cc: Donna Campagna <Dcampagna@allenhurstnj.org>

John,

I have enclosed the records for item #4, of the OPRA request you had sent to our Borough Administrator (dated 5/20/19).

Please acknowledge your receipt o these requested records, via email, so I canhave proper documentation of same.

Thank you

Chief Michael Schneider
Allenhurst Police Dept



20190523124944410.pdf

55K



Donna Campagna <dcampagna@allenhurstnj.org>

OPRA REQUEST

1 message

Steven Wronko <wronko@hotmail.com>

Fri, Nov 1, 2019 at 3:39 PM

To: "dcampagna@allenhurstnj.org" <dcampagna@allenhurstnj.org>

This is a public records request under opra and common law.

I would like a copy of all Standard Operating Procedures and policies, please include any addendum's that are active and current as of November 1, 2019

I would like a copy of the banned users page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019

I would like a copy of the page roles page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019.

I would like a copy of all deleted comments or screenshots for the Allenhurst Police Departments Facebook Page and Twitter accounts from January 1, 2018 f November 1, 2019.

I would like a copy of the filter/censored words page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019.

I would like a copy of all settlement agreements for allenhurst from january 1, 2013 through November 1, 2019

I would like a copy of all tort claim notices for allenhurst from january 1, 2013 through November 1, 2019

I would like a copy of the Chief of police's email logs (Sender, date and subject) from June 1, 2019 through November 1, 2019

I would like a copy of your tort claims notice form that is current as of november 1, 2019



Borough of Allenhurst Police Department

125 Corlies Avenue Allenhurst, NJ 07711
Tel. 732-531-2255 Fax 732-531-2258

Michael B. Schneider
Chief of Police

November 7, 2019

Steven Wronko
wronko@hotmail.com

Dear Mr. Wronko:

The Borough of Allenhurst received your Open Public Records Act (OPRA) request on November 1, 2019. The official Records Custodian received your OPRA request on November 1, 2019, as well. As such, the seven (7) business day deadline to respond to your request is November 11, 2019. This response to your request is being provided to you on the fifth business day after the custodian's receipt of said request.

Your OPRA request sought an electronic copy of the following:

1. All Standard Operating Procedures and Policies to include any addendum's that are active and current as of November 1, 2019;
2. Banned users page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019;
3. Page roles page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019;
4. All deleted comments or screenshots for the Allenhurst Police Departments Facebook Page and Twitter accounts from January 1, 2018 to November 1, 2019;
5. Filter/censored words page for the Allenhurst Police Departments Facebook Page and Twitter accounts that are most current as of November 1, 2019;
6. Settlement agreements for Allenhurst from January 1, 2013 through November 1, 2019;
7. Tort claim notices for Allenhurst from January 1, 2013 through November 1, 2019;
8. Chief of police's email logs (sender, date and subject) from June 1, 2019 through November 1, 2019; and
9. Borough's tort claims notice form that is current as of November 1, 2019



Borough of Allenhurst Police Department

125 Corlies Avenue Allenhurst, NJ 07711
Tel. 732-531-2255 Fax 732-531-2258

Michael B. Schneider
Chief of Police

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

Sincerely,

Chief Michael Schneider
Borough of Allenhurst
mschneider@allenhurstnj.org



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:09 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Tue, Nov 26, 2019 at 1:41 PM

Subject: Fwd: OPRA request

To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Thu, Nov 21, 2019 at 3:10 PM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

These orders will be sent in a number of emails due to the number of pages they entail.

Chief Schneider
Allenhurst PD

5 attachments **20191121075216450.pdf**
176K **20191121075510721.pdf**
210K **20191121075553403.pdf**
115K **20191121075701315.pdf**
83K **20191121075733773.pdf**
52K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:09 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Tue, Nov 26, 2019 at 1:40 PM

Subject: Fwd: OPRA request

To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Thu, Nov 21, 2019 at 3:15 PM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

These Orders will be sent in a number of email due to the number of pages they entail.

Chief Schneider
Allenhurst PD

5 attachments **20191121080021026.pdf**
81K **20191121080203362.pdf**
119K **20191121080259008.pdf**
105K **20191121080330236.pdf**
87K **20191121080413768.pdf**
69K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:08 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Tue, Nov 26, 2019 at 1:40 PM

Subject: Fwd: OPRA request

To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Thu, Nov 21, 2019 at 3:17 PM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

These Orders will be sent in a number of email due to the number of pages they entail.

Chief Schneider
Allenhurst PD

5 attachments **20191121080521446.pdf**
136K **20191121080540535.pdf**
48K **20191121080705598.pdf**
170K **20191121080812905.pdf**
145K **20191121080919716.pdf**
145K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:08 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Tue, Nov 26, 2019 at 1:40 PM

Subject: Fwd: OPRA request

To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Thu, Nov 21, 2019 at 3:19 PM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

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Chief Schneider
Allenhurst PD

5 attachments **20191121080935860.pdf**
37K **20191121081036803.pdf**
132K **20191121081057222.pdf**
49K **20191121081116717.pdf**
53K **20191121081156440.pdf**
51K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>
To: Patty Lynch <plynch@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:09 PM

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>
Date: Fri, Feb 21, 2020 at 3:07 PM
Subject: Fwd: OPRA request
To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>
Date: Tue, Nov 26, 2019 at 1:38 PM
Subject: Fwd: OPRA request
To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>
Date: Thu, Nov 21, 2019 at 3:29 PM
Subject: OPRA request
To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

These Orders will be sent in a number of email due to the number of pages they entail.

Chief Schneider
Allenhurst PD

4 attachments **20191121091339675.pdf**
45K **20191121091504858.pdf**
156K **20191121091525670.pdf**
38K **20191121092921202.pdf**
53K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>
To: Patty Lynch <plynch@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:07 PM

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>
Date: Tue, Nov 26, 2019 at 1:38 PM
Subject: Fwd: OPRA request
To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>
Date: Thu, Nov 21, 2019 at 3:31 PM
Subject: OPRA request
To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Department General Orders of the Allenhurst Police Department, redacted appropriately.

These Orders will be sent in a number of email due to the number of pages they entail.

Chief Schneider
Allenhurst PD

3 attachments **20191121093608703.pdf**
265K **20191121093632076.pdf**
43K **20191121093713937.pdf**
73K

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: January 20, 2018				GENERAL ORDER # 2018-01			
SUBJECT: FIRE AND EMS COMMUNICATIONS PROTOCOL							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 4			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE: The purpose of this policy is to establish clear guidelines for the requesting of apparatus and the communication procedures during calls for service.

POLICY: Base communications for the Allenhurst Fire Department and First Aid Squad are generally received by and through the Police Department, after which time the Police Department places a request for the First Aid Squad, via the plectron system, and radio communications system, based at Police Headquarters. Effective immediately, this General Order super cedes all other prior Orders, concerning this subject matter, and all prior Orders are hereby rescinded.

PROCEDURE:

ROUTINE CALLS FOR SERVICE

- A. When the communications desk receives a request for service, the communications officer will utilize the Fire Department frequency to summon the Fire Department or First Aid Squad by activating the plectron alarm system.

Broadcasting the call for service should include:

1. The location of the call
2. The nature/type of the call; i.e. injury type, transport, alarm, structure fire, mutual aid
 - a. Dispatching officers should be as specific as possible, when putting out the call, as the nature of the call will dictate the type of response.
3. The time of the call

The location, time, and nature of the call will be broadcast twice

Whenever a member calls into Police dispatch, in response to a plectron alert being put out, the dispatcher shall REPEAT whatever that responding unit says. For example, if Portable 3 calls in responding, the dispatcher shall repeat "received, portable 3 responding" (at whatever time). This is an important part of the policy, since responding units may not be able to hear each other on their portables, but they will be able to hear the transmission repeat from Police Hq. This way, all responding units are aware of who is responding, what the situation updates are, and everyone remains "on the same page".

ALLENHURST POLICE DEPARTMENT

FIRE DEPARTMENT PROCEDURE:

- A. First Alert- dispatch the Allenhurst Fire Department
- B. Second Alert – to be done after 4 minutes, if no response. If a responding unit has already called in, prior to the second alert, that responding unit shall be asked if they want a second plectron broadcast.
- C. Third Alert – to be done after 4 minutes, if no response. Again, if there are responding units “on air” already, the decision to broadcast a third plectron shall be their call. The third alert will also include an activation for the request of Mutual Aid in the following manner:
 1. Wanamassa Fire Department
 2. Deal Fire Department

CONFIRMED FIRE OR SMOKE CONDITION

As soon as a fire or smoke condition is confirmed by patrol, or by dispatch, the communications officer will rebroadcast that information immediately.

Once that information (**confirmed fire or smoke condition**) has been broadcast to Allenhurst Fire Dept members, the desk officer shall immediately request mutual aid in the following manner:

- 1. Wannamassa Fire department will be requested for a “full station response”**
- 2. Deal Fire Department will be requested for a “ladder truck response” only (unless otherwise dictated by a Fire officer)**
- 3. The Wayside RIT team will also be requested, via County radio room, whenever a CONFIRMED structure fire is reported**

EMS PROCEDURE

ROUTINE CALLS FOR SERVICE (8P-8A)

1. First Alert- Dispatch Allenhurst First Aid Squad
2. If a First Aid member does not call into service within (5) minutes, the communications officer will make a second request advising same is a “second request”.
3. After the second request is made, and (4) minutes have expired, and no one has called in “responding”, a third request will be made announcing it is a “third request”.
4. If no EMS member calls into service within three minutes of the third request, a request for EMS mutual aid will be requested in the following sequence:
 - a. Deal EMS – call 732-531-1000
 - b. Elberon EMS- through the Monmouth County radio room
5. If during this time an Allenhurst EMS member, or crew, calls into service, the EMS member will be responsible for directing the communications officer, at Police Headquarters, as to any changes in the request for mutual EMS aid: i.e. cancellations, additional requests, etc.

ALLENHURST POLICE DEPARTMENT

ROUTINE CALLS FOR SERVICE (8A-8p)

ALL OF THE ABOVE WILL BE FOLLOWED EXACTLY THE SAME, WITH THE EXCEPTION OF 4 MINUTES BETWEEN 1ST AND 2ND ALERT AND 4 MINUTES BETWEEN 2ND AND 3RD ALERT

EMERGENT CALLS FOR SERVICE (Life Threatening)

When the communications desk receives a request for EMS for AN EMERGENT / MICU required incident, the communications officer will follow the same procedures as a routine EMS call with **ONE EXCEPTION:**

The communications officer will not wait to ascertain if an EMS member calls into service after the third call. ****MUTUAL AID WILL BE REQUESTED IMMEDIATELY****

Other than this exception, all communication procedures will remain the same as the routine calls for service.

M.O.N.O.C. REQUEST

When a call comes into the communications center requesting EMS and the nature of the call meets the criteria for a medic response the following will take place:

1. If the call is received through County 911, County 911 will dispatch medics to the call.
2. If the call is initially received through the Allenhurst Police Communications Center, the communication center will make the request for medics through M.O.N.O.C.

JURISDICTIONS OUTSIDE OF ALLENHURST

1. Whenever calls are received for jurisdictions outside of Allenhurst, that the Allenhurst EMS provides services to, by contract, (ex. Loch Arbour & Interlaken) the Allenhurst Communications Center will immediately advise the Police Department, covering that jurisdiction, of the call, providing that the call is initially received by the Allenhurst Police Communications Center.
2. If the call is received by County 911 and directed to the Allenhurst Police Headquarters for dispatching EMS, County 911 is responsible for notifying the outside jurisdiction, but they should be reminded that another police agency is covering that town.
3. The Allenhurst Police Communications Center will always notify the Deal Police Department of all EMS requests within their towns, unless they receive the call initially.

SUBMERSIONS

Any time a call is received that a person or persons have been submerged; i.e. a person going through the ice, car in the lake, swimmers in trouble/possible drowning at the beach: The Allenhurst Fire Department Dive Team – Allenhurst EMS and **DEAL Fire** will be immediately requested to respond.

RECORDING OF ALLENHURST FIRE DEPARTMENT AND EMS SQUAD

Left open.

Disclaimer: There are always circumstances that arise which may dictate a deviation from this policy. Deviations will not become the norm.

Policy is a revision of the AFD/EMS POLICY. Policy was revised to meet Police Department policy criteria.

ALLENHURST POLICE DEPARTMENT

CALLS TO INTERLAKEN AND LOCH ARBOUR

Because we do not have Allenhurst Police Officers responding to Fire/EMS Calls in these towns we do not have eyes and ears at the scene and the desk is effectively "flying blind", i.e. the desk doesn't have one of our officers to advise if there is a problem or the situation is more serious than thought. This has lead to a few issues which could have been more serious. Deal PD is being asked to help us with situational updates. That being well and good, we are going to be more proactive in obtaining situational updates. Therefore, the desk is going to follow the protocol listed below for the situations that could become problematic:

FIRE CALLS

When the desk notifies Deal PD of a fire call to Interlaken or Loch Arbour make it a point to request that the responding officer advise us if smoke or fire is showing and document it on the report.

If we put out any call for a fire department response and we have to go to mutual aid, because our Fire department can't muster a crew, Deal PD should be advised that we are going to mutual aid, and again we will request that their officer on scene advise us when the mutual aid fire company comes on scene. This will be documented.

We will also request County Radio to advise us when the responding mutual aid fire department calls "in service" and we will document it. **This procedure will also apply to Allenhurst Calls.** This will be documented. We need to know who and what is rolling our way.

EMS CALLS

Regarding EMS calls, if the Allenhurst EMS cannot roll an ambulance because there either is no response or an inadequate response and we have to go to MUTUAL AID, the desk shall:

1. Ask County radio to advise us when an ambulance is enroute to the scene so that we can advise the officer on scene. If not, the desk and the officer on scene have no idea of what is going on regarding a response. This applies to Allenhurst, Interlaken and Loch Arbour EMS calls. This information will be documented.
2. The desk will request that the officer(s) on scene:
 - a. Advise us when either a first member or the mutual aid EMS ambulance arrives. If only a member arrives, the desk will advise any Allenhurst members that might be enroute, or at the EMS station, as there might be an opportunity for the Allenhurst ambulance to respond to the call being that EMS personnel is already on scene.

The goal here is to keep everyone on the "same page" and to get help where it is needed as quickly and efficiently as possible thereby protecting our agency.

Allenhurst Police Department General Order															
EFFECTIVE DATE: January 23, 2018				GENERAL ORDER # 2018-02											
SUBJECT: Responsibilities for Preliminary & Follow Up Investigations															
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 5											
DISTRIBUTION: All Sworn Officers				REVIEW DATE: Yearly											
THE POLICY IS APPLICABLE TO ALL PERSONNEL.															
ACCREDITATION STANDARDS: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>															
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.															

HISTORY:

Criminal investigations are an essential part of the police department's responsibility of protecting the public and ensuring that those who violate the laws of this State are found and brought to justice to be held responsible for their crimes. Successful investigations, which are handled properly, result in a much higher clearance rate, improving the police department's accountability to those they serve and contributing to the crime prevention philosophy which has always been an integral part of this department's mission.

PURPOSE:

The purpose of this order is to establish areas of responsibility for conducting criminal investigations to achieve a more effective utilization of manpower. Criminal investigations consist of two distinct and yet closely interrelated phases; the preliminary investigation and the follow-up investigation. This Order consists of the following numbered sections:

- I. Preliminary Investigation
- II. Follow-Up Investigation
- III. Responsibilities of the O.I.C. (officer in charge)

PROCEDURES:

I. PRELIMINARY INVESTIGATION

- A. The preliminary investigation begins as soon as the first police unit arrives on scene and continues until a postponement of the investigation, or transfer of responsibility will not jeopardize the successful completion of the investigation.
- B. The following activities are part of the preliminary investigation:
 1. Provide first aid to the injured (if applicable)
 2. Protect the crime scene to insure that evidence is not lost or contaminated.
 3. Determine if an offense has actually been committed , and if so, the exact nature of the offense.
 4. Determine the identity of the suspects, and effect an arrest if it can be accomplished either at the scene or through immediate pursuit.

Allenhurst Police Department General Order

- i. There are times when this may not be accomplished immediately, so the initial responding officer is responsible for gathering as much information as possible to assist in the follow up investigation, to ascertain the identity of the offender(s).
 5. Provide additional responding units, through police dispatch, descriptions, method and direction of flight(if known),and all other pertinent information concerning the wanted person(s) or vehicle(s)
 6. Obtain a complete identification of all witnesses.
 7. Determine what information is known by the victim(s) and each witness. It is crucial to obtain as much information as possible, in a timely manner, from all victims and/or witnesses, since immediate recollections are usually the most accurate.
 8. Arrange for the collection of evidence
 - i. At this point, the initial responding officer needs to determine if additional resources are necessary and request those resources, if applicable.
 9. Determine in detail the exact circumstances of the offense.
 10. Obtain written statements from the victim(s) and witness(es), and from the suspect, if such statements can be obtained legally, following all applicable requirements.
 - i. Videotaped statements, recorded statements, etc.
 11. Accurately and completely record all pertinent information according to proper guidelines. The timeliness of obtaining this information is crucial as recollections are most accurate immediately following an event.
- C. Responsibility for conducting the preliminary investigation.
1. Except in those cases where the presence of a uniformed officer would obviously prevent a proper investigation being made, the preliminary investigation shall be conducted by the uniformed patrol officer assigned to the call for police service.
 - i. The assigned patrol officer shall initiate and complete as many of the activities listed above, as needed.
 - ii. As soon as the preliminary investigation is concluded, and before the patrol officer returns to routine patrol, the officer shall complete their initial filed report(Operations Report). That officer shall list on the prescribed report all information obtained at the scene of the offense, including all contact information of all victims, witnesses, and possible suspects.
 2. The initial responding officer shall be responsible for making immediate notification of the incident to other units (i.e. on-call Detective, Juvenile officer, on-call Supervisor, etc). Incidents which involve minor offenses do not necessitate immediate notification, but immediate notification shall be made in situations such as:
 - i. Burglary to a residence or business.
 - ii. Any incident involving serious bodily injury to a victim.
 - iii. Any DV incident involving a law enforcement officer.
 - iv. Any serious motor vehicle crash, involving property damage or serious bodily injury.
 - v. Any incident involving Borough owned property (i.e. Beach Club, Boro Hall, restaurant, etc).
 - vi. Any structure fire within the Borough
 - vii. Any incident which may cause immediate media interest.
 - viii. (left open)
 - ix. (left open)

Allenhurst Police Department General Order

II. FOLLOW-UP INVESTIGATION

A. The follow up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender, recover stolen property, or gather more information, to make progress in the successful disposition of the incident.

B. Basic activities of the follow up investigation may include:

- i. Identification and apprehension of the offender.
- ii. Arrangement for the analysis and evaluation of evidence.
- iii. Recovery of stolen property.
- iv. Interviewing victims and witnesses.
- v. Interrogation of suspects.
- vi. Determining if other crimes may have been committed by the suspect(s).
- vii. Recording information obtained.
- viii. Preparation of case for court proceedings.

D. Responsibility for conducting follow-up investigations

- a. The patrol officers will be responsible for conducting and completing the investigation of all non-criminal calls for police service and for petty disorderly person incidents, unless otherwise dictated by a Senior Officer or Supervisor. Some incidents may necessitate, for a variety of reasons, that an officer, other than a patrol officer, follow up on a particular incident.
 - i. In incidents of a non-criminal nature and in disorderly person incidents, the patrol officer will request the assistance of a trained Detective, or Supervisor, if they feel the need for counsel and guidance.
- b. The follow-up investigation of most disorderly person incidents can be completed by the patrol officer. Disorderly person incidents should be referred to a specialized investigator, for follow-up, only when the following conditions exist:
 1. When the offense appears to be a part of a pattern of such offenses.
 2. When the follow-up is required in widely separate locations outside of the district in which the offense occurred.
 3. If the incident is of a "sensitive nature", for whatever reason, and the assignment is forwarded to a more trained officer by a Superior officer.
- c. Occasionally, in cases assigned to patrol officers for follow-up, additional investigation may be required, at the end of the shift, of the assigned officer. In such cases, the officer in charge will determine whether the investigation should be extended, forwarded to other officers on an incoming shift, or temporarily held over until the investigating officer's next scheduled shift. Except in cases where the investigation would be jeopardized by its temporary pause, it shall be the responsibility of the investigating officer to have overtime hours granted in order to continue the investigation.
- d. When an element of "immediate need" exists at the end of the shift, the assignment of continuing investigation shall be made by the officer in charge, or the on-call Detective.

Allenhurst Police Department General Order

- e. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion he works on it. It is strongly suggested that a supplemental report be created at least once a day, while work is still ongoing in an investigation.
- E. Specially trained detectives and/or investigators (i.e. Criminal, Juvenile, Arson, Fatal MVC) shall be responsible for conducting follow-up investigations of indictable offenses and assigned more serious disorderly person offenses.
 - a. Cases that may be assigned to a more specially trained detective and/or investigator include, but not limited to:
 - i. Aggravated Assault.
 - ii. Sexual Assault.
 - iii. Burglary.
 - iv. Larcenies (over \$500-but not to include bicycle thefts).
 - v. Motor vehicle thefts.
 - vi. Arsons.
 - b. The investigation shall be follow-up in nature and not a repetition of the original activities of the preliminary investigator.
- F. Investigations of certain offenses which involve sufficiently complicated circumstances may contain a sufficient degree of immediacy, to warrant the "call-out" of a detective to a scene, so that the evidence or investigation is not compromised. On-call detectives shall be notified immediately in cases that involve:
 - a. Deaths of a violent or suspicious nature.
 - b. Sexual assaults.
 - c. Robberies of businesses or individuals.
 - d. Assaults involving serious bodily injury.
 - e. Burglaries with extenuating circumstances.
 - i. Occur while residents are home.
 - ii. Involve extraordinary entrance to the structure.
 - iii. Major losses found.
 - iv. Clear presence of pertinent evidence at scene.
 - f. Suspicious or intentionally set fire to a structure.
 - g. Any incident which may cause immediate media attention.
 - h. Any incident that involves an obvious bias motivation.
 - i. Recovery of a stolen vehicle.
 - j. Motor vehicle crashes resulting in death, serious injury, or damage to any structure.
- G. In offenses, other than those listed above, investigative personnel should not report to the crime scene, unless notified. All preliminary responding officers shall always have the option to call an on-call detective, for guidance or counsel, if they are unsure as to the necessity of a detective call-out. It shall be the decision of the on-call detective to make the final decision, as to whether a response is warranted or not, based upon the details provided to them by the preliminary responding officers already on scene.
- H. Upon the arrival of the on call detective, the patrol officer shall relinquish responsibility of the scene, unless otherwise instructed. The initial responding officer(s) shall be responsible for the completion of the Operations Report and will only complete supplemental reports on an as needed basis. Once on scene, it shall be the responsibility of the on-call detective to decide whether additional resources are required. If additional resources(see below) are deemed necessary, the Chief of Police shall be notified of the incident, as it would indicate a much more serious incident.
 - a. Additional personnel.
 - b. Assistance from County Prosecutors Office.
- I. It shall be the responsibility of the responding detective to conduct a thorough search of the crime scene, identifying, collecting, and transporting all found physical evidence.

Allenhurst Police Department General Order

III. RESPONSIBILITIES OF THE OFFICER IN CHARGE

- A. It shall be the responsibility of the officer in charge to insure that an adequate and complete preliminary investigation has been made, as well as reviewing all reports and actions taken by the preliminary responding officer(s).
- B. The officer in charge shall assist patrol officers under their direction regarding questions as to whether a follow-up should be made by uniformed personnel or detectives.
- C. The officer in charge shall be responsible for making sure all investigations are properly pursued and thoroughly completed. Some investigations require a lengthy follow-up investigation, while new information is discovered. It shall be the responsibility of the appropriate Supervisor, to maintain a constant oversight of all active investigations, making sure that all necessary and supplementary follow-up tasks are performed in a timely manner.
- D. The senior officer involved in any major incident, or investigation shall be responsible for providing the Chief of Police with regular updates as to the progress of an appropriate case.

IV. EFFECTIVE DATE

This Order is effective immediately.

By Order of:

Michael B Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT	
EFFECTIVE DATE: January 23, 2018	GENERAL ORDER # 2018-03
SUBJECT: Use of Department & Personal Cell Phones	
ISSUED BY: Chief Michael B. Schneider	# OF PAGES:
DISTRIBUTION: All personnel	REVIEW DATE: Yearly
LAST REVISED:	
ACCREDITATION STANDARDS:	
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.	

PURPOSE: To provide clear guidelines for the proper use of departmental and personal cell phones while on duty.

POLICY: The priority of this agency is to protect life and property and to do that, officers need to be aware of their surroundings. The proper use of personal cell phones enables the officers to do their jobs more professionally and with greater awareness.
General Order #2003-02 is hereby rescinded.

BACKGROUND:

At the present time this agency maintains several cellular phones for use by varied departmental personnel. The majority of the employees in this agency also possess their own personal cellular phones. This Order will replace all previous Orders and/or Memorandums concerning departmental and personal cell phones.

Use of Department Issued Cell Phones

1. Duty Car Cell Phone
 - a. The duty car cell phone will remain in the police vehicle designated as the primary duty car of the day and will be used for official departmental use only. It may be used for investigations, communicating with HQ, or in any other official work capacity. It will NOT be used for:
 - i. Personal phone calls.
 - ii. Making food orders.
 - iii. Any other non-essential/non-official purpose.
 - b. The cell phone will be switched from vehicle to vehicle, as the designation of the primary "duty car" changes. Each officer will be responsible for making sure the cell phone is properly charged at the start of their shift, as part of their normal vehicle inspection.
 - i. If the cell phone is found to be in need of a charge, the issued phone charger in the police vehicle shall be used and this should be done at the start of the shift.
 - c. If the phone is found not to be working properly, a "police vehicle" report shall be made indicating the phone was not working properly and was taken out of service. The inoperable cell phone shall be left for either Chief Schneider or Sgt. Lipari, along with a copy of the Police Vehicle report.
 - d. The cell phone CAN be taken out of the vehicle to assist in investigation and operational purposes.
 - e. **Unless an EMERGENT MATTER dictates otherwise, the departmental cell phone shall not be used while the officer is driving the police vehicle. Violations of this will be addressed swiftly and strictly.**
 - f. The cell phone can be given to a third party, in times of need, but the officer shall be responsible for dialing the number and the cell phone shall not leave the sight of the officer.

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ALLENHURST POLICE DEPARTMENT

- g. Officers will make sure that all calls are as brief as possible and made as discreetly as possible, while sitting in the police vehicle. It is understood that the statute allows first responders to use the cell phone "for official purposes", but the optics of such an activity looks horrible to the general public. It is also a "distracting activity" that takes officers attention away from their surroundings. If the phone has to be used, use it quickly, use it discreetly, and use it properly.

Cell Phones Issued to Police Department Employees

1. Any police department employee, that is issued a department cell phone, will care for and secure the cell phone, as if it is their own. Any employee found to be misusing their department issued cell phone will face the loss of the phone and possible departmental disciplinary charges as a result.
2. All employees issued a cell phone are responsible for securing their phone at all times. If a departmental cell phone is damaged, or lost, due to an employee's carelessness, neglect, or misuse, the employee may be held responsible for the cost of replacing the phone. Officers will not be held responsible for damage, or loss of the phone, that occurs during the normal course of your duties (i.e. effecting an arrest, foot pursuit, etc).
3. Department-issued cell phones are a benefit given to specific department employees and that benefit can be withdrawn at any time, based on finances, care of the phone, and/or unauthorized use of the cell phone.
4. If the department issued cell phone is going to be carried on your person, while on duty, it is strongly recommended that it be carried in a "vibrate mode", for obvious security reasons. If the cell phone is going to be left inside the police vehicle. The ringtone volume shall not be high enough that it would disrupt any radio traffic transmitted from, or received in the patrol vehicle.

Use of Personal Cell Phones While on Duty

1. Although departmental policy, in the past, has prohibited the use of personal cell phones inside the police vehicles, it is understood that today's cell phones enable an officer to research information in an instant, and therefore, presents the officer(s) with an invaluable tool at their fingertips. That being said, the use of handheld cell phones is a distracting activity, in and of itself, and their use, while on duty, presents the public with a bad view of law enforcement.
2. Officers ARE allowed to carry their personal cell phones inside their police vehicle, but shall not, under any circumstances:
 - a. Operate the police vehicle while talking on a handheld cell phone.
 - b. Engage in any phone conversation, inside the police vehicle, while in the general view of the public. If you have to make a phone call, that cannot wait until you are back at HQ, find a parking spot, that affords you to make the call discreetly, and with some sense of privacy.
 - c. Engage in any lengthy cell phone discussion while in public. If the call is going to take more than a few minutes, go back to HQ and make the call. As indicated earlier, the "perception" to the public is a very bad one. You may very well be making/receiving an important call, but to the public that we serve, it appears as if the officer is unaware and not doing their job. Our job is based mostly on observations and is difficult to make these observations if we are distracted, whether by a cell phone, or something else!
3. Desk officers will also be allowed to keep their personal cell phones with them at the desk. As with the patrol officers though, the use of personal cell phones at the desk should be kept to a minimum. It looks (again perception) extremely unprofessional, at the least, for someone to walk into the lobby and not be immediately addressed, due to the distraction of a personal cell phone. As with the patrol officers, if it (personal phones at the desk) is deemed to be a continuing problem, this privilege will be revoked.

By Order of:

Michael B. Schneider-Chief of Police

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ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: January 25, 2018				GENERAL ORDER # 2018-04			
SUBJECT: Injuries While Working							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines for the proper & timely reporting of workplace injuries. General Order #2003-01 is hereby rescinded.

BACKGROUND:

This agency has an Order regarding officers involved in motor vehicle crashes, and Borough employees/vehicles involved in motor vehicle crashes and injuries sustained in same. This Order is a comprehensive policy regarding injuries sustained outside of motor vehicle crashes.

Order:

This Order governs all injuries that police department personnel incur while on duty. Should any section of this Order conflict with prior Orders, this Order will super cede it. Prior Orders concerning motor vehicle crashes, and injuries incurred during motor vehicle crashes, are still in effect.

Reporting Procedures:

1. No matter how SMALL, all injuries incurred while on duty, shall be reported to a supervisor immediately, **no matter what time of the day it may be.**
2. If a supervisor is on duty, the supervisor will fill out an injury report form immediately. If a supervisor is not on duty, **the supervisor will respond to HQ and complete the officer injury report regardless of the time of day, or the degree of the injury, or the fact that overtime will be expended.**
Note: If 2 non-supervisory officers are working, the uninjured officer can complete the accident injury report, as directed by the supervisor. The supervisor will verbally walk the patrol officer through the process of completing the form, while over the phone.
3. The injury report shall be placed on the Assistant Borough Clerk's (Ronnie) desk as soon as it is completed, along with a copy of the "officer injured" operations report, from the CAD.
THIS ORIGINAL PAPERWORK WILL NOT BE GIVEN TO THE CHIEF OF POLICE!
Copies of all paperwork given to the front office will be left in the Chief's mailbox.
4. If the Borough Clerk is in Borough Hall, when the report is completed, she will be advised personally of any injuries incurred immediately. If she is not present, she will be advised at the beginning of the next business day, to make sure she has all of the required reports.
5. **The Borough Administrator will be advised immediately of any injury that requires immediate medical attention.**
6. **The Chief of Police shall be advised immediately of any injuries sustained by an on-duty employee of this agency that either requires immediate medical attention, or is deemed to be a significant injury, which may not require immediate medical attention. The Chief of Police shall also be advised immediately of any serious injury sustained by off duty personnel, once the agency becomes aware of it.**

ALLENHURST POLICE DEPARTMENT

TREATMENT OF ON THE JOB INJURIES

1. Should an employee of this agency need immediate medical attention for an on the job injury, he/she will be transported to one of the nearby hospitals BY AMBULANCE. If the employee is conscious, he/she may make the determination of which facility to which they want to be transported.
At no time is an employee authorized to drive themselves to the hospital. If a life-threatening event should occur, which would necessitate an immediate transport, for life-saving reasons, the officer can be transported by police vehicle, by another officer, as a last resort.
2. If the injury suffered is serious, or life-threatening in any way, the employee should be transported to Jersey Shore Medical Center, as it is the regional Trauma Center.
3. ALL follow-up treatment will be coordinated through the Borough of Allenhurst. The Assistant Borough Clerk (Ronnie) is the individual charged with coordinating those efforts.
4. Officers, or other employees, that do not follow these procedures, by seeking treatment through other means (i.e. personal physician), jeopardize their Workmen's Compensation coverage for that particular injury. Following the above Order affirms the employee's Workmen Compensation Coverage, both medically and legally.

This policy shall be followed even if the employee refuses medical attention.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: January 25, 2018

GENERAL ORDER # 2018-05

SUBJECT: Religious Groups and their Constitutional Rights

ISSUED BY: Chief Michael B. Schneider

OF PAGES: 1

DISTRIBUTION: All personnel

REVIEW DATE: Periodic

LAST REVISED:

ACCREDITATION STANDARDS:

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PURPOSE: To provide the officers of this agency with a working understanding of religious rights in accordance with the 1st Amendment of the United States Constitution.

BACKGROUND: The First Amendment of the United States Constitution provides for the freedom of religion. What that means is that there can be no governmental restrictions, or interference, in an individual's right in the practicing of their religious beliefs. The only time when we can intervene is if someone decides to commit a crime for the sake of a religious practice or ritual, i.e. sacrificing humans or animals, etc. Of course, that would be an extreme example.

In 2006, the Borough of Allenhurst received a letter from a group representing the Jehovah's Witnesses. They advised an officer of this department told some of their ministers they could not go door to door within the Borough of Allenhurst. That direction from the officer, if indeed that happened, and we have no reason to believe it did not, would be in violation of the United States Constitution and of course, this agency's Order.

Religious groups, whether they be Jehovah's Witnesses, Mormons, or ANY other officially recognized religion, do NOT fall under any town's Ordinance, which may prohibit "door to door soliciting".

ORDER: *No member of this agency will take any action, on or off-duty, that interferes with any individual's right to practice his/her religion, unless a crime is being committed.*

Individuals have the right to go from door to door, preach in public, conduct religious services and have meetings in their homes, regardless of whom it may inconvenience. They will not be interfered with, in any manner, unless their personal actions violate a State or Federal Statute, i.e. a crime is being committed.

Should ANY resident file a complaint regarding a religious activity, you will advise them that the United States Constitution protects religious activities. If they are not satisfied with that explanation, they will be referred to speak directly with the Chief of Police.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: January 25, 2018				GENERAL ORDER # 2018-06			
SUBJECT: No Smoking Policy (updated)							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines for all members of this agency in regards to rules concerning the use of tobacco products.
General Order #2007-04 is hereby rescinded.

BACKGROUND: The Borough of Allenhurst Personnel Policy reads as follows:

The NJ Legislature has declared that in all governmental buildings (Police HQ is a local government building) the rights of non-smokers to breath clean air super cedes the rights of smokers. In accordance with State law, the Borough has adopted a smoke-free policy for all buildings. Borough facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Borough buildings. Employees are permitted to smoke only outside Borough buildings and only in such locations as not to allow re-entry of smoke into building entrances. Smoking inside vehicles owned by the Borough and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.
That is what the Borough Personnel Policy reads.

POLICY: Effective immediately, all previous Police Department Policies, regarding smoking, are hereby rescinded and are super ceded by the following:

Whereas, tobacco smoking has been determined to be bad for the health of human beings.

And

Whereas, tobacco, in the chewing form, has been shown to cause health problems.

And

Whereas, uniformed police personnel are held to a higher standard of conduct and said conduct should be an example to all, especially the youth of our community.

And

Whereas, police personnel smoking, or indulging in tobacco products in public, does not set a good example for the youth of the community, or any community.

Therefore:

1. Police department personnel shall not smoke, or indulge in tobacco products, while on duty. "Indulging" includes chewing tobacco or whatever new "fad" that comes along, concerning tobacco products
2. Police department personnel shall not smoke, or indulge in tobacco products at any time, while wearing any garment that indicates they are employed by this agency, while in the Borough of Allenhurst. So, if you are going to "light up", make sure you are outside the Borough of Allenhurst, or outside any jurisdiction that this agency has the primary responsibility for policing (i.e. any inter-local contracts, acquisitions, or mergers that may occur in the future)

ALLENHURST POLICE DEPARTMENT

Finally, smoking and tobacco use are habits that can cause serious health issues and have led to the deaths of too many people. The health consequences of tobacco use have been irrefutable in regards to a person's health and/or their ability to do their job, without the interruption of health issues or its negative effect on the workers with whom they share work space. All that being taken into account, this agency will comply with State law by prohibiting the use of tobacco in the workplace. Individuals have the right to do what they choose, even if it may contribute to their own health or demise, but if using tobacco is a choice you make, that activity will have to be done on your own time and in your personal surroundings.

Obviously, this agency cannot dictate what personnel do beyond the scope of their employment with the Borough. However, as the Administrator of this agency, any member of this agency, whom partakes in the use of tobacco, is encouraged to cease such activities, for your own health. There are many programs available to those who have a tobacco habit and wish to stop. One of the most important responsibilities, as the agency Administrator, is to provide all members with a safe and healthy work environment". Smoking, or the use of tobacco products, in the workplace affects the ability to provide that "safe and healthy workplace".

This Order is to be strictly enforced and applies to ALL personnel of this agency.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: January 26, 2018				GENERAL ORDER # 2018-07			
SUBJECT: Vehicle Impounds-DWI/DUI Arrests (revised)							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines for the proper impounding of vehicles involved in arrests where the driver is under the influence of alcohol and/or drugs.

POLICY: This policy is in accordance with the Attorney General's Law Enforcement Directive, which mandates a 12 hour impoundment of a vehicle of a DWI/DUI arrestee and incorporates the use of a "Potential Liability Warning Form"
Allenhurst General Order #2001-05 is hereby rescinded.

BACKGROUND: A drunk driver killed a man by the name of John Elliot. The drunk driver had been arrested earlier, and was released to a friend, by the arresting authority. The friend was supposed to take the drunk driver home. Instead, the friend took the drunk driver back to his car, where it had been left parked by the arresting officer(s). The drunk driver then drove his car into John Elliot's car, killing him. His family spearheaded a campaign to see that this type of tragedy would not be repeated. Thus, came the passage of "John's Law", which mandated police departments change their policies regarding to the release of impaired drivers and mandated the actions that were to be undertaken by the police department, in regards to the vehicles of the arrested persons.

ORDER: This agency has always been proactive in its enforcement of impaired drivers, since the activity causes many unnecessary deaths each year. Our agency will continue this proactive enforcement and ALL patrol officers are expected to make this enforcement a top priority.
Accordingly, this agency is commanded by law to enforce the provisions of this directive.

12 Hour Impoundment of the Vehicle Involved in a DWI/DUI Arrest

1. The impounding of DWI/DUI arrestee vehicles shall be done in accordance with Attorney General Directive 2001-05-Appendix B- and in accordance with department impound procedures.
2. The only time a vehicle can be released, rather than impounded, is when the registered owner of the vehicle (if that is not the arrested driver) is present at the time of the arrest. NO CALLS WILL BE MADE TO HAVE THE REGISTERED OWNER COME TO THE SCENE OF THE ARREST TO PICK UP THE VEHICLE. This delays the officers processing of the driver and ties up manpower unnecessarily.
3. If the vehicle is left parked, at the spot of the arrest, and is being towed by department towing company, a police vehicle will remain with the vehicle until it is picked up (if available personnel allows for this).
4. If adequate personnel is not available to stay with the vehicle, the vehicle may be locked and the vehicle key taken back to Police HQ. The towing company will then be advised to pick the vehicle key up at HQ, before proceeding to the vehicle's location.

ALLENHURST POLICE DEPARTMENT

5. The only alternative to impounding the vehicle is if the driver gives the police officer permission to drive their vehicle back to Police HQ (this permission will be noted on the Operations Report), where the vehicle will be secured according to departmental procedures. This should not be done in all situations. If the driver is uncooperative, hostile toward officers, refuses to allow the officer to drive the vehicle back to Police HQ, or defiant during the arrest procedures, the vehicle is to be towed according to normal department impound procedures. Bringing a vehicle back to Police HQ is a "courtesy", which will be done only in the appropriate situations. It ultimately is the discretion of the arresting officer, or Supervisor, whether the driver is given the courtesy of bring the vehicle back to HQ, or having it impounded by a department towing service, based on the above guidelines.
 - a. When vehicles are brought back to Police HQ (referenced above), they will be parked in the front driveway, in front of the Police garage, as long as there is adequate space to do so. The front driveway shall not be obstructed in any way, due to an impounded vehicle. If the front driveway does not have enough adequate space, the back driveway may also be used. Regardless of whether the arrestee's vehicle is parked in the front driveway, or the back driveway, a police vehicle shall be parked in front of the arrestee's vehicle, to block its egress.
 - i. At no time will 2 impounded vehicles be at HQ. If HQ already has an impounded vehicle present, any subsequent vehicles will be towed.
 - b. If a vehicle is parked at Police HQ, the person picking up the vehicle (arrestee or registered owner) shall be charged the appropriate storage rate (\$50-as set by John's law) and the vehicle will not be released until that storage fee is paid (either in cash or check made out to "Allenhurst Police Department"). All fees received from impounded vehicles are to be given to the Assistant Borough clerk, as soon as possible, along with the report number, and the name of the DWI/DUI arrestee.
 - i. A MINIMUM of 12 hours is required before any vehicle is released
 - c. When a vehicle is impounded by a department approved towing company, the vehicle can only be removed from the towing company yard after this agency has issued a written release and during regular business hours of the towing company. This agency will not make any "special arrangements" with the towing company to have the vehicle released outside of the normal business hours of the towing company yard. So, if the vehicle is towed Friday night into Saturday morning, and the towing company yard is not open until Monday morning, the arrestee will have to wait until Monday morning to retrieve the vehicle.

Potential Liability Warning

Whenever a person is summoned to pick up a person, who had been arrested on DWI, or DUI charges, the release of that individual shall only be done in accordance with Attorney General Directive 2001-05-Appendix A-utilizing the approved forms. If the person summoned does not wish to sign the mandatory "potential liability warning" form, the arrestee shall not be released. They must find someone (a responsible sober adult), who is willing to sign the form or they shall remain in police custody until their blood alcohol level drops to an acceptable level. Those coming to pick up the arrestee are to be explained of their responsibilities (not allow the arrestee to drive again and make all efforts to keep them in a safe environment)

By Order of:

Michael B. Schneider
Chief of Police

*All A.G.
Directive can
be obtained from
NJ Attorney
General's Office*

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: January 26, 2018

GENERAL ORDER # 2018-08

SUBJECT: Use of Sick Time (revised)

ISSUED BY: Chief Michael B. Schneider

OF PAGES: 2

DISTRIBUTION: All personnel

REVIEW DATE: Yearly

LAST REVISED:

ACCREDITATION STANDARDS:

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PURPOSE: To provide clear guidelines to all department members in reference to their use of sick time and the proper procedures on how to report same. Since this agency is responsible for public safety, the reliability of its members is crucial to the smooth operation of this agency's objectives.

POLICY: The policy will set forth the proper guidelines on how members of this agency should use their sick time in an effort to make the day to day operations run as smoothly as possible. This policy super cedes all memorandums and policies, previously adopted, concerning this subject matter.

General Order #1999-11 is hereby rescinded.

PROCEDURE:

1. When calling out sick, personnel should attempt to give headquarters at least (8) hours notice, prior to the start of the scheduled shift, if possible. It is understandable that circumstances sometime happen suddenly, but short of those exceptions, employees should attempt to give as much advance notice as possible, if possible, to those who will be affected by their calling out.

If you are not feeling well all day, do not wait until the last minute to call out sick.

2. When notifying headquarters, in reference to calling out sick, the employee will:
 - a. Advise the desk officer that you are not feeling well and will be unable to work your pending shift. If the employee is suffering from what they believe might be a "prolonged illness", they should alert HQ of this when they call in. For example, if they are experiencing "flu-like symptoms", or report a high fever, this information is important so that HQ can begin to make arrangements to cover more than one shift, in all likelihood. This information shall be immediately reported to the Senior officer working at that time.
 - b. The employee should advise the desk if they anticipate seeing a doctor for their illness. Again, this is for planning purposes. If an employee is feeling sick enough to see a doctor, the chances of them missing more than 1 shift is increased significantly. If the employee does see a doctor, they are to advise HQ, immediately following the appointment, of the doctor's prognosis, so shift coverage can be planned, if necessary. All efforts should be made to alert HQ, as far in advance as possible, of time off, that is anticipated.
Everyone has a life outside of this agency and getting called in on short notice does not allow time to reschedule appointments, or make alternate plans.
3. Any sick days taken in conjunction with an employee's days scheduled days off may require a doctor's note/report, at the discretion of the Chief of Police, or designee. This will not happen if sick days occasionally happen in conjunction with days off, but if an employee begins to show a pattern, or a regularity of calling out prior to and after their regularly scheduled days off, the doctor's note will be required before the employee is allowed to return to work.

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4. ALL employees are required to obtain a doctor's note for (3) or more consecutive sick days. Additionally, if the employee uses (2) sick days, in conjunction with their days off, they will also be required to present a doctor's note upon their return to work. Whenever a doctor's note is required of an employee, they are to put this note in the Chief's mailbox (in a sealed envelope) or slide the note under the Chief's office door, in order to protect privacy.
5. **Employees who use seven or more sick occurrences (defined as calling out sick for one or more consecutive days, in a calendar year) will obtain a doctor's note for all sick occurrences, beginning with the seventh sick day used.**
This is done for the purpose of ensuring the health of all employees and confirming the ability of employees to perform their job duties, by eliminating the possibility that they may be working with a "chronic illness", which is harmful to the employee themselves, and those they work around.
6. Employees that report to work, and become ill while at work, will remain on duty until their relief arrives, providing that they are not seriously, gravely, or violently ill. Outside agencies may be requested to handle any incoming calls for service, until the relief officer arrives. It is the responsibility of the employee to keep headquarters informed, as quickly as possible, after leaving work, to indicate how many days they might miss from work. If the employee gets sick at work, and goes home to see a doctor, that notification to HQ should come immediately after the doctor visit.
7. No employee shall return to work, after an extended sick leave (3 or more days) without a written clearance from a doctor. Should the Chief of Police, or designee, believe that the employee, upon returning to work, is not fit for duty, the Chief of Police, or designee, will direct the employee to the Borough Physician to determine whether the employee should return. The primary concern will always be for the employees safety and well-being.
8. Whenever an employee is out sick, and is scheduled for an upcoming shift. It is the employee's responsibility to notify headquarters and advise of their availability for the next shift. The Supervisor/officer in charge should not be "kept in the dark" or "left guessing" as to whether the employee is working their next shift. Again, there are other people to consider, when a upcoming shift is to be filled.

By Order of:

 Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: January 26, 2018				GENERAL ORDER # 2018-09			
SUBJECT: Care and Operation of Police Vehicles							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All Patrol Officers				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE: To provide clear rules and regulations regarding the proper care and maintenance of police vehicles.

General Order #2001-04 is hereby rescinded.

PROCEDURE:

1. Officers shall operate police vehicles and utilize police equipment with reasonable care, meaning they will treat the vehicles and equipment in the same manner as if the property was their own.
2. Officers shall insure they remove all garbage, wrappers, all beverage containers/lids, etc, from their assigned vehicle at the end of their shift. In simple terms, the vehicle shall be left in the same, or better, condition than the way you found it. If the vehicle is found to be dirty, or cluttered with any type of debris, it shall be noted on the officers CAD report, in the comments section. Repeated occurrences will be brought to the attention of a Supervisor.
3. As the police vehicles are the "offices" of officers on patrol, it is expected that officers do everything they can to keep their vehicles clean. That includes occasionally cleaning the windows, wiping off the dashboard, wiping down the steering wheel, wiping down the center console, etc. It will no longer be tolerated for only one or two officers to be the ones cleaning the insides of the police vehicles. It is the responsibility of EVERY OFFICER to keep these police vehicles clean and this policy will be enforced.
4. Any time a police vehicle's interior, or exterior, or the equipment contained within, is found damaged, regardless of the degree of the damage, a police vehicle report shall be created. The police vehicle report will be directed toward Pfc DiBona or Ptl Carafa, whomever is working next. If the problem cannot be fixed by that officer, they will be responsible for bringing the matter to the attention of the Chief of Police, in an effort to remedy the problem. The Supervision in this agency has always been more aggravated by the LACK of reported damage, than by attending to the actual damage itself. That theory is the belief of the current Chief of Police as well!
We cannot attend to damage or mechanical issues UNLESS WE ARE MADE AWARE OF IT!
5. Any time an officer of this agency strikes a curb, or some other object with the police vehicle's tires, they are to immediately inspect the tire for damage. If structural damage is found to have been done to the tire, the vehicle is to be taken out of service immediately, so that the tire can be repaired or replaced. Even if no damage is observed, a police vehicle report shall be made to alert oncoming shifts, in case the vehicle shows signs of steering, suspension, or alignment problems.
6. The exterior appearance of our police vehicles is a reflection on all of us, both individually and as a unit. If officers are satisfied with driving around in dirty vehicles, it projects an image of apathy, sloppiness, and unprofessionalism, and of these traits are part of a successful organization! ALL OFFICERS are to make sure the police vehicles are washed on a regular basis. That is precisely why we obtained the car wash vouchers. All police vehicles should be washed at least once a week, weather permitting. Since the schedule usually has more officers

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scheduled on Saturdays and Wednesdays, those are the perfect days to get this detail completed, and should involve ALL OFFICERS.

CONCLUSION:

These vehicles are our work places. They are to be cared for as if they were your own, and in some cases, maybe better.

It is understood that unintentional damage occurs from time to time. Conversely, neglectful and intentional damage will NOT BE TOLERATED IN ANY WAY. Failure to report damage and failure to make an effort to keep vehicles clean shall result in disciplinary action.

If an officer shows a disregard towards maintaining their police vehicle, they can be assigned to a foot patrol. It has been done before in this agency!

All officers are to thoroughly check their vehicles before going on patrol and note any problems (damage, dirtiness, etc.) so that you are not held responsible for someone else's damage or mess!

As it has been said before, "take pride in yourself, your equipment, and your vehicles because it reflects on YOU and the DEPARTMENT".

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT	
EFFECTIVE DATE: January 30, 2018	GENERAL ORDER # 2018-10
SUBJECT: Patrol Procedures	
ISSUED BY: Chief Michael B. Schneider	# OF PAGES: 2
DISTRIBUTION: All patrol personnel	REVIEW DATE: Yearly
LAST REVISED:	
ACCREDITATION STANDARDS:	
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PURPOSE: To provide clear guidelines to patrol officers for proper and thorough patrol. This Order was last updated in 1999 and is therefore due to be revised
General Order #1999-02 is hereby rescinded.

BACKGROUND: There have been many times in the past, where events have taken place during the overnight shift(s) which have not been discovered until the early to mid-morning hours. When the public discovers these events prior to us, we, as a department, all lose some credibility as a small town community-policing oriented police department, whose reputation is focused on "being aware of all things, especially the "little things". The veteran officers of this agency have engaged in a practice which has worked well, in discovering these events prior to the public, which has always made the public perceive that we, as an agency, are "on top of things", because generally we usually are. This general practice, which has served this agency, our residents and business owners well over the years, is now becoming an Order, to be unc

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In addition to the overnight shift, ALL other shifts shall also conduct a thorough tour of the town, toward the end of their shift, documenting it in the same way as described above. This creates accountability for each shift, which in the long run, makes us more accountable to each other and to those we are sworn to protect and serve.

Should an event take place toward the end of an officers shift, which prevents this final tour from being completed (i.e. an extended call, an arrest, a motor vehicle crash, or an investigation), this event, properly noted on your activity log, will explain the absence of this tour. No officer will be expected to document this final tour, if they are diverted away for another activity, but that being said, all officers will be expected to complete this final tour in the absence of another activity.

In summary, these procedures are strictly about the prevention and immediate detection of crime. When our residents and business owners observe how thorough our patrols are they understand what separates our agency from larger agencies. These larger agencies cannot focus on the "little things", as we do on a regular basis, mainly because of their size. If we "lose our identity", as a smaller community policing agency, we will be no different than those agencies around us, which may lead to the topic of regionalization once again.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 2, 2018				GENERAL ORDER # 2018-11			
SUBJECT: Departmental Membership in Police Organizations							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 3			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines for police department personnel in regards to the outside organizations with which this agency maintains memberships.
General Order #2000-01 is hereby rescinded.

Applicability: ALL Department Personnel

This agency pays membership fees so that officers may participate in police related organizations. These organizations should have the interest of the department personnel and should create a better relationship between agencies, which inevitably should aid this department in the investigation of crimes, information sharing, and intelligence gathering.

There is also a cost that is attached to being involved with these organizations, which must always be a considering factor of any police administration, since none of us have "unlimited budgets". That "cost" can be monetary (i.e. is overtime involved?) or time related, (officers are usually participating in these organizations on departmental time). All of these factors should, and will, be considered. It is the goal of this agency to always maintain good relationships with other agencies and organizations, however, limitations to outside organization involvement must also be put into place.

1. All applications and renewals for membership to organizations will be forwarded directly to the Chief of Police, for review, from this day forward. Upon reviewing the application, the Chief of Police will respond back to the requesting officer, with either an approval, or a denial, to the request for membership into a particular organization. An approval to membership in any organization will be based upon how this agency will benefit from our participation in each organization, whether the cost of the organization is justified, and whether there is an adequate need for a membership with a particular organization. When renewal memberships are considered, the approval for renewal will be based up on the officer's involvement with that particular organization over the past year (i.e. are meetings being attended regularly) and whether the organization still poses a positive need to our agency. This agency WILL NOT maintain memberships in organizations simply to be "a member". If officers do not maintain an active involvement with a particular organization, the renewal into that organization will be denied. Officers must show an interest, participation, and must continue to show a dedication to the organization in question.

In the past, this agency has played an active role in several organizations:

- a. Monmouth County Traffic Officers Association
- b. M.O.C.I.B
- c. Monmouth County Juvenile Officers Association
- d. Monmouth County Evidence Officers Association

The Chief of Police will ultimately decide which officer will represent this agency, when more than one officer is available, in an effort to minimize overtime. The Chief of Police shall maintain the right to rotate officer(s) in and out of these organizations so that all interested officers have the opportunity to broaden their job knowledge and further their interests. The Chief of Police shall have the right to

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determine who will participate in(attend) meetings, that this agency pays the membership fees for, and the Chief of Police shall maintain the right to limit attendance to any of the organization functions based on need and budgetary concerns. Ultimately, the Chief of Police shall make the determination of which organization's dues are paid by this agency.

2. ATTENDANCE OF SANCTIONED ORGANIZATION MEETINGS:

- a. If a member of this agency is scheduled to work during a scheduled meeting and another officer is on shift with that officer, the member officer will be allowed to attend the meeting, with a Supervisor's approval. The officer will attend the meeting for a maximum of 2 hours, unless a Supervisor has given prior approval for additional time. The member officer shall return to the Borough immediately at the conclusion of the meeting.
- b. If a member officer is off-duty and decides to attend a scheduled meeting, in accordance with section 1 of this Order, he/she may do so. The officer shall not be allowed more than 2 hours for any organization's meeting, without prior approval of a Supervisor. If the scheduled meeting lasts for more than 2 hours, the officer involved shall either leave the meeting, or if they choose to remain at the meeting, do so on their own time, without departmental compensation. Traveling time and mileage shall not be covered by this agency for any meeting, which is attended by an off-duty member of this department, unless previously approved. No more than 1 member of this agency shall attend a scheduled organization's meeting, at any one time, unless prior approval has been authorized. If a member of this agency is attending a meeting, while on-duty, any additional attendees will only be permitted to attend voluntarily, on their own time, unless prior approval, to the contrary, was obtained from the Chief of Police.
- c. Officers are entitled to attend only 1 monthly meeting per organization. Any additional meetings must be cleared through the Chief of Police.
- d. This agency shall not pay overtime to officers who attend dinners, luncheons, parties, or celebratory events of organizations, without the express approval of the Chief of Police.

3. Should this agency not approve membership to a police related organization, the interested officer may join the organization and pay the membership fees themselves, but all activity with that organization shall be on the officer's own time.

4. No member of this agency shall participate in, or be a member of, any subversive organization that promotes the overthrowing of State or Federal government. No member of this agency shall be a member of any organization that promotes hate, bias, and or violent crimes.

5. PARTICIPATION IN SANCTIONED POLICE ORGANIZATIONS

- a. Officers are permitted to attend, and participate in, meetings and organizational functions in accordance with the aforementioned criteria.
- b. Officers are permitted to hold office in these organizations, unless doing so will interfere with the officer's primary responsibilities to this agency. Officers who do hold office (or Executive Board positions) in these organizations will perform organizational tasks on their own time.
- c. This agency will encourage participation in these organizations within reason and will provide limited resources to do so. The use of departmental time and resources will be cleared through the Chief of Police or his designee.

6. Any overtime associated with attending these meetings will be submitted with the officer's regular monthly overtime.

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This current administration wants officers to participate in outside Police Related Organizations. When police officers foster better relationships with outside personnel, other agencies, and organizations, it allows for better cooperation on criminal investigations, provides a more clear channel for communication and fosters a more comprehensive approach to us achieving our overall objectives. Recently, more than ever, the topics of information sharing, intelligence gathering, and interoperability have become very important in our occupation. As the criminals become more organized, and as technology becomes more prevalent, we must also remain progressive in our quest to prevent criminal activity and successfully resolve criminal investigations.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 05, 2018				GENERAL ORDER # 2018-12			
SUBJECT: Civil Defense Tests (Checkerboard Acorn Tests)							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 1			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines on how police department personnel are to respond to periodic civil defense tests, which are received at the communications desk.

POLICY: The following Order hereby rescinds all previous Orders, policies, and/or guidelines with regards to civil defense tests.

PROCEDURE:

Whenever our desk officer receives notification, either via CJIS messaging system, or County Hotline, of a "Checkerboard Acorn Test" or "Civil Defense Test", that officer working the desk shall perform the following:

1. Immediately and completely fill out the County Postcard with the required information:
 - a. Date
 - b. Time warning received
 - c. Agency that put out the test
 - d. Whom was notified from this agency
 - e. Signature of desk officer
 - f. Name of our municipality
2. The completed postcard shall have postage affixed to it, as soon as practicably possible, and mailed to the "Monmouth County Office of Emergency Management"

Once this civil defense test has been received by our desk, the following shall be done immediately:

1. Advise the senior most officer on duty the test was received
2. Advise one of the 2 emergency management coordinators
 - a. Chief Schneider
 - b. Pfc DiBona

If the test is received between 8a-8p, and one of the above 2 officers is not on duty, they will be notified via text message on their cell phone. If they do not acknowledge being advised, within 30 minutes, they shall be notified directly, over the phone. If the test is received during overnight hours (8p-8a), a copy of the report will be left in each of the above officers mailboxes.

Notifications shall not be made between the hours of 8p-8a, unless the civil defense test requires procedures which differ from the aforementioned process.

By Order of:
Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: February 9, 2018

GENERAL ORDER # 2018-13

SUBJECT: Residential House Checks

ISSUED BY: Chief Michael B. Schneider

OF PAGES: 3

DISTRIBUTION: All personnel

REVIEW DATE: Yearly

LAST REVISED:

ACCREDITATION STANDARDS:

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PURPOSE: To provide clear guidelines for communication/support and patrol personnel in performing functions related to house checks.

POLICY: It is the policy of this agency to provide services to the residents of the community of the agency(s) with which we serve. The service addressed in this policy is residential property checks. This service will be provided to any property owner, occupant, or tenant that "requests" this service. This agency has discontinued the practice of "self-initiating" the checking of vacant residences.

General Order #1998-28 is hereby rescinded.

PROCEDURE:

1. Request for residential property checks can be received by the communications center, directly by patrol personnel, or by administrative personnel.
2. When receiving a request, the receiving agent of this agency shall ascertain the following information from the requesting party:
 - a. The location of the property to be checked and the name of the requesting party
 - b. The period of vacancy
 - i. Short term vacancy, long term vacancy, or seasonal vacancy
 - c. The name and contact information of a responsible party to be reached in case of an emergency (i.e. some problem(s) found during the property checks)
 - d. Any lights that may be left on, or on timers, during the vacancy (usually short term)
 - e. The listing of any vehicle(s) that may remain in a driveway, or in front of the residence, during the period of vacancy (may apply to both seasonal and short term vacancies)
 - f. A list of person(s) that may be at the residence during the vacancy.
 - i. Family members
 - ii. Contractors
 - iii. Assigned caretaker
3. Once the information, as detailed in 2a-2f, is ascertained, the receiving agent of this agency shall make sure a "house check" CAD entry is generated. All of the aforementioned information shall be listed on the house check CAD entry. It is the responsibility of the receiving agent of this agency to make sure that this department has a current, and signed, "Property Check Request Form" on file. **AT NO TIME WILL A MEMBER OF THIS AGENCY CHECK A RESIDENTIAL PROPERTY UNLESS THIS FORM IS SIGNED AND ON RECORD.** (unless permission is granted temporarily over the phone-addressed below). The necessity of this signed form is paramount, as it gives this agency the legal authority to be on the property and it protects the members of this agency, should they get injured while on the property. If a property owner, or agent of the property, refuses to sign this request form, they are to be politely told the officers cannot check the property, as per departmental policy. If this is not satisfactory to them, they will be referred to the Chief of Police.

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4. Only after all the aforementioned steps have been completed, will the property then be added to the house check list (either the "Short term" or the "Long Term" house check lists).
 - a. The "short term list" shall only be used for those properties being checked for 2 weeks or less
 - i. The address and duration of vacancy shall be listed on the short term list
 - b. The "long term list" shall be used for all properties checked for more than 2 weeks or on a seasonal basis.
5. At no time will a member of this agency place a residence on either the short term, or long term list, without the approval of a resident, occupant, tenant, or licensed party who has control over the residence, and has requested this agency to either do a physical check on, or "look after" their residence, during their absence.
6. Should an officer, during the normal course of patrol, determine that a house is vacant, or the resident has vacated the residence for an extended period of time, such as the case of a seasonal residence, the officer will report same to HQ, to ascertain if we were aware of the vacancy and if the house was placed on a house check list. **AT NO TIME SHALL THE OFFICER BROADCAST THIS INFORMATION OVER THE RADIO.**
7. Once this information is received, the officer, or the communication officer, shall attempt to contact the property owner to determine:
 - a. All the information outlined in 2a-2f
 - b. The whereabouts of the last known resident
 - c. If the resident would like to request the property check service
 - i. If the property owner is contacted and **DOES** request the service, the request will be documented on the appropriate "house check" report and a Property Check Request Form shall be sent to the property owner in the most expeditious manner (ie. It can be mailed, faxed, or emailed) and the house will immediately be placed on the long term (since their approval was obtained on a taped phone line). They should be told that their approval is only temporary and the signed form must be returned ASAP so that their house is not taken off the list.
 - ii. If the property owner is contacted and **DOES NOT** want this service, it shall be noted on the "house check" report. The house will **NOT** be placed on any house check list, but officers shall be mindful that this is a vacant premise. **Officers will only enter onto this type of property if an emergency necessitates same, or if it determined that a crime has been committed on the property, while the residence was vacant.**
 - iii. If the property owner cannot be contacted, the residence shall be treated as if the property owner does NOT want the service, as outlined above. All attempts to contact the property owner shall be documented on the "house check" report". It is the position of this agency that it is the property owner's responsibility to advise this agency of long term vacancies, should they desire to do so.
8. All members of this agency shall review, and be knowledgeable, of all residences on the "short term" and "long term" house check lists. All patrol officers shall be aware of these "short term" vacancies and shall maintain a heightened awareness concerning these properties. Patrol officers shall take appropriate action for any circumstances that may appear suspicious or unusual on one of these properties. It is equally important that communication officers are aware of these vacant properties, as it directly relates to how they handle any calls regarding these properties.
9. Patrol officers assigned to the day shifts (7a-5), the second morning shifts (9a-7 or 11a-9), and the afternoon shifts (1p-11, 3p-1a, or 5p-3) shall be responsible for performing house checks during their shifts. When these checks are performed, the patrol officer shall report to dispatch, the start time and the ending time of their "**10-55**", and the street they are on, **OVER THE RADIO**. The desk officer shall be responsible for creating and closing the CAD entry, based on the information provided by the patrol officer. Patrol officers shall not be creating these CAD entries on their own. It is being done this way for accountability and security reasons (if an officer gets hurt on a property and cannot "call in", other officers know exactly where to look for them).
 - a. These physical routine checks shall not be performed during inclement weather, and officers activity sheets shall appropriately identify what "condition" existed, that prevented a physical check, in the comments section of their activity report.

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- b. Patrol officers shall check a minimum of 8 houses per shift in the Fall, Spring, and Winter months. For purposes of this policy, the aforementioned season shall be defined as September 16th-May 31st.
- 10. When performing these "physical checks", patrol officers shall check:
 - a. All safely accessible windows and doors (**officers shall not check any windows or doors that are not safely accessible!**)
 - b. For any damage to the exterior of the house which may have been caused by inclement weather, criminal mischief, etc.
 - c. For any conditions that exist at the residence, which may "advertise" the premise is vacant (i.e. buildup of mail, buildup of newspapers, packages left on porch, etc) If packages are observed, in plain view, officers should make an effort to place the package(s) in a more discreet place, so that they are not visible from the street.
 - d. If any of the above conditions are observed, dispatch should be advised immediately, in a way **OTHER THAN OVER THE RADIO**. For example:
 - i. If an open/unlocked window or door, or other condition that does, or could, present a breach of security, was found, was the officer able to secure it?
 - ii. If an unsafe or dangerous condition was observed, what appears to be the contributing factor? (was it weather related or not?)
 - iii. Is the condition observed an emergent matter or a "crime prevention" matter?
 - iv. If any condition is observed that may create a potential physical or health hazard.
 - v. Is there an observation of a condition that appears suspicious or "out of the norm"?
 - vi. **Once any of these conditions are reported to dispatch, the property owner shall be advised immediately so that they can rectify any condition brought to their attention. All efforts made to contact a property owner shall be documented on the appropriate "house check" report. If notification cannot be made, the report shall indicate ALL efforts that were made to notify the property owner. If the emergent matter involves a utility, and is deemed an emergent matter, the appropriate utility shall be notified immediately of the reported condition.**
 - e. Routine physical house checks will be checked Monday through Sunday and the Sunday dayshift and/or afternoon officer(s) shall be responsible for making sure the weekly list of unchecked properties is complete.
 - f. Properties shall be removed from the long term house check list, once they are discovered to be occupied once again. Their house number, on the house check form, shall be shaded in red and the section where the report is indicated (rpt) shall indicate "rem".
 - g. All completed house check sheets shall be kept for a period of 1 year and they shall be purged, in accordance with State statutes.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: February 12, 2018		GENERAL ORDER # 2018-14	
SUBJECT: Residential/Commercial & Vehicle Lock-Outs			
ISSUED BY: Chief Michael B. Schneider		# OF PAGES: 3	
DISTRIBUTION: All personnel		REVIEW DATE: Yearly	
LAST REVISED:			
ACCREDITATION STANDARDS:			
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PURPOSE: To provide clear guidelines on how officers of this agency will respond to requests, asking for assistance, in gaining access to structures and/or motor vehicles.

POLICY: This department has always been a service-oriented agency, and will continue to be, wherever practicable. We will assist legitimate owners, operators, agents, or authorized occupants of residences, businesses, and motor vehicles in gaining entry the aforementioned, when requested.
General Order #1998-27 (rev 3/18/04) is hereby rescinded.

PROCEDURE:

RESIDENCES & BUSINESSES

1. No officer shall assist in the entry of a residence or business unless:
 - a. The requesting party has the authority to make the request.
 - i. If there is ANY question with this, we cannot assist.
 - b. The requesting party FIRST completes, AND signs, the department approved lock-out form (attached).
 - i. The completion of this form protects both the individual officer and this agency as a whole.
2. Officers will only use reasonable means to make entry into a residence or business.
 - a. NO OFFICER SHALL ATTEMPT TO MAKE ENTRY INTO A STRUCTURE BY MEANS THAT MAY BE INJURIOUS TO THE OFFICER OR BYSTANDERS
3. No officer shall physically damage a structure, or vehicle, to gain entry unless:
 - a. The requesting party notes that it is acceptable to damage the structure on the lock-out form and places his/her initials next to that notation.
 - b. It does not create a physical hazard to him/herself or others.

Note: Approved "means of entry" include such activities as cutting screens, breaking small panes of glass (when not hazardous) and any other means which will only cause minor damage. At no time will any officer, even at the request of the owner, break down doors, make second story (or higher) entries, or perform any activity which would cause extensive damage to the property or possible injury to the officer.

This does NOT apply to emergent circumstances, where life and/or health are at risk! Only during these times are officers authorized to "do what has to be done", based on the type of incident they are dealing with.

4. Should this agency not be able to successfully assist in entering a structure, the on-scene officer will assist the requesting party with contacting a locksmith, or parties of their (the requesting party) choosing to assist them in gaining entry.
5. Should the requesting party wish to attempt to make forcible entry on their own, they shall be advised that they will do so at their own risk. The officer will remain on scene, while the party makes this attempt, so that if the party injures themselves in the process, first aid can be

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- rendered (if necessary). The on-scene officer shall document the damage, which was done by the requesting party, so that claims against this agency can be defended against.
6. Should the requesting party ask for permission to use department equipment (i.e. sledgehammer, pry bar, battering ram, etc) themselves, they should be allowed, providing:
 - a. It does not pose an immediate threat to their safety.
 - b. The requesting party indicates this on the lock-out form and initials same.
 - c. The notation of this is documented by the on-scene officer.
 - i. What equipment was used and where?
 - d. Any damage caused by the requesting party, using department equipment, is specifically documented by the on-scene officer.

MOTOR VEHICLES

1. No officer shall assist in the entry of a motor vehicle unless:
 - a. The requesting party has the authority to make the request
 - i. If there is ANY question with this, we cannot assist
 - ii. The authorized person FIRST completes, and SIGNS, a department approved lock-out request form.
 - b. Officers attempting to gain entry into a vehicle shall only use department-issued equipment designed for such purposes (i.e. lock-out tools).
 - i. Officers will not use unauthorized equipment, such as coat hangers, since this equipment is more likely to cause damage and/or injury.
 - c. **Officers SHALL NOT, at any time, attempt to gain entry into any vehicle, equipped with SIDE AIRBAGS.** There is at least 1 documented case of an officer being killed doing a lock-out on one of these vehicles, when the "slim jim" pierced the airbag, sending it up into the officer's neck. **NO VEHICLE LOCK-OUT IS WORTH THIS!**
 - d. Officers SHALL NOT, at any time, attempt to gain entry into a vehicle, equipped with door lock anti-theft devices, as they will be damaged.
 - e. Officers SHALL NOT, at any time, break out a window to gain access while performing a "routine lock-out request". The ONLY time breaking a window is authorized is when the immediate health, or safety, of an occupant (which may be an animal) is at risk.
 - f. Officers will only use reasonable means to gain entry into a locked vehicle.
 - g. Officers should spend no more than 15 minutes (in routine cases) attempting to gain entry into a vehicle. If another call, of a more serious nature, is received, officers shall answer the more serious call first, and then respond back to the locked vehicle, if necessary.
 - h. If the officer cannot successfully gain entry into the locked vehicle, he/she will assist the subject in contacting an alternate means of assistance (i.e. a locksmith, AAA, or any other party the person chooses to assist them). It is becoming increasingly more difficult to unlock some of these newer model vehicles, with added security features. Our responding officers will only "do what we can".
 - i. ALL vehicle lock-out requests shall be documented on a police report, regardless of who the requesting party is. The report shall contain all pertinent information regarding the vehicle, requesting party, and any actions taken by our officer(s), or the requesting party. ANY "pre-existing" damage shall be noted and **any damage, incurred during the attempted lock-out, shall also be noted in detail.** The vehicle lock-out form shall be attached to the Operations Report.
 - j. Should a requesting party wish to make forcible entry into a vehicle, to which they have legitimate control over, they will be advised that they do so at their own risk. The officer(s) will remain on-scene while the party makes this attempt so that first aid can be rendered, should the party injure themselves in the process.
 - i. Should this activity be seen as causing a hazard (based on the vehicle's position on the roadway, possible debris being deposited in the street, or the physical state of the party, or any other reason which the on-scene officer deems to be "unsafe"), the officer will determine the course of action to be taken and may restrict the requesting party's actions while the officer is still on

ALLENHURST POLICE DEPARTMENT

scene. We will not allow the requesting party to "do whatever they want", if it will cause more of a hazard.

- k. Should a requesting party request to use department equipment (i.e. lockout tools, "slim-jims", etc), they should be allowed (with the consent of the on-scene officer), providing:
 - i. It does not pose an immediate threat to their safety.
 - ii. The requesting party indicates this on the lock-out form and initials same.
 - iii. The detailed notation of this is documented by the on-scene officer.
 - 1. What equipment was used and where?
 - iv. Any damage caused by the requesting party, using department equipment, is specifically documented by the on-scene officer.

REGARDING ALL MOTOR VEHICLE LOCK-OUT REQUESTS

No officer of this agency shall perform any action which:

- 1. Would cause injury to himself/herself**
- 2. Cause injury to any other party**
- 3. Would cause substantial damage to property**
- 4. Would be deemed "unreasonable" by a "reasonable standard"**

As stated at the beginning of this Order, this agency will do everything we can, to assist those in need of help, but will consider the risk/reward theory, for incidents that do not involve emergent situations involving the immediate safety or health of the general public.

The above Order protects members of this agency from undo risk of injury and protects this agency from unnecessary civil liability.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: February 12, 2018

GENERAL ORDER # 2018-15

SUBJECT: Automatic External Defibrillators.

ISSUED BY: Chief Michael B. Schneider

OF PAGES: 3

DISTRIBUTION: All personnel

REVIEW DATE: Periodic

LAST REVISED:

ACCREDITATION STANDARDS:

The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.

PURPOSE: To provide clear guidelines regarding the proper use, and storage, of the Automatic External Defibrillators, hereinafter referred to as the "AED".

POLICY: In order to carry out its primary mission of providing lifesaving assistance to person in need of same, this Department shall be equipped with at least (1) Automatic External Defibrillator, which is capable of providing an electric shock to persons in cardiac arrest.

General Order #2000-03 is hereby rescinded.

PROCEDURE:

A. USE OF THE "AED"

1. The AED shall be used only by persons who are currently certified in its proper use.
2. Persons using the AED shall conform to all policies and procedures of the NJ State Department of Health, the Monmouth-Ocean Hospital Services Corporation, and the Allenhurst First Aid Squad, as pertaining to the use of an AED. **ALL uses of the AED shall be properly documented on the corresponding operation report(s).**

B. PLACEMENT OF THE AED

1. With the recent procurement of (2) additional AED units, our flexibility, as an agency, has improved significantly, in regards to the placement of our current AEDs.
2. The placement, of the (2) most current AEDs, will be in the trunk area of the police vehicles, which are being used most often. This may change periodically as vehicles are taken out of service, assigned to a "special duty", or are unavailable, but the first vehicle(s) put on patrol shall be equipped with a newer AED unit, unless otherwise dictated by the Chief of Police, or his designee.
3. All officers currently certified in the proper use of an AED should have an AED unit in their vehicle. If more than 2 officers are working at one time, the (2) primary patrol units shall have the AED units in their vehicle.
4. If an assigned "duty car" should leave the Borough for an extended period of time, the AED in that vehicle shall be left in another vehicle, which is remaining in the Borough. This does not have to be carried out if the vehicle, remaining in town, is already equipped with an AED. This also does not apply to brief trips into other jurisdictions for meal pickups, special assignments, etc). An "extended period of time" should be construed as any trip, out of town, which lasts more than 1 hour.

ALLENHURST POLICE DEPARTMENT

C. RESPONSE TO FIRST AID CALLS WITHIN OUR JURISDICTION

1. An AED certified officer responding to a call shall utilize the AED as necessary and only in accordance with his/her training in its proper use.
2. The police vehicle carrying the AED (if applicable) shall respond to all first aid calls in our jurisdiction, whether the officer operating that vehicle is certified or not.
3. Members of the responding first aid squad, who are AED certified, and who arrive on scene prior to the ambulance, may request the use of the AED if, based upon on their training and experience, it will benefit the patient. The AED shall be turned over to any first aid member, should they request it.
4. As with any other police-related piece of equipment, this life-saving equipment is only useful if it AVAILABLE WHEN NEEDED! Officers of this agency shall bring this piece of equipment with them to any first aid call, where the nature is either unknown, or where the nature indicates the AED "might" become necessary. Obviously, if the call is for a small laceration, the AED is not necessary, but any call relating to the following should be a good indicator the AED should be brought to the call.
 - a. Elderly patients
 - b. Patients with previous cardiac conditions
 - c. Patients whom are unconscious
 - d. Patients with trouble breathing
 - e. Patients reporting pain in chest, arms, or back

Obviously, the above list is not all inclusive, but responding officer(s) shall be mindful of the nature of the first aid call and should consider whether the AED might be necessary. As a precaution, unless circumstances dictate otherwise, **"it is better to have it and not need it, than need it and not have it"!**

D. RESPONSE TO FIRST AID CALLS OUTSIDE OF OUR JURISDICTION

1. Response requested by other police agency
 - a. AED certified officers shall respond and shall render such assistance and patient care, as is needed, including the use of the AED.
 - b. Non AED certified officers shall respond and shall render such assistance and care as is needed and shall provide the AED for the use of certified persons requesting same.
 - c. Every effort shall be made, by the responding officer, to return to our jurisdiction as soon as possible. Operations reports shall indicate who requested the assistance, what aid was rendered, and the times our officer(s) were out of our jurisdiction.
2. Response requested by first aid squad
 - a. The responding first aid squad (whether Allenhurst, a surrounding town, or MONOC) can request, via radio or other means, that the AED be delivered to the scene of a first aid call in an adjoining jurisdiction. An Allenhurst patrol vehicle, equipped with an AED, shall immediately deliver the AED to the first aid personnel requesting same and shall immediately return to our jurisdiction at the completion of that first aid call.

E. PATIENT TRANSFER AND REPORTING

1. Use of AED by EMT-D certified police officer.

ALLENHURST POLICE DEPARTMENT

- a. If the AED is applied to a patient, the AED certified officer shall accompany the patient to the medical facility, in accordance with NJ DOH policy.
- b. The AED certified officer will follow the ambulance in his/her patrol vehicle.
- c. The officer shall facilitate the patient transfer, if needed, at the medical facility, complete such reporting, as is immediately necessary, and shall return to our jurisdiction as soon as practicably possible.
- d. Prior to leaving our jurisdiction, the AED certified officer shall be responsible for making sure arrangements are made to ensure patrol coverage, in their absence. If working with another Allenhurst officer, that officer shall be notified. If the officer is working alone, arrangements shall be made with an adjoining jurisdiction. If the officer is working alone and the call appears as if it may take longer than 30 minutes, before the officer can return to town, the on-call Supervisor shall be notified to determine if other patrol coverage arrangements need to be implemented.

2. Use of AED by First Responder-D certified police officer.

- a. If the AED is applied to a patient, the First Responder-D certified officer shall facilitate transfer of care to an EMT-D, or higher medical authority, in accordance with NJ DOH policy. This transfer shall occur at the scene and the First Responder-D shall not accompany the patient to the hospital.

F. POST-CARE PROCEDURES

1. Physical Restoration.

- a. The AED certified officer, who utilizes the AED unit, shall be responsible to physically restore the AED to a ready state (i.e. new pads, new battery, etc). Both the on-call Supervisor and the Chief of Police should be notified anytime the AED is used on a patient (to ensure the AED is restored properly). This notification does not require immediate notification, but rather a copy of the report shall be placed in each mailbox. Any officer, incurring any problem, which inhibits the AED from being returned to a "ready state" shall notify a Supervisor and/or First Aid Squad officer for assistance.

2. Downloading.

- a. If the AED unit is used on a patient, the AED officer shall be responsible for assuring the data from the AED unit is downloaded properly, and in a timely manner, in accordance with manufacturer instructions. These newer AED units have made the downloading very simple and this downloaded information becomes essential to the proper documentation of the call, how it was handled, and fully documents what was done and when it was done.

3. When any AED unit is carried in our patrol vehicles, it shall be treated as the expensive life-saving equipment that it is. ALL efforts shall be made to keep the unit in a secure storage position in the vehicle, making sure it is not "moving around" inside the vehicle. **Also, ALL AED units are to be kept inside the passenger compartment, whenever the outside temperatures drop below freezing, just as we do with the first aid bags.**

In addition to the 2 patrol vehicles, there shall be an AED unit kept inside Borough Hall and another inside the courtroom/meeting room, upstairs, as long as they remain available.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 13, 2018				GENERAL ORDER # 2018-16			
SUBJECT: Handling of Domestic Violence Incidents							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES:			
DISTRIBUTION: All personnel				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE: Per Division of Criminal Justice Directives, all law enforcement agencies in this State must establish, and adopt, procedures for the handling of Domestic Violence incidents. This agency is under the direction of the Monmouth County Prosecutor's Office regarding this area. Pursuant to revisions in Monmouth County policy, this agency will update our policies accordingly. Effective immediately, Departmental Policies 1998-20 and 2000-07 are rescinded and have been replaced by this policy.

POLICY:

All personnel of this agency shall comply with the most current MONMOUTH COUNTY UNIFORM POLICY STANDARD OPERATING PROCEDURES ON DOMESTIC VIOLENCE CASES, when handling domestic violence incidents. A copy of that policy is attached to this Order and all personnel will be expected to be familiar with same.

By Order of:

Michael B. Schneider
Chief of Police

*Full policy
can be obtained from
Monmouth County
Prosecutors Office*

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 13, 2018				GENERAL ORDER # 2018-17			
SUBJECT: Agency Use of Class II Special Officers							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 3			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines for the proper use of Class II Special Officers, defining their authorized uses, training, and responsibilities.

POLICY: As a small beachfront community, Class II Special Officers have an important role in the functioning of this agency, especially during the busy summer seasons. This policy will define how these officers will be utilized by this agency. This department policy will follow the restrictions, as set forth in Title 40, in regards to Class II officers.

1. Carrying of Firearms

Class II special officers shall carry their departmental issued handguns **ONLY WHILE ON DUTY.** **At no time,** shall a Class II officer, employed by this agency, carry a department issued, or personally owned sidearm, while off-duty. **If a Class II special officer is found to have carried a firearm, while off-duty, he/she shall be terminated immediately.**

2. Weapons Storage

- a. Class II special officers shall store their weapons in their designated personal locker or their designated pistol locker, when not on duty.
- b. Class II special officers will be issued keys to the appropriate pistol locker (if applicable).
- c. Prior to placing weapons into the designated locker, the officer shall "clear the pistol". This will be done by directing the barrel of the firearm in a safe direction (for example the floor of an outside wall), removing the magazine from the weapon, then pulling the slide to the rear extracting the round from the chamber of the weapon. The slide will then be cycled several times to insure that any/all rounds have been removed from the firearm. The weapon will then be stored, emptied of all rounds, with the magazine out, slide locked back, and the extra round alongside the weapon.
- d. When removing the weapon from the designated locker, for duty use, the Class II special officer shall take the weapon in his/her strong hand and a magazine in his/her weak hand and proceed to loading the chamber. Again, with the barrel of the weapon faced in a safe direction, and finger off the trigger, the officer will insert the magazine, and release the slide forward, effectively "chambering a round". He/she will then secure the firearm in their assigned holster. The final round will then be placed in the magazine, and the magazine reinserted into the pistol, with enough force to insure the magazine is "seated" properly.

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3. Jurisdictional Boundaries

Regarding this section, this is not just departmental policy, it is also state law.

Any Class II special officer of this agency that violates this section will be brought up on departmental charges immediately, regardless of circumstance.

- a. Class II Special Officers will not leave this jurisdiction while on duty unless they are in the process of conducting a motor vehicle stop. Whenever possible, a regular officer will check on the Class II officer during the stop, and will stay to assist them, if the situation dictates same. The Class II officer shall return to this jurisdiction IMMEDIATELY upon completing the motor vehicle stop.
- b. Class II Special Officers SHALL NOT leave this jurisdiction to backup, or assist officers, from surrounding jurisdictions. NO EXCEPTIONS
 - a. This does NOT mean our Class II officers cannot backup up one of our own officers, on a motor vehicle stop, outside of our jurisdiction-that IS ALLOWED
- c. Class II Special Officers may leave this jurisdiction to purchase food or beverages, but shall only travel outside of this jurisdiction to "pickup" food or beverages. Permission should be granted by the regular officer on duty, before the special II officer leaves out jurisdiction. The consumption of these food/beverages shall be within our jurisdiction, or at police headquarters. AT NO TIME, shall a Class II special officer take a meal break outside of our jurisdiction.
- d. Class II Special Officers in this agency ARE allowed to leave our jurisdiction in the following situations:
 - a. Refueling police vehicles.
 - b. Completing a detail, as directed by a senior officer or Supervisor.
 - c. Picking up, or bringing back, inmates from the Monmouth County Jail, for Municipal Court purposes.
 - d. Transporting a police vehicle to, or picking up a police vehicle from a repair facility.
 - e. Picking up a prisoner, from another police agency, in order to transport them to the Monmouth County Jail.

4. Supervision of Class II Special Officers

- a. No Class II Special Officer shall work the road unless a regular officer is on duty. Should a regular officer not be able to finish his/her shift, due to sickness or injury, another regular officer shall be called into work immediately. The Class II officer shall not finish the shift alone.
- b. The training officer of this agency (usually the Patrolman First Class) shall be responsible for the agency training of Class II officers. No Class II officer shall be allowed on "solo patrol", unless and until the agency training officer has deemed them to have successfully completed the agency in service training material. The training officer shall notify the Chief of Police, in writing, when the Class II officer has completed this agency training completely and successfully.
- c. If any issue develops with any Class II Special Officer in this agency, the agency training officer shall be notified. If the "issue" is of a more serious nature (something other than a re-training issue), the on-call Supervisor shall immediately be notified. It shall be at the discretion of the on-call Supervisor whether the Chief of Police needs to be notified immediately of the incident.

5. Use of Class II Special Officers

- a. Class II Special Officers will only be used to "supplement" our patrols, not replace our patrols. They may be used to fill open shifts, created by a regular officer calling out sick, but only in situations where there is at least 1 regular officer already working.

ALLENHURST POLICE DEPARTMENT

- b. Class II Special Officers shall not work more than 48 hours per week during any seasonal period. This "hours restriction" shall not apply during periods of emergency.
- c. Class II Special Officers, who are deemed "seasonal", shall not work more than 20 hours in any one week, outside the normal summer months.
- d. This agency, as allowed by Title 40, may designate one Class II Special Officer, to which the above limited hours shall not be applicable.

- e. Class II Special Officers may be allowed to work "special details" **WITHIN OUR JURISDICTION**, if regular officers are either unavailable, or unable to work these details. Such details may include road jobs, security details, traffic enforcement details, or other related details, which are normally undertaken by regular officers. Borough functions, such as parades, festivals, or holiday events, may be offered to special officers, as part of their normal work week, or as part of their assigned 20 hours, outside of the usual summer months.
- f. Class II Special Officers will be used in whatever capacity the Chief of Police, or his designee, deems necessary. These capacities may include, but are not limited to, foot patrol, bicycle patrol, motor patrol, or a stationary post. Class II officers will follow the direction given to them by a more senior regular officer, or Supervisor.

Class II Special Officers in this agency shall only be used in compliance with Title 40.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 13, 2018				GENERAL ORDER # 2018-18			
SUBJECT: Use of Force Policy/Use of Force Reporting							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: --			
DISTRIBUTION: All Patrol/Special officers				REVIEW DATE: Yearly			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE: To provide clear guidelines to officers on the proper, justifiable, and responsible use of force. These guidelines will also address how these incidents are properly documented and reported to County and State agencies.

POLICY: Law enforcement officers have extraordinary authority to use force, when necessary, to accomplish lawful ends. This Order is intended to provide officers with the best guidance and direction possible when called upon to confront and address these situations, when force may be necessary.

General Order #2001-02 is hereby rescinded.

Deciding whether to use force, when authorized in the conduct of official responsibilities is among the most critical decisions made by law enforcement officers. It is a decision that can be irrevocable. It is a decision which must be made quickly and under difficult, often unpredictable circumstances. Sound judgment and the appropriate exercise of discretion will always be the foundation of police officer decision making in the broad range of possible use of force situations. It is not possible to entirely replace judgement and discretion with detailed policy provisions. Nonetheless, this Order is intended to provide the best guidance and direction possible to officers of this agency, when called upon to use force in an appropriate scenario. Law enforcement officers whose actions are consistent with the law and the provisions of this Order will be strongly supported by the law enforcement community in any subsequent review of their conduct regarding the use of force.

This agency has always, and will continue to, follow the Monmouth County Uniform Policy, regarding the Use of Force

By Order of:

Michael B. Schneider
Chief of Police

*Full policy can
be obtained from
Monmouth County
Prosecutors Office*

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: February 13, 2018				GENERAL ORDER # 2018-19			
SUBJECT: NJ Safe Haven Infant Protection Act							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 10			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To provide clear guidelines, to all members of this agency, in regards to Attorney Generals Directive 2001-4 which involved the implementation of the "NJ Safe Haven Infant Protection Act".

POLICY: In 2001, the NJ Attorney General revised a directive, which had been enacted a year earlier. This revised, and more specific Directive provided uniform procedures for law enforcement agencies, in response to cases where an infant is turned over to a police agency.

APD Policy #2000-11 & #2001-09 are hereby rescinded.

PROCEDURE:

All members of this agency shall follow this Attorney General's Directive. The only exceptions to this directive shall be:

1. Under sections 1.1.2 and 1.3.5 (regarding the transportation of the infant to a local hospital).
 - a. Our agency WILL NOT transport infants to a local hospital, if they are surrendered at police headquarters. Should our agency have a surrendered or abandoned infant at Police Headquarters, the Allenhurst First Aid Squad shall be called into service to make the transport. The only exception to this is if the infant's health or life was in imminent danger and waiting for the First Aid Squad could endanger the infant's well-being.
 - b. **If at any time an infant is delivered, or left at Police Headquarters, the on-call Supervisor SHALL BE IMMEDIATELY NOTIFIED.**
 - c. Regarding the Directive's up to 30 day requirement...none of us are experts on infant's ages. It is strongly suggested that the party, dropping off the infant, is held at Police Headquarters, at least until the First Aid squad arrives to take possession of the infant. Should the party want to leave, prior to the arrival of the First Aid Squad, and the exact age of the infant is in doubt, they should be allowed to leave, as per the Directive, UNLESS it appears that the infant is much older than 30 days old, at which point, the party CAN be forced to remain at Headquarters.

By Order of:

Michael B. Schneider
Chief of Police

*All Directive
can be obtained from
NJ Attorney
General's Office*

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: February 16, 2018

GENERAL ORDER # 2018-20

SUBJECT: Vehicular Pursuits

ISSUED BY: Chief Michael B. Schneider

OF PAGES: 28

DISTRIBUTION: All Patrol Officers

REVIEW DATE: Yearly

LAST REVISED:

ACCREDITATION STANDARDS:

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PURPOSE: To provide clear guidelines for the officers of this agency to determine the circumstances in which an officer should become involved in a vehicular pursuit, what actions are appropriate, and when a pursuit should be terminated.

POLICY: All officers of this agency shall strictly adhere to the Monmouth County Uniform Vehicular Pursuit Policy (rev 05/12). The primary concern of all officers of this agency prior to, and during a vehicular pursuit, is the safety of the public, the police officers involved, the suspect(s), and property. A vehicular pursuit is not worth the loss of life, or the needless destruction of property, unless the reason for the pursuit was so serious, it would endanger the lives or safety of persons, if the immediate apprehension of the suspect(s) was not successful. Most vehicular pursuits do NOT fall into this category.

General Order #1998-09 is hereby rescinded.

PROCEDURE:

Sections I through XVIII shall be reviewed semi-annually by all officers of this agency and strictly adhered to at all times.

Vehicular pursuits shall NOT be authorized by members of this agency for the following offenses, even though they are allowed in section IV of the Monmouth County Policy.

- a. Allenhurst officers shall not pursue vehicles for theft by extortion of manufacturing, distributing, or dispensing controlled dangerous substances. These non-violent offenses do NOT justify exposing the officer, or the general public, to the inherent dangers created by a vehicular pursuit.
- b. Allenhurst officers SHALL be allowed to pursue vehicles, listed as stolen, but officers shall always weigh the risks of the pursuit versus the immediate need to apprehend the suspect(s), and shall terminate a pursuit, which becomes too dangerous for the officer(s) involved, or the public at large.

By Order of:

Michael B. Schneider
Chief of Police

*Full policy can
be obtained from
Monmouth County
Prosecutors Office*

Allenhurst Police Department General Order							
EFFECTIVE DATE: October 18, 2018				GENERAL ORDER # 2018-55			
SUBJECT: Deconfliction of Planned LE Operations and Investigations							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 14			
DISTRIBUTION: All personnel				REVIEW DATE: As per the NJAG Office			
THE POLICY IS APPLICABLE TO ALL PERSONNEL.							
ACCREDITATION STANDARDS: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

HISTORY:

It is not uncommon for numerous agencies to be conducting investigations on common targets without the knowledge that the others are doing the same thing. These investigations often duplicate efforts and complicate other agencies' investigations.

PURPOSE:

To encourage cooperative investigations between LE agencies and to reduce duplication of investigative resources the NJ Attorney General's Office has issued this directive (2016-1), which this agency is obligated to follow.

PROCEDURES:

1. ALL DEPARTMENTAL PERSONNEL will read and become familiar with the policy.
2. This policy particularly affects departmental investigative personnel. Therefore, those assigned to investigations should become intimately familiar with the contents and procedures of this directive.
3. NJAG Directive No. 2016-1 will be strictly adhered to by the officers of this agency.

Should anyone have any questions regarding this Order, or the Deconfliction Directive, they are to see a supervisor. We will either assist with explaining the Directive or we will seek clarifications from the MCPO.

By Order of:

Michael B. Schneider
Chief of Police

*Full Directive can
be obtained from
NJ Attorney
General's Office*

Allenhurst Police Department General Order	
EFFECTIVE DATE: October 18, 2018	GENERAL ORDER # 2018-56
SUBJECT: Nasal Narcan Deployment	
ISSUED BY: Chief Michael B. Schneider	# OF PAGES: 4
DISTRIBUTION: All personnel	REVIEW DATE: Annually
THE POLICY IS APPLICABLE TO ALL PERSONNEL	
ACCREDITATION STANDARDS:	
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PURPOSE: To establish guidelines and regulations governing utilization of the Nasal Narcan administered by the Allenhurst Police Department. The objective is to treat opioid overdoses and reduce fatal opioid overdoses.

POLICY: It is the policy of the Allenhurst Police Department that officers who will be administering Nasal Narcan are properly trained in the use and deployment of the Nasal Narcan according to the laws of the State of New Jersey.

PROCEDURE:

A. The Allenhurst Police Department will deploy the Nasal Narcan kit in the following primary locations:

1. Booking area
2. One kit in duty car
3. K-9 Units
4. Detective Bureau

NOTE: Nasal Narcan may be damaged by extreme temperatures, both high and low. Due to this fact, consideration should be given to storing the Narcan in the interior of a patrol vehicle when these conditions exist and taking the Narcan from the vehicle and storing it inside the police department after a shift is completed.

B. Nasal Narcan Coordinator:

The Field Training Officer is designated as the Nasal Narcan Coordinator. The Nasal Narcan Coordinator shall be responsible for the following:

1. Ensuring the Nasal Narcan is current and not expired.
2. Proper and efficient deployment of Nasal Narcan for patrol.
3. Replacement of any Nasal Narcan that is either damaged, unusable, expired or deployed.
4. Ensuring all personnel that will be using Nasal Narcan has received appropriate training in such.
5. Ensure that any deployment of Nasal Narcan to a subject will have a corresponding police report documenting such deployment.

Allenhurst Police Department General Order

6. Report to the County Prosecutor within 24 hours (County Nasal Narcan Coordinator) any use of Nasal Narcan on the Monmouth County Nasal Narcan Deployment Form.

C. Nasal Narcan Use

1. When using the Nasal Narcan kit officers will maintain universal precautions, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse. Officer(s) should update their communications dispatcher that the patient is in a potential overdose state. Dispatcher will then notify the local EMS and Paramedic Unit. Officers shall follow the protocol as outlined in the Nasal Narcan training.
2. **Officer Nasal Narcan Deployment Protocol**
 - a. Identify and assess victim for responsiveness, pulse and status of breathing
 - b. If no pulse, initiate CPR and AED as per normal protocol; notify incoming EMS immediately.
 - c. If pulse is present and the victim is unconscious, assess breathing status
 - i. If breathing is adequate (>8 per minute, no cyanosis) and no signs of trauma, place in the recovery position
 - ii. If breathing is decreased or signs of low oxygen (cyanosis) and overdose is suspected (based on history, evidence on scene, bystander reports, physical examination) then proceed with Narcan administration
 - d. Retrieve Narcan kit
 - e. Assemble kit
 - f. For Adults (Ages 13 and up) - Administer a maximum of 1mg in each nostril for a total of 2 mg, using the mucosal atomizer device.
 - g. For Children (Ages 1-12) - Administer 1 mg in one nostril and stop.
 - h. Initiate breathing support with pocket mask, bag-valve-mask and oxygen, if available.
 - i. If no response after 3-5 minutes and a second dose of Naloxone is available, repeat the administration.
 - j. Continue to monitor breathing and pulse – if breathing increases and there is no evidence of trauma, place in the recovery position.

Allenhurst Police Department General Order

- k. If at any time pulses are lost, initiate CPR and AED as per normal protocol.
- l. Keep responding EMS advised of patient status when able to do so
- m. Give full report to EMS when they arrive
- n. Complete documentation and internal department procedures for restocking and notification

NOTE: When an officer deploys Nasal Narcan and it results in a resuscitation of an overdose victim, that officer shall ensure that person receives appropriate follow-up care. The effects of Narcan only last for a limited period of time and the person may experience another opiate overdose when the effects of the Narcan wear off. As such, every effort should be made to encourage that person to consent to being transported to the hospital for additional care.

If the person refuses additional care, police shall ensure that person is taken to a local hospital, by ambulance.

Furthermore, the officer shall accompany the ambulance personnel, for their safety, if the situation necessitates same.

Local police and EMT procedures should not be otherwise circumvented as a result of this protocol.

SEE: Barna v. City of Perth Amboy, 42 F.3d 809, 820 (3rd Cir. 1994)(citing Terry v. Ohio, 392 U.S. 1, 16 (1968)) and State v. Edmonds, 211 N.J. 117, 132 (2012)(citing State v. Frankel, 179 N.J. 586, 599 (2004)) which stated "(1) the officer had 'an objectively reasonable basis to believe that an emergency requires that he provide immediate assistance to protect or preserve life, or to prevent serious injury' and (2) there was a 'reasonable nexus between the emergency and the area or places to be searched.' Also, SEE: Morey v. Palmer, 232 N.J. Super. 144, 153 (App. Div. 1989); Barna, supra, 42 F.3d at 820 which held that when a person is so "intoxicated" that they appear to the officer to be "incapacitated," the officer not only has the discretion but the duty to transport the incapacitated person to a hospital" with reference to N.J.S.A. 26:2B-16.

D. Maintenance / Replacement

1. An inspection of the Nasal Narcan kit shall be the responsibility of the personnel assigned the equipment and will be conducted each shift.
2. Missing or damaged Nasal Narcan kit(s) will be reported directly to the Officer in Charge of the shift who shall notify the Department's Nasal Narcan Coordinator. An operations report will be prepared documenting same.
3. Where any condition that necessitates the Nasal Narcan kit to be taken off line or be submitted for replacement this information shall be directed to the Department's Nasal Narcan Coordinator.

Allenhurst Police Department General Order

4. Replacement: The Department's Nasal Narcan Coordinator shall be responsible for replacing the Nasal Narcan and ensure the police department has an adequate supply available for patrol use.

E. Documentation / Nasal Narcan Report

Upon completing the medical assist, the officer shall submit the Monmouth County Nasal Narcan Deployment form, detailing the nature of the incident, the care the patient received and the fact that the Nasal Narcan was deployed. The form will be forwarded to the Department's Nasal Narcan Coordinator and after approval forwarded to the Monmouth County Prosecutor's Office. These records must be completed for statistical value and tracking of the Nasal Narcan deployments.

AMMENDMENT TO POLICY 5/23/19

In accordance with MCPO Directive Number CM19-005, dated 2/28/19, all officers of this agency shall follow the addition made to this General Order.

Effective immediately, whenever an officer deploys the Nasal Narcan, the officer, or Supervisor, shall also report said deployment to the "OD Mapping System", which is a program administered by the Washington/Baltimore High Intensity Drug Trafficking Areas (HIDTA).

By Order of:

 Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: October 22, 2018				GENERAL ORDER # 2018-57			
SUBJECT: AMBER & SILVER ALERTS							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 12			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

HISTORY

In 2003, the State of New Jersey adopted the Amber Alert Missing Children Alert System. At that time this agency adopted New Jersey's Amber Alert Plan, via Policy #2003-03.

Since that time, little has changed except a similar plan was adopted for missing senior citizens, named "Silver Alert". Silver Alert works exactly like Amber Alert. Therefore should this agency encounter a missing senior, or child, we will use the attached protocol to initiate the Silver and Amber Alert System.

In addition to initiating this system, this agency will contact the Major Crimes Unit, of the Monmouth County Prosecutor's Office, and notify them of abductions and missing seniors.

Effective immediately Policy 2003-03 and General Order 2013-07 are hereby rescinded.

By Order of:

Michael B. Schneider
Chief of Police

*Full Directive can
be obtained from
NJ Attorney
General's Office*

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: October 26, 2018				GENERAL ORDER # 2018-62			
SUBJECT: Hazard Mitigation & Safety Inspections							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE:

To insure the safety of the public and personnel of the Borough of Allenhurst through proactive and reactive policing. To restore a common sense approach to mitigating hazards that this department must deal with on a daily basis.

POLICY & PROCEDURE:

The above "purpose" statement refers to the term "common sense approach" regarding safeguarding the public and employees from hazards that we come across in the course of patrol or in our daily employment. Unfortunately, police work has both evolved and de-evolved in several areas through specialization and education. To put it bluntly, this profession looks often for complicated solutions to simple problems and making dangerous situations safe is one of them.

Whenever an officer spots or responds to a report of a hazardous condition he or she will take preventative measures to insure, to the best of their ability, that the public is not at danger.

If a desk officer receives a report of a hazardous condition, they shall dispatch an officer to inspect said condition and the officer shall take any reasonable preventative measures to insure, to the best of their ability, that the public is not at danger.

EXAMPLES

If a road is flooded, the officer will obtain traffic cones and cone the area off so that oncoming vehicles don't drive through the water and possibly lose control of their vehicle, or get stuck in . The daughter of a retired, neighboring town's officer, might still be alive had an officer in a nearby agency taken it upon themselves to place a few cones out in the roadway.

If there are bottles, tree limbs or debris in the roadway that can be easily removed, the officer spotting said obstructions will do so. It's much easier to move a branch out of the road than it is doing an accident report. If it is too big to move, it should be coned off, and if necessary, add yellow tape to the scene. If it needs to be removed immediately, because it poses a threat to a home or a power line, the DPW shall be called to address the issue, after a Supervisor has been notified first.

Downed wires, gas leaks etc.; shut the area down, don't touch wires and if it is a gas leak, and it's flowing heavily, get your patrol vehicle out of the area. Natural gas is heavier than air and it will ignite!

Loose railings, loose boards, exposed jagged metal, broken glass and other obstacles that people or pets can get hurt on; cone it off, tape it off or use flares, but most of all do something and err

ALLENHURST POLICE DEPARTMENT

on the side of caution. Some police officers do not believe it is in their job description to report these conditions. They are critically mistaken! Part of our job description is to protect the public and the Borough from hazardous conditions.

Make sure you properly document anything you do to mitigate the hazard!

That documentation may be critical if someone does get injured after the fact!

If this agency is made aware, is aware or a civilian sees us in the vicinity of a dangerous condition and an officer does nothing about it, and someone gets hurt, the town will get sued. The officer will get sued. The immediate supervisor that didn't insure that the primary officer did their job will get sued. This is not speculation. There has been a history in NJ of large cash awards going to private parties because a police department, or a town, hasn't insured the safety of the public. That is not going to happen here. This agency is too small to explain why some action was not taken!

Finally, should an officer find it necessary to go into the roadway to mitigate a hazard they will use all safety equipment that is at their disposal to do the job properly, i.e. lights, vests and assistance from other officers, when necessary.

It is very simple, protect yourself, protect one another, protect those you have taken an oath to protect and observe, report, and take some type of precautionary action to mitigate any hazardous condition(s)!

Any questions, see a superior officer.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: October 30, 2018				GENERAL ORDER # 2018-63			
SUBJECT: Death Notifications to the County Prosecutor's Office							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 1			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE:

To comply with new reporting standards as set forth by the Monmouth County Prosecutor's Office (MCPO).

POLICY & PROCEDURE:

The Monmouth County Prosecutor's personnel will no longer respond to the following death notifications:

- Natural medical deaths;
- Occupational deaths;
- Accidental overdoses;
- Non-residential drowning
 - (e.g., drowning that do not occur at or near a residence, such as those in the ocean, lakes or waterways);
- Suspected suicides
- Pedestrian v. train deaths; and
- Shootings--with no known victims or witnesses.

In many of these instances outlined above, our responding officers can make the determination without consulting an on-call MCPO supervisor. **However, in all of these circumstances, the ON-CALL SUPERVISOR WILL BE NOTIFIED and be given a detailed report of the circumstances.**

The ON-CALL SUPERVISOR will make the determination as to if any additional departmental manpower will be required.

However, if it is a "close case", where the circumstances may give an officer or supervisor a genuine reason to believe that the death may be criminal in nature, the responding officer and/or supervisor should engage in a thoughtful and detailed dialogue with both the Medical Examiner's Investigator (who is often on-site) and the on-call MCPO supervisor. By engaging in these discussions, which, in most cases, can occur telephonically, the MCPO and this department will be in a better position to evaluate and determine whether a response by the MCPO is necessary. With this practice, the MCPO on-call supervisor will be able to determine if personnel from Major Crimes and/or the Forensic and Technical Support Bureau, Crime Scene Unit should respond.

In all other cases, reporting requirements remain the same. However, unlike in the past, notification of incidents falling into the above-mentioned categories will remain "mandatory", but no longer "immediate". Notification will be made to the MCPO during business hours when incidents falling in these categories occur during that time period and by 9:00 am the next day, when occurring after normal business hours.

By Order of:

Michael B. Schneider-Chief of Police

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: December 19, 2018				GENERAL ORDER # 2018-64			
SUBJECT: Department Vehicle Usage							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 8			
DISTRIBUTION: All personnel				REVIEW DATE: Periodically			
LAST REVISED:							
ACCREDITATION STANDARDS:							
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PURPOSE: To define employee responsibility as it relates to the guidelines established to ensure proper accountability, operation, security, maintenance and inspection of department vehicles.

POLICY: The need to provide employees with an adequate supply of operational vehicles, and to establish parameters governing the use and care of such vehicles, is critical to the delivery of efficient police service. While it is clearly recognized that operational requirements regarding the delivery of police service can be more taxing on a vehicle than that of ordinary operation, all employees shall nonetheless endeavor to exercise the utmost degree of care and prudence in regards to vehicle operation, security and maintenance. Damage resulting from negligence, neglect or erratic operation shall be considered sufficient grounds for disciplinary action.

PROCEDURE:

I. General

- A. The provisions of this written directive shall be applied to all department vehicles regardless of the vehicle's assignment and/or type.
- B. The Chief of Police, or his designee, shall prescribe the method for marking, equipping and installing approved accessories in all department vehicles.
 - 1. Employees are strictly prohibited for altering or modifying the general design, body, markings, appearance, or equipment/vehicle component.
 - 2. No decals, flags, stickers, markings, striping, paint, or license plate will be affixed to any department vehicle unless expressed authorization is received from the Chief of Police prior to such changes.
 - 3. The installation of any non-approved equipment or accessories is prohibited unless expressed authorization is received from the Chief of Police.

II. Vehicle Inspection

- A. Officers assigned to patrol are required to conduct a thorough inspection of their assigned vehicle on a daily basis.
 - 1. The purpose of the inspection is to ensure that all factory equipment, emergency warning devices, radios, and accessories (i.e. radar, spotlights, computers, first aid kits, etc.) are present and in operational condition. Additionally, officers shall inspect for engine fitness and fluid levels by observing the gauges and should physically check the oil level. Finally, officers shall complete a visual inspection for cleanliness (interior and exterior) and unreported physical damage.

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ALLENHURST POLICE DEPARTMENT

- The Chief of Police, or his designee, shall compile a list of mandatory equipment and safety accessories that must be carried in each vehicle assigned to patrol.
 - This list is subject to modification at the discretion of the Agency officer, responsible for maintenance of police vehicles, with approval of the Chief of Police.
2. A thorough physical inspection of the passenger compartment of the assigned vehicle shall occur prior to the initiation of field operations on any given shift. In addition, this inspection shall be completed immediately following the transportation of any prisoner, or civilian, to ensure the absence of any contraband or weapons.
 3. Officers shall also conduct a physical inspection of their assigned vehicle at the conclusion of every shift to ensure that the vehicle did not suffer any damage during the shift.
 4. Officers shall attest to the aforementioned inspections and certify that the vehicle is in operational condition and free of damage and/or defects by completing the **Motor Vehicle Inspection Reporting**.
 - The date and time of the pre-shift inspection shall be recorded in the CAD system and the officer conducting the inspection shall check the appropriate boxes on the form during the pre-shift inspection. The officer shall also record the date and time of the post-shift inspection in the appropriate space however, additional entries or notes will only be required in the event that damage or a malfunction is discovered.
 - The **Officer's Activity Sheet** completed by officers must be submitted at the end of their designated shift, by placing it the designated bin, in the booking room..
 - Missing equipment and supplies shall be reported to the officer's immediate supervisor in order to facilitate replenishment, or repair, by recording the problem on a **Police Vehicle Report**.
- B. All other department personnel, who are assigned a vehicle, shall conduct inspections on a periodic basis to ensure that all of the inspection requirements, as listed above, are fulfilled. These inspections shall occur at a minimum once each month.
- C. It shall be the responsibility of the agency Vehicle Maintenance Officer to ensure that the motor vehicle inspection, required by the New Jersey Division of Motor Vehicles, is conducted during the first week of the month that the inspection is due.

III. Reporting Damage and Malfunctions

- A. In situations where damage or missing equipment is discovered during an inspection of a department vehicle, the employee discovering the condition shall immediately report the facts of the condition to his/her immediate supervisor for investigation.
1. If the condition is one that had not been previously reported, the appropriate division commander shall initiate a preliminary investigation to determine the cause of the condition and the party responsible for it. If warranted, an internal affairs investigation may also be conducted.
 2. There shall be a rebuttable presumption that unreported damage and/or missing equipment is the responsibility of the last employee in possession of the vehicle.

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- As a precaution, all employees shall conduct a visual inspection of any vehicle that they may be assigned to operate regardless of how temporary the period of operation may be.

- B.** In situations where damage or loss of equipment occurs to a department vehicle during duty hours, the employee assigned to the vehicle shall immediately summon his/her immediate supervisor to the location where the damage or loss occurred.
1. It shall be the responsibility of the supervisor to conduct a preliminary investigation into the facts and circumstances surrounding the incident that gave rise to the damage or loss of equipment.
 2. The supervisor shall prepare a report for submission to the appropriate superior officer. Upon review, the superior officer shall forward the report to the Chief of Police along with a recommendation concerning possible discipline.
 3. Any determination that negligence, neglect or improper operation contributed to the loss of equipment or vehicle damage will be considered sufficient grounds for disciplinary action.
- C.** Whenever a department vehicle or associated equipment is found to be defective, malfunctioning, damaged or in need of routine service, the vehicle operator shall document the condition on the **Police Vehicle Report**. Thereafter, the vehicle operator shall provide his/her supervisor with detailed information in order that the supervisor can the vehicle maintenance officer to facilitate the necessary repairs.
1. If a determination is made that the vehicle cannot be safely operated until the repairs are made, or that continued operation may cause additional damage, the vehicle shall be immediately taken out of service and the operator shall request an alternate vehicle assignment from his/her supervisor.
 - Absent extraordinary circumstances, no department vehicle shall be used for field operations unless the mobile police radio is properly functioning.
 3. Any officer who has requested repairs or service to his/her assigned vehicle shall be responsible to remove all weapons from the vehicle prior to the scheduled date of service.
 4. The department assumes no liability for an employee's personal property or equipment left in a vehicle while service is being conducted.

IV. Coordination of Vehicle Maintenance

- A.** The vehicle maintenance officer is charged with the responsibility of developing a preventive maintenance schedule for department vehicle based upon manufacturer's recommendations and past department experiences.
- B.** The vehicle maintenance officer shall facilitate the tracking, scheduling and verification of all repairs and maintenance. The individual vehicle mileage obtained from officer activity reports shall be referenced against the established preventative maintenance schedules to assist in the coordination of preventative maintenance.
1. This shall include a review of all invoices submitted by the vendors performing the repairs to ensure accuracy.
- C.** In situations where the cause of vehicle damage or malfunctions cannot be immediately determined, the vehicle maintenance officer shall consult with the vendor performing such repairs to obtain a professional opinion regarding the possible cause of the damage or malfunction. Such information shall be reported to the appropriate supervisor for consideration and possible subsequent action.

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- D.** It shall be the responsibility of any employee(s) assigned to a particular vehicle to maintain the vehicle in clean condition, inside and outside.
 - 1. The vehicle maintenance officer shall issue a memorandum indicating the current vendor for car wash service and the established procedure for facilitating such service.
 - 2. Employees shall normally be limited to one car wash per week per vehicle unless extenuating circumstances exist that necessitates additional washing.
 - 3. Officers utilizing vehicles for extra duty assignments are likewise responsible for maintain the cleanliness of the vehicle and should return the vehicle in the same or better condition than when it was assigned.
- E.** ALL officers in this agency are responsible for coordinating car washes for their assigned vehicle, or the vehicle they are using. As a general rule, police vehicles shall be washed a minimum of two times per month (more if necessary).
 - 1. Due to scheduling and typical demands for service, the washing of police vehicles shall not be performed when there is only 1 officer on duty. The washing of police vehicles shall only be performed when 2 or more officers are on duty, therefore ensuring an officer is still on patrol while the vehicle is going to the car wash.

V. Vehicle Assignments

- A.** The vehicle maintenance officer shall be responsible for developing and modifying vehicle usage assignments. Once approved by the Chief of Police, the agency vehicle maintenance officer shall disseminate a listing of the vehicle assignments to all department officers. This list will be utilized, providing all vehicles are in service, and will be subject to change when vehicles are being repaired, or are otherwise unavailable.
- B.** Certain vehicles shall be designated as backup patrol vehicles for utilization for patrol operations when primary vehicles are out of service.
 - 1. A vehicle that has been placed out of service shall not be utilized for field operations until the appropriate repairs have been made or an authorized mechanic, repairman or competent department authority otherwise clears the vehicle for active duty.
- C.** Officers assigned to extra duty requiring the use of a patrol vehicle shall utilize the vehicles specifically assigned to the extra duty fleet.
 - 1. The operations captain is responsible for promulgating the vehicle assignment list and shall include a list of vehicles designated solely for use on extra duty assignments.
 - 2. In the event that no vehicles specifically designated as extra duty vehicles are available when needed, officers shall request an alternate vehicle assignment from a supervisory officer.
- D.** Supervisors shall make alternate vehicle assignments for extra duty assignments based upon the following criteria:
 - 1. Available backup vehicles shall be utilized first.
 - 2. Thereafter, assignments should not conflict with an on-duty officer's regular vehicle assignment. (i.e., do not assign a vehicle for an extra duty assignment if the vehicle's regularly assigned driver will be coming on duty before the extra duty assignment is scheduled to conclude)
 - 3. Finally, the patrol vehicles assigned for extra duty should be the higher mileage vehicles in the fleet.
 - 4.

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VI. Vehicle Operation Guidelines

- A. Police department vehicles will only be operated by department employees and authorized vendors performing repairs. Permission for any other individual to operate a department vehicle must originate from a supervisory level of command.
- B. Employees shall not transport non-police personnel in a department vehicle without authorization from the employee's immediate supervisor. This does not pertain to prisoner transports, life-threatening or other obvious emergency situations.
- C. All officers shall strive to set a positive example in the operation of their assigned vehicle.
 - 1. Emergency warning devices shall be utilized consistent with the provisions of the written directive governing "POLICE RESPONSES".
 - 2. Officers shall refer to the above cited directive for guidance concerning operational parameters in emergency response situations.
- D. **Officers shall not leave their assigned vehicle unattended with the keys in the ignition**, whether running or not, except in the following situations:
 - 1. During the course of a routine motor vehicle stop.
 - 2. Whenever the officer is in the immediate proximity of the vehicle (not inside HQ).
 - 3. During periods of extended traffic control where the officer will be committed to responsibilities away from the vehicle, but the need to maintain emergency vehicle lighting requires the vehicle be left running. In these situations it will be necessary for the vehicle operator to remove the spare door key from the key ring and the vehicle must remain locked at all times while the operator is not in the immediate proximity of the vehicle.
- E. In an effort to safeguard valuable department equipment, all department vehicles shall be securely locked, with the windows rolled up, whenever it shall be necessary for the operator to be away from the vehicle for any reason.
- F. Department vehicles shall not be utilized to jump start non-emergency vehicles unless extenuating circumstances exist that would make refusal of such a request inappropriate or hazardous.
 - 1. When extenuating circumstances are present, officers shall request permission from an immediate supervisor prior to conducting a jump-start whenever practical.
 - 2. Officers preparing to jump-start any vehicle shall shut off all communications equipment, including computers, prior to conducting the jump-start.
- G. **The use of safety belts is mandatory for all drivers and passengers of department vehicles.**
- H. In any instance where a department vehicle shall become disabled, for whatever reason, and roadside service is required or the vehicle needs to be removed from its current location by a tow truck, the designated repair vendor for police vehicles will be utilized to provide this service.
- I. Officers traveling to and from scheduled schools, training assignments and court sessions shall utilize a department vehicle, provided a sufficient vehicle is available to honor the request.

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1. Officers who **elect** not to utilize a department vehicle, when one is available for the purpose of traveling to and from a training assignment, shall not be eligible for reimbursement for mileage.
- 2.

J. All officers assigned to patrol shall be responsible for refueling their assigned vehicle. This will normally be performed on the midnight shift. This is intended to maintain all patrol vehicles in a state of operational preparedness. If extraordinary circumstances prohibit refueling as described, and the affected vehicle will be utilized on the next shift, the officer assigned to the vehicle shall advise his relief of the condition of the vehicle as it relates to fuel. Without an acceptable excuse, police vehicles shall not be left with less than half a tank of gas at the end of the vehicle's usage.

K. Whenever any officer is operating a department vehicle and the officer receives a motor vehicle summons, whether for a parking or moving violation, the officer shall be required to submit a report to his immediate supervisor at the earliest opportunity.

The responsibility for legally disposing of the motor vehicle summons shall rest with the officer who physically receives the summons, or who has possession of the vehicle at the time the summons was issued.

L. Only those vehicles that have been equipped with emergency warning lights and a siren are authorized for use associated with patrol duties. Vehicles that have not been equipped with emergency lights and a siren are not statutorily classified as emergency vehicles and will not be utilized in response to emergencies. Department vehicles that otherwise satisfy all the requirements for use in patrol duties, but are not equipped with a cage or other barrier designed to provide a physical obstacles between the front and rear seat passengers, shall not be utilized to transport prisoners. In very rare situations, this may occur, but would require an officer in the back seat with the prisoner.

M. All officers are strictly prohibited from operating a department vehicle when **any** substance impairs their ability to safely & legally operate the vehicle.

VII. Four-Wheel Drive Vehicles

A. The ability to gain access to remote locations is a benefit afforded by the utilization of four-wheel drive vehicles, however, officers are expected to exercise due care and common sense when operating off road to ensure that unnecessary damage to the vehicle does not result.

VIII. Other Vehicles

Miscellaneous Support Vehicles – the department also maintains various vehicles that are intended to support our mission (i.e., speed trailer, range trailer, utility van, etc.) These vehicles shall be utilized consistent with their intended purpose and an officer of the command staff must approve their use for any other purpose. Maintenance of these support vehicles shall be coordinated, and arranged by, the department vehicle maintenance officer.

IX. Motor Vehicle Collisions

A. Any collision involving a department owned vehicle shall be investigated in accordance with the provisions of the written directive governing Investigation of Police Vehicle Crashes. Any collision, involving a departmental vehicle, other than one involving the most

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ALLENHURST POLICE DEPARTMENT

minor damage, shall result in an Internal Affairs investigation, to determine if the crash and/or vehicle damage could have been avoided & if the departmental employee was at fault.

X. E-Z Pass Transponders

- A. The New Jersey Turnpike Authority and Garden State Parkway have adopted a policy establishing toll free travel for law enforcement officers, operating agency vehicles, on official business. In order to take advantage of the toll free travel on the Turnpike and/or Parkway, it was necessary for the department to obtain E-Z Pass transponders for selected vehicles.
- B. Any officer operating a vehicle, equipped with an E-Z Pass transponder, shall utilize the transponder when traveling on the New Jersey Turnpike or Garden State Parkway and then only when engaged in official department business.
 - 1. Each transponder is serialized and is registered to a specific vehicle.
 - 1. Officers are cautioned that the non-revenue passage permission assigned to the transponder will function on the New Jersey Turnpike and Garden State Parkway only.
 - 2. If an E-Z Pass toll reader reads the transponder on another toll road/bridge it will register as a violation and an administrative fee will be assessed to the department.

XI. Vehicle Operator Qualification Rating

- A. In order to ensure that only qualified employees operate department vehicles, it will be necessary to review and evaluate the driver's history of each employee who is authorized to operate a department vehicle. Accordingly, the Internal Affairs unit, at the direction of the Chief of Police, will conduct an annual examination, in January of each calendar year, of the driver's history of each employee that is authorized to operate a department vehicle.
- B. Employees will have a vehicle operator qualification rating assigned based upon their driving history. The qualification rating will be determined based upon the following criteria:
 - 1. Acceptable – No more than one moving violation or at-fault accident within the previous thirty-six months.
 - 2. Marginal – Two moving violations and/or at-fault accidents within the previous thirty-six months.
 - 3. Unacceptable – Three or more moving violations and/or at-fault accident, a conviction for reckless driving or a revocation/suspension of driving privileges.
 - In addition, a conviction for any of the following offenses while employed with this department will be deemed unacceptable and shall subject the employee to disciplinary action up to and including dismissal:
 - Driving while under the influence of intoxicating liquor or drugs,
 - Leaving the scene of an accident with or without injuries,
 - Revocation/suspension of driving privileges for any reason.
- C. Employees with a vehicle operator qualification rating of marginal MAY be required to attend a course of instruction in defensive driving. Drivers with a vehicle operator qualification rating of unacceptable SHALL be required to attend a course of instruction in defensive driving.
- D. The driving history of employees with vehicle operator qualification ratings of marginal and unacceptable will be reviewed on a semi-annual basis.

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- E.** All employees are reminded of the requirements set forth in the written directive governing Internal Affairs and Discipline which mandates that employees must make a timely notification to the department when charged with any offense, including a motor vehicle offense.
- F.** Any employee of the department involved in a motor vehicle collision, while off duty, shall furnish the Internal Affairs supervisor with a copy of the investigation report, filed in connection with the collision. This shall be accomplished within forty-eight (48) hours of the release of the report, by the investigating law enforcement agency.
- G.** Employees are required to immediately notify the Internal Affairs supervisor upon revocation/suspension or expiration of their driving privilege.
- H.** In January, of each calendar year, the Internal Affairs unit shall furnish the Chief of Police with an updated list of vehicle operator qualification ratings for each eligible employee in the police department.

Bv Order of:

Michael B. Schneider
Chief of Police

[Type text]

ALLENHURST POLICE DEPARTMENT

EFFECTIVE DATE: January 28, 2019		GENERAL ORDER # 2019-02	
SUBJECT: MDT Security			
ISSUED BY: Chief Michael B. Schneider		# OF PAGES: 21	
DISTRIBUTION: All personnel		REVIEW DATE: Periodic	
LAST REVISED:			
ACCREDITATION STANDARDS:			
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.			

PURPOSE:

The laptops and MDTs used in public safety and other first responder vehicles are critical information devices. Unfortunately, malware can compromise these laptops, disabling or slowing the features they provide, creating a potential for data leakage, and putting officers and first responders in jeopardy. Malware can compromise these devices via the Internet, internal department networks, USB sticks, and other removable media. To prevent this from happening the following Order is being implemented and shall be strictly followed by ALL MEMBERS of this agency.

POLICY & PROCEDURE:

Per the New Jersey State Police CJIS Unit and the Federal Bureau of Investigation the following suggested procedures are hereby departmental policy:

1. Police Department computers that are tied into the CJIS, State and Federal Computer Systems will not be used to access the internet unless malware preventive software and a firewall are installed.
2. MDTs will remain in police vehicles at all times while on patrol. They will not be removed from the vehicle to take into incident scenes.
3. No personnel will use a smart phone, DVD, CD, USB Stick in connection with a MDT or departmental computer unless it is for the purposes of updating approved software.
4. USB Sticks that are used in departmental computers will be used for departmental purposes only.
5. The department's TAC personnel, IT specialist or persons approved by the Chief of Police, or his designee, are the only persons authorized to download, install and modify system files.

Any departmental employee found violating the terms of this MDT Security Order shall be disciplined, as these devices have become an integral part of our daily work and the loss, or suspension of our privileges, in regards to the MDTs, or CJIS, would be extremely disruptive to the operation of our department functions.

AT NO TIME shall an unauthorized user be allowed to view the screen of any CJIS enabled computer or CJIS enabled MDT device.

By Order of:

 Michael B. Schneider
Chief of Police

*any additional
information can be
requested from
NJ State Police*

ALLENHURST POLICE DEPARTMENT	
EFFECTIVE DATE: February 05, 2019	GENERAL ORDER # 2019-03
SUBJECT: Arrestee DNA CODIS Samples & Collections	
ISSUED BY: Chief Michael B. Schneider	# OF PAGES: 7
DISTRIBUTION: All sworn personnel	REVIEW DATE: Periodic
LAST REVISED:	
ACCREDITATION STANDARDS:	
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.	

PURPOSE:

The purpose of this General Order is to establish standardized procedures to collect DNA specimens from arrestees in compliance with N.J.S.A. 53: 1-20.18 et seq.

POLICY:

It is the Policy of the Allenhurst Police Department to adhere to the requirements of N.J.S.A. 53: 1-20.18 et seq. and take DNA samples from those arrestees that meet the criteria established by law.

This General Order supersedes General Order 2013-05.

PROCEDURES:

I. Definitions and General Comments

A. CODIS

-means the FVBI's national DNA identification index system which allows the storage and exchange of DNA records submitted by State and local forensic laboratories.

B. DNA

-means deoxyribonucleic acid

C. DNA Record

-means DNA identification information stored in the State DNA database or CODIS for the purpose of generating investigative leads or supporting statistical interpretation of DNA test results.

D. DNA Sample

-means a blood or other biological sample provided by any person convicted of any offense enumerated in N.J.S.A. 53: 1-20.20(4) or provided by any juvenile adjudicated delinquent for an act which, if committed by an adult, would constitute any offense enumerated in section 4 of P.L. 1994, c.136 (C.53 1-20.20) or submitted to the division for analysis pursuant to a criminal investigation.

ALLENHURST POLICE DEPARTMENT

E. FBI

-means the Federal Bureau of Investigation

F. NJSP

-means the Division of State Police in the Department of Law and Public safety.

G. State DNA Database

-means the DNA identification record system to be administered by the Division, which provides DNA records to the FBI, for storage and maintenance in CODIS.

H. State DNA Databank

-means the repository of DNA samples collected under the provisions of this act.

I. Only agency personnel, who have received biological sample collection training, are permitted to take or supervise the taking of samples in accordance with this SOP. This training is available on NJ Learn.

II. CRITERIA FOR TAKING DNA SAMPLES

A. Every person arrested for a crime (or attempt of such crime) listed in subsection II.C (below) shall provide a DNA sample for purposes of DNA testing prior to the person's release from custody.

B. Every juvenile arrested for an act, which if committed by an adult, would constitute a crime (or attempt of such crime) listed in subsection II.C (below) shall provide a DNA sample for purposes of DNA testing prior to the juvenile's release from custody.

C. Qualifying Crimes:

1. Murder (N.J.S.A. 2C:11-3);
2. Manslaughter (N.J.S.A. 2C:11-4);
3. Aggravated Assault 2nd Degree (N.J.S.A. 2C:12-1b);
4. Kidnapping (N.J.S.A. 2C:13-1);
5. Luring or enticing a child (N.J.S.A. 2C:13-6);
6. Aggravated sexual assault (N.J.S.A. 2C:14-2);
7. Sexual assault (N.J.S.A. 2C:14-2);
8. Aggravated criminal sexual contact (N.J.S.A. 2C:14-3);
9. Criminal sexual contact (N.J.S.A. 2C:14-3)
10. Engaging in sexual conduct, which would impair or debauch the morals of a child (N.J.S.A. 2C:24-4).

D. DNA samples shall be collected at the time of conviction for specified disorderly persons offenses. These specified disorderly offenses are:

ALLENHURST POLICE DEPARTMENT

1. Domestic violence simple assault—purposely/knowingly cause bodily injury (N.J.S.A. 2C:12-1A(1));
 2. Domestic violence simple assault—negligently cause bodily injury (N.J.S.A. 2C:12-1A(2));
 3. Domestic violence simple assault—threat of serious bodily injury by physical menace (N.J.S.A. 2C:12-1A(3));
 4. Contempt of Court—violate domestic violence restraining order (N.J.S.A. 2C:29-9B(2));
 5. Wandering/prowling to obtain or sell CDS (N.J.S.A. 2C:33-2.1b));
 6. Prostitution—engage as patron (N.J.S.A. 2C:34-1B(1));
 7. Prostitution—offer sex in exchange for economic value (N.J.S.A. 2C:34-1B(8));
 8. CDS—under the influence without prescription (N.J.S.A. 2C:35-10b));
 9. Possession of CDS—fails to give CDS to police (N.J.S.A. 2C:35-10c));
 10. Toxic chemical—inhale to cause intoxication (N.J.S.A. 2C:35-10.4B(1));
 11. Toxic chemical—possess for the purpose of intoxication (N.J.S.A. 2C:35-10.4B(2));
 12. Prescription legend drug—distribution of 4 or fewer doses (N.J.S.A. 2C:35-10.5b(1));
 13. Prescription legend drug—use without a lawful script (N.J.S.A. 2C:35-10.5b));
 14. Prescription legend drugs—possession without a script equal or less than 4 doses (N.J.S.A. 2C:35-10.53(1));
 15. Possession of certain prescription drugs (N.J.S.A. 2C:35-24);
 16. Sales restrictions for ephedrine products (N.J.S.A. 2C:35-25a);
 17. Use or possession with intent to use drug paraphernalia (N.J.S.A. 2C:36-2);
 18. Possession or sale of hypodermic syringe for use with CDS (N.J.S.A. 2C:36-6a);
 19. Sale of hypodermic syringe after lawfully purchasing (N.J.S.A. 2C:36-6.2c).
- E. Prior to taking a DNA sample from a person convicted in Municipal Court, officers must determine if there is a DNA sample on file for that offender. If so, a second sample is **NOT** required.
1. If a sample is not on file, the offender's identity must be electronically verified utilizing Live Scan using the "criminal inquiry" option.
 2. For simple assault convictions, DNA collection is only required when committed as an act of domestic violence.
- F. Any person that refuses to, or prevents by any means, the providing of DNA samples for testing in compliance with this Policy should be charged with "Refusal to allow blood, biological sample to be drawn, N.J.S.A. 2C:29-11. Officers will also complete a "DNA Refusal Form", which is attached. A copy of the completed form will be faxed to the CODIS unit at either of the fax numbers provided at the bottom of the "DNA Refusal Form" and the original will be placed in the subject's arrest folder, to become a part of the case file.

ALLENHURST POLICE DEPARTMENT

III. DNA COLLECTION AND PROCESSING

- A. DNA samples for any offense listed in subsection II.C shall be collected prior to the arrestee's release or transfer to MCCI. Officers are not authorized to collect blood samples.
- B. No sample shall be drawn or collected if the NJSP has previously received a blood or biological sample from a convicted person or the juvenile adjudicated delinquent, which was adequate for successful analysis and identification.
 1. Check the DNA Flag Status in the NJSP Master Name Index. There are 4 possible values for the DNA Flag:
 - a. Collection Required (collect immediately)
 - b. Collection Not Required (do not collect)
 - c. Collected (do not collect)
 - d. Profile in CODIS (do not collect)
- C. Use a DNA Databank Specimen Submission Form.
 1. It is essential to distinguish whether the sample is from:
 - a. An arrestee;
 - b. A convicted offender;
 - c. Both convicted and arrestee.
 2. Check the appropriate boxes on the submission form.
 3. Include the arrested person's SBI number. The SBI number and fingerprints provide identifying indicators to verify that the sample belongs to the arrestee.
 - a. The sample cannot be processed without an SBI number.
 - b. Exception: Juveniles under 14 arrested for a qualifying offense listed in Section III cannot be fingerprinted until adjudicated delinquent (N.J.S.A. 2A:4A-61). Leave the SBI Number blank unless the juvenile's SBI Number is already on file.
 - c. Obtain and verify the SBI Number.
 - d. Use Live Scan if there is no assigned SBI Number or if the SBI Number cannot be located or verified.
 - e. If Live Scan is not available or cannot provide an SBI Number, complete a 10-print criminal arrest fingerprint card so an SBI Number can be later created.
 - f. ATTACH the 10-print card to the Specimen Submission Form.
 4. Sample one arrestee at a time!
 - a. Wear prophylactic gloves;
 - b. Avoid having multiple arrestees nearby;
 - c. Open only 1 kit at a time;

ALLENHURST POLICE DEPARTMENT

- d. When collecting more than one sample, be sure to change gloves between each sample.
5. Collection kit should include the following:
 - a. One Specimen Submission Form;
 - b. One micro card (FTA card);
 - c. One sterile packet containing a foam tip applicator (buccal swab);
 - d. One 2" by 4" envelope;
 - e. One pair of latex gloves.
 - Officers with a latex allergy should use latex-free sterile gloves (if available) or should let another officer take the sample.
 - Use latex-free sterile gloves for arrestees with a latex allergy.
6. Have a fingerprint inkpad ready.
7. Fill out the form NEATLY. If you make a mistake on the Specimen Submission Form:
 - a. Strike it out with a single line;
 - b. Correct it;
 - c. Initial it;
 - d. **DO NOT USE WHITE OUT!**
8. Ask the arrestee to verify his/her information and sign the Specimen Submission form where indicated. If the arrestee refuses to sign the form, indicate "refused to sign" and initial this line.
9. Live Scan the arrestee. If a match, check the Fingerprint Verification box, initial and date. Leave the Fingerprint Verification box blank if FAST ID or Live Scan is not available.
10. Obtain legible fingerprints of the arrestee's right and left index fingers. The DNA sample cannot be accepted without these fingerprints. Fingerprints **MUST** be rolled.
11. Place the barcode on the micro card horizontally over the three lines below the circle. DO NOT seal the card shut with the barcode.
12. **Legibly** print the SBI number on the 2" x 4" envelope in the designated space. (if you cannot do it legibly yourself, allow someone else to print the SBI number legibly! Place barcode on the area provided. DO NOT obstruct the barcode.
13. Put on the gloves (do not put on the gloves prior to this step to avoid contact with the barcode adhesive).

ALLENHURST POLICE DEPARTMENT

14. Examine the DNA collection kit to ensure that the packet has not been prematurely opened. Discard any packet that appears to have been opened. Using any opened swabs may compromise the collection process. Make sure not to transfer DNA by:
 - a. sneezing;
 - b. coughing;
 - c. not wearing gloves;
 - d. touching the swab;
 - e. allowing the swab to contact other surfaces
15. Carefully peel open the sterile packet and offer the applicator to the arrestee. Instruct the arrestee to take the swab and;
 - a. Place the sponge portion of the foam tip applicator in his/her mouth between the cheek and gum;
 - b. Swab each side vigorously 15-20 times;
 - c. Then place the sponge portion under the tongue for 10 seconds.

NOTE: The swabbing process should cause the arrestee's cheek to protrude outward. Cheek cells, and not saliva, are being collected. Watch carefully to ensure the proper technique.
16. Prepare the micro card
 - a. Place it on a clean surface;
 - b. Lift the paper cover;
 - c. Expose the pink sample area;
 - d. Immediately transfer the swab to the micro card after removal from the arrestee's mouth;
 - e. **Do not delay this process.** Drying before transfer will render the sample invalid.
17. Press and turn the swab a minimum of four (4) times on the micro card. Turn the swab over and repeat. Do not scrub the FTA card as it may cause tears in the paper.
18. Check the micro card. Verify with a change in color. Ensure that a large portion of the circle has turned from pink to white.
19. Tent the FTA micro card. Let dry before placing it in the 2" x 4" envelope. **DO NOT blow on the sample to aid in drying!**
20. Instruct the arrestee to dispose of the swab in a general waste container.
21. Insert the FTA micro card into the 2" x 4" envelope.
22. **Be sure that the barcode is on the 2"x 4" envelope.**

ALLENHURST POLICE DEPARTMENT

23. Seal the envelope (self-adhesive).
DO NOT LICK THE ENVELOPE!
24. Date and initial the envelope.
25. Check and verify that the SBI Number and barcode are correct. Place sample and the Specimen Submission Form into the self-addressed envelope. Check to make sure the envelope is properly sealed.
26. Officers will make sure the envelope is immediately placed in a USPS approved mailbox, or preferably brought directly into the post office, if they are open at the time.
27. Officer collecting the DNA sample shall make sure that the arrest report indicates a DNA sample was obtained and shall also create a Supplementary Report, on the original CAD number, indicating a proper DNA sample was obtained from the subject, according to these guidelines. If the subject is committed to MCCL, they are also to be advised that a DNA sample was obtained.

Any officer with questions about these procedures is to seek the assistance of a Sergeant.

By Order of:

Michael B. Schneider
Chief of Police

Allenhurst Police Department General Order	
EFFECTIVE DATE: February 06, 2019	GENERAL ORDER # 2019-04
SUBJECT: Officer Involved shooting	
ISSUED BY: Chief Michael B. Schneider	# OF PAGES: 1 (attached MCPO) policy
DISTRIBUTION: All personnel	REVIEW DATE: Annually
THE POLICY IS APPLICABLE TO ALL PERSONNEL	
ACCREDITATION STANDARDS:	
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.	

PURPOSE: The purpose of this Order is to provide all agency personnel with clear procedures to follow whenever police officers are involved in deadly force encounters, or where deadly force is employed with no injury, or where any injury to a person results from the use of a firearm by a law enforcement officer. These procedures have been put in place to ensure use of force incidents are investigated properly, thoroughly and in a fair and impartial manner.

The Monmouth County Prosecutor's Office (MCPO) has developed a policy involving Officer Involved Shootings, resulting in either death or injury. It is a detailed and thorough policy which shall be strictly adhered to, without exception, by all members of this agency, both sworn officers and civilians, should this agency encounter such a situation.

The Monmouth County Policy is attached and shall be followed.

By Order of: .

Michael B. Schneider
Chief of Police

*Full Policy can
be obtained from
Monmouth County
Prosecutors office*

Allenhurst Police Department General Order							
EFFECTIVE DATE: February 12, 2019.				GENERAL ORDER # 2019-05			
SUBJECT: BACK-UP FIREARMS							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All regular sworn officers				REVIEW DATE: Annually			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE: To set guidelines for regular officers of this agency to carry a second handgun, as a back-up weapon, while on-duty.

PROCEDURE:

A back-up handgun is intended to be carried by a law enforcement officer in addition to the department issued firearm. The sole purpose for using a back-up firearm is in circumstances where the department issued weapon becomes inoperative by way of a mechanical malfunction, the officer runs out of ammunition, the duty weapon is lost or taken by a suspect during an incident, or circumstances arise where an officer cannot use his/her duty weapon, but deadly force is otherwise justified.

POLICY:

1. Officers may carry their off-duty weapon as a back-up weapon while on duty.
2. Off-duty firearms, intended to be carried as a back-up weapon, must be submitted to the Chief of Police, or his designee, for approval as a back-up weapon, prior to it being carried.
3. Back-up weapons MUST meet the criteria of an off-duty weapon per Departmental firearms policy. No derringers will be permitted.
4. Officers will only be permitted one off-duty/back-up weapon.
5. Qualification and field/duty ammunition for any back-up weapon will be provided to officers providing the caliber is identical to that of the department's duty weapon, i.e. 40 S&W.
6. If an officer chooses an off-duty weapon and it is not of the same caliber as the police department's duty weapon, the officer will provide for his/her own qualification and carry ammunition. That qualification ammunition will meet the "like" criteria as set forth in N.J.A.G. Firearms Policy. Carry ammunition will be approved by the Chief of Police and the officer will submit no less than 100 rounds of carry ammunition to the police department, to be added to the department's ammunition inventory, for issuing purposes. That ammunition will remain the property of the submitting individual and will be marked as same. Should the officer retire, the ammunition will not be returned if the ammunition contains hollow-point projectiles and the officer remains in the State of New Jersey. If the officer retires to another state, that allows the possession of hollow-point ammunition, the ammunition will be shipped to the retiree at his expense, at their out of state address.

Altenhurst Police Department General Order

MODE OF CARRY:

The back-up firearm shall be carried concealed at all times. The weapon shall be carried in a holster on the officer's person where he/she is comfortable. There are several holster designs intended for use with back-up firearms. Some of the designs include ankle holsters, vest holsters, waistbands and pocket holsters. (Holsters shall be approved by the Chief of Police before any holster can be used).

FIREARMS QUALIFICATIONS

No weapon shall be carried as a back-up weapon unless the officer has properly qualified with it during normal departmental qualifications. Officers should choose their off-duty weapons carefully, should they intend to carry them as a back-up weapon, as not all small handguns are easy to qualify with using duty power ammunition.

By Order of

 Michael B. Schneider
Chief of Police



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:10 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Tue, Nov 26, 2019 at 1:43 PM

Subject: Fwd: OPRA request

To: Donna Campagna <Dcampagna@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Wed, Nov 20, 2019 at 11:00 AM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Police Department Policies, redacted appropriately.

8 attachments**20191119171307380.pdf**

109K

**20191119171344192.pdf**

83K

**20191119171511570.pdf**

114K

**20191119171555872.pdf**

97K

**20191119171752155.pdf**

243K

**20191119171820496.pdf**

70K

**20191119171944163.pdf**

191K

**20191119172044871.pdf**

152K



Patty Lynch <plynch@allenhurstnj.org>

Fwd: OPRA request

1 message

Michael Schneider <mschneider@allenhurstnj.org>

Fri, Feb 21, 2020 at 3:06 PM

To: Patty Lynch <plynch@allenhurstnj.org>

----- Forwarded message -----

From: **Michael Schneider** <mschneider@allenhurstnj.org>

Date: Wed, Nov 20, 2019 at 11:17 AM

Subject: OPRA request

To: Steven Wronko <wronko@hotmail.com>

As per your OPRA request, I am enclosing the Police Department Policies, redacted appropriately.

9 attachments **20191119175344999.pdf**
35K **20191119175359435.pdf**
30K **20191119175411476.pdf**
25K **20191119175450741.pdf**
116K **20191119175513642.pdf**
57K **20191119175605063.pdf**
33K **20191119175642462.pdf**
31K **20191119175802813.pdf**
47K **20191119175934874.pdf**
52K

ALLENHURST POLICE DEPARTMENT POLICY # 2018-01

Issue date: March 08, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Arrest & Investigation Case Folders

Purpose

To provide officers of this agency with procedures on how to create complete and proper case folders, how to store these folders, and how to "close out" these folders, once the arrest, or investigation, has been completed, either through disposition in court, or by the arrest of a suspect.

Policy

Effective immediately, all officers of this agency, responsible for creating arrest and investigation case folders, shall follow the following procedures:

Procedure

Anytime an officer of this agency makes a criminal arrest (not including ATS or ACS arrests), they are required to create an arrest folder (letter size). The folder shall be properly labeled. The folder shall also be marked, on the front cover, with the appropriate stamp, "criminal" or "DWI". (proper label formats-see attachment 1)

ALL paperwork, within the case folder, will be appropriately secured, either by using the case folder prongs, or in the cases of small pieces of paper, inside a 6"X9" envelope. All efforts should be made to avoid stapling items to the case folder, but this can be done if it is only 1-2 small pieces of paper and/or evidence bag tag. If an item does have to be stapled to the case folder, the bottom of the staple shall be on the inside of the case folder.

A. The arrest folder shall contain all applicable forms:

1. A Case File Cover Sheet
2. An Operations Report
3. All applicable Supplementary Reports
4. A complete Arrest Report
5. A completed Miranda warning form.
6. Completed Property report(s).

7. Copies of all Lab Reports (if applicable).
8. All Evidence Reports (if applicable).
9. Copies(2) of MVR video (if applicable).
10. Fingerprint cards.
11. Copies & originals of all Motor Vehicle Summonses.
12. Copies of all Criminal Summons and/or Warrant complaints.
13. Consent to search forms (if applicable).
14. All PSA-related paperwork (if applicable).
15. All victim information paperwork (if applicable).
16. Original Stolen Property Reports (if applicable).
17. Any field notes created during the arrest or investigation.
18. All other reports deemed necessary to the case or the investigation

It is the responsibility of the arresting/investigating officer to make sure ALL appropriate reports are updated on a regular basis, as needed.
For example:

B. Supplementary Reports(whenever there is a follow up to the case).

--A separate Supplementary Report should be generated for each additional action, follow up, or change in the investigation.

1. Copies of all updated Lab Reports (evidence submissions, lab results, etc).
2. Updated copies of all Property Reports (vehicle releases, property returns, etc).

C. Evidence Reports

--Indicates the ongoing chain of evidence and is a CRUCIAL part of the case folder and one of the easiest ways to have evidence dismissed in court!

1. It is MANDATORY that EVERY instance, where the evidence is moved, is to be properly documented on the chain of custody CAD evidence form.
 - Evidence being taken out to be analyzed.
 - Evidence taken out to be transported to lab.
 - Evidence returned from the lab.
 - Evidence moved for ANY other reason.

Some case folders may start as investigation folders and transition to an arrest folder, once a suspect has been identified. In these cases, the case folder label shall be changed accordingly.

Once case folders have been initially completed, they are to be left for the Chief of Police, or his designee, for initial review. Once the initial review has taken place, the folders will either be:

1. Returned back to the officer for corrections.
2. Returned back to the officer for additional or missing reports.
3. Approved, and the folder will be placed in the "active court cases" bin.

Once the case has been properly adjudicated, in either Municipal or Superior Court, it is the ultimate responsibility of the arresting officer, in each case, to ensure their arrest folders are updated with a disposition and left for the Chief of Police, or his designee to file.

Most case folders will be stored in the booking room, in the appropriately marked bin:

1. Completed DWI cases
2. Active court cases
3. Active investigations
4. Incomplete Case folders
5. Superior Court cases

Some cases may be kept in an area, other than the booking room bins. For instance if an active case is being investigated by a Supervisor, who has an assigned desk area, those particular case folders may be kept neatly on their assigned desk.

AT NO TIME WILL ANY OFFICER IN THIS AGENCY STORE, MAINTAIN, OR KEEP CASE FOLDERS IN THEIR PERSONAL LOCKER-There is no justifiable reason for this and it prevents access to the case folder, by other officers, which may hamper an investigation.

Case/Arrest folders and Court Officers

Those officers working as the "court officer" should be monitoring all cases heard in the Municipal Court. If a criminal, or DWI case, is resolved in Municipal Court, the "court officer" should be making a list of disposed cases and alerting the officer involved that the case was resolved, so that he/she can complete the disposition, on the case file cover sheet, and submit the completed folder for filing. This DOES NOT relieve the arresting officer from keeping track of their cases. ALL officers in this agency should be reviewing the court calendar in the days following a court session, to ascertain if any of their cases were resolved. If the court officers are alert and each officer checks on their own, there should be no reason why a criminal or DWI case sits in a booking room bin for months after the date of the disposition!

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-02

Issue date: March 16, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Alternate Care for Arrestee's Dependents

1.0 Purpose

The purpose of this policy is to reasonably insure that children or other persons, dependent upon an arrestee for their care, sustenance or supervision, are provided with alternate care, sustenance or supervision, as arranged for by the arrestee, another responsible individual, or another appropriate agency.

2.0 Policy

This department will provide persons, taken into custody by this agency, a reasonable opportunity to arrange for the care of children or persons dependent upon the arrestee for their care, sustenance, and/or supervision. When the arrestee is unable to arrange for the care of dependent persons, this department will notify the appropriate Municipal, County, and/or State agency of the need for alternate care for the arrestee's dependents. This department will not take direct responsibility for providing alternate care for arrestee's dependents.

While the need for alternate care of an arrestee's dependents is to be determined, the existence of arrestee dependents should not be the determining factor as to whether the arrestee is held in custody or released. Where a summons, in lieu of arrest is appropriate or the taking into custody is required by law, public safety or safety of the arrestee, the individual should be held until released in accordance with the current law.

3.0 Procedure

3.1 Whenever an arrestee is taken into custody, and is accompanied by a child or other person dependent upon the arrestee for care, sustenance or supervision, the following procedures shall be followed:

3.1.1 If another appropriate adult IS present with the arrestee, the arrestee will be permitted to place the dependent child, or other dependent person(s), in the care of that adult.

3.1.2 If another appropriate adult IS NOT present, or refuses custody of the dependent person, the dependent person(s) will be transported to Police Headquarters. The dependent person(s) may be transported with the arrestee, if possible, or in a separate vehicle, which the circumstance will dictate. Transportation of the dependent person(s) will be conducted in

accordance with department policy (not in front seat of police vehicle), concerning the transportation of non-police personnel in department vehicles. Exceptions to this shall only be made with the documented approval of a Supervisor.

3.1.3 The arrestee shall be permitted a reasonable opportunity to make arrangements by telephone for alternate care of the dependent(s). When contact cannot be made by telephone, an officer from this, or another applicable police agency, shall be responsible for making the necessary notifications.

3.1.4 If the arrestee is unable to arrange for the alternate care for the dependent(s), the shift supervisor, or arresting officer, shall notify the appropriate Municipal, County, or State agency of the arrest and the subsequent need for alternate care. The arrestee shall be informed as to the agency taking charge of his or her dependent(s).

3.1.5 When the arrestee has dependents requiring their care, a detailed record is to be made documenting the arrangements made for the care of those dependents. The record shall contain, but not be limited to:

- A. The person(s) or agency taking charge of the dependent(s).
- B. The name of the agency's representative & their phone number.
- C. Documented times of who was called, when they were called, and the outcome of each call made, on behalf of the dependent.
- D. All other pertinent information regarding how the arrestee can regain custody of the dependent person(s), when released from custody.

3.1.6 The shift supervisor, or arresting officer, shall contact the appropriate Judge, or other appropriate Judicial Official(s), as soon as possible for the setting of bail (if applicable). If the arrestee has dependents requiring the arrestee's care, the Judge, or other appropriate Judicial Official(s), shall be informed of this and of the possible arrangements needing to be made for the temporary care of those dependents.

3.2 Whenever a person is arrested, or taken into custody, and is likely to be in custody for more than 2 hours, that person shall be questioned as to whether or not any child or other dependent(s) rely solely upon the arrestee for their care, sustenance, and/or supervision.

3.2.1 For any arrestee, or detainee, as described in section 3.2, is identified, the procedures set forth in 3.1.1 through 3.1.6 shall be followed.

By Order of

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-03

Issue date: March 19, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Ballistic Protection of Officers

Purpose

To enhance officer safety and survival through the establishment of guidelines concerning the utilization of department issued soft body armor and ballistic protection.

Policy

While body armor provides a certain level of protection, it is not a substitute for sound, prudent safety procedures. The department shall endeavor to maximize officer safety through the use of body armor and the practice of prescribed safety procedures. Accordingly, officers who are assigned duties that may involve arrest situations shall wear department issued soft body armor at all times while engaged in such duties. Additionally, officers engaged in high risk activities will utilize departmental ballistic helmets and the departmental ballistic shield.

Procedure

1. Issuance of Body Armor

- a. The department shall, in accordance with the collective bargaining agreement between the Borough of Allenhurst and PBA Local No. 57 of the Borough of Allenhurst Police Department section, issue the members of this agency soft body armor, which meets or exceeds the current minimum protective standards, prescribed by the National Institute of Justice.
- b. The department has developed a body armor replacement program that allows officers to request replacement body armor in the year that the officer's body armor service life expires.
 1. The officer being issued the soft body armor shall maintain a record of the date he/she received it.
 2. In the year that the body armor's service life expires, the officer will advise their immediate supervisor in writing that the body armor service life will be coming to an end, this is to ensure that new body armor is provided to the officer before the service life of the existing vest expires.

3. The department will provide body armor as described above, however, officers may request body armor of a greater value, provided they are willing to pay the cost difference.

2. Use of Body Armor

- a. Officers shall only wear body armor that has been issued or approved by the department.
- b. All officers whose normal duty assignment may require them to make arrests, and/or supervise arrestees, shall be required to wear body armor all times while performing these assigned duties. This generally applies to all patrolmen and first line supervisors assigned to duties in the field.
- c. Officers who are performing extra-duty assignments that involve security, crowd control, court duties (while in uniform), and/or enforcement activities are required to wear body armor. Although this agency highly recommends it, officers working an off-duty traffic control duty will have the option as to whether they wear their ballistic vest.
- d. All officers who are assigned, or temporarily performing field duties, or tactical/high-risk operations, shall be required to wear soft body armor.
- e. Any departmental supervisor commanding a field operation may order all officers at the scene, regardless of their assignment, to put on body armor when perceived potential for violence so dictates. Accordingly, all officers are required to have soft body armor readily available when on duty, whether in or out of uniform.
- f. Should an officer allow the service life of his/her body armor to expire without notifying a superior for the purpose of replacing same with a new vest prior to the expiration of the old vest, the concerned officer will make the determination as to whether or not he/she will wear the expired unit for some degree protection as there is generally a time delay between the time of ordering a new vest and receiving it. The officer(s) will bear the responsibility of their decision. A prudent person would choose some degree of protection over none.

3. Inspections

- a. Department first line supervisors shall be responsible for ensuring that authorized body armor is worn and maintained as required by this written directive.
 1. If officers are found not wearing their vests, in accordance with this Order, they shall be subject to disciplinary actions. (The vests are bought for the officers, by the Borough, with all expectations that they will be worn, when the officer is on duty, according to the above duties.

2. First line Supervisors will also be held accountable of an officer is found to have violated this Order repeatedly.
- b. Individual officers are responsible to conduct periodic inspections of their department issued body armor to ensure proper fit, cleanliness and absence of excessive wear, damage or defects and if the vest is still within its service life.

4. Care and Maintenance

- a. Each officer is responsible for the proper storage of body armor, in accordance with the manufacturer's instructions.
- b. Since dirt and perspiration may cause erosion of the ballistic panels, each officer shall be responsible for periodic cleaning in accordance with the manufacturer's instructions. Replacement of body armor, prior to its service life expectancy will be the responsibility of the individual officer, should it be determined the vest was not properly cared for (i.e. routine cleaning, storage, or maintenance according to manufacturer's instructions).
- c. Officers shall report any damage, defect, excessive wear to the ballistic panels or limited service life to a supervising officer as soon as the condition is discovered.
 1. Body armor that is worn or damaged to the point where its integrity is compromised shall be replaced.
 2. If the damage is found to be the result of misuse, abuse or negligent care, the officer may be subject to disciplinary action.

5. Training

- a. The departmental firearms officer shall be responsible for the following:
 1. Providing a description of weapons and ammunition currently in use and whether or not the issued body armor is capable of withstanding their impact.
 2. Inform officers about body armor and emphasize its safe usage and limitations.
 3. Compiling statistical data concerning body armor as it relates to effectiveness in preventing harm in given situations, including traffic accidents.
 4. Evaluating technical advances in the body armor industry that may justify a change in issued body armor.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-04

Issue date: March 22, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: DWI Arrestee's Right to Independent Testing

Purpose

To purpose of this policy is to establish guidelines on how officers of this agency shall proceed regarding a subject, arrested for a DWI/DWUI offense, and their associated right to independent testing of their breath, blood or urine.

Policy

It is the policy of the State of New Jersey that every person arrested for a DWI/DUI offense be given a reasonable opportunity to exercise their right to have independent tests performed of their breath, blood or urine, at the conclusion of their arrest and booking procedures.

Procedure When Independent Tests Are Requested

Only after the completion of all arrest, booking, and testing procedures, and at the request of the defendant, the defendant shall be permitted reasonable access to a telephone for the purpose of arranging for the defendant's right to have a person or physician of their own selection, and at their own expense, take independent samples and conduct independent chemical tests of the defendant's breath, blood or urine.

Release From Custody (Adult)

Release of a defendant, arrested for a DWI/DUI offense, from custody shall only occur after all arrest, booking, and testing procedures have been completed and one of the following criteria have been satisfied:

(1) The arrival of a responsible/sober adult, who is both capable and willing to assume responsibility for the defendant's safety and well-being, and is willing to sign all the appropriate responsibility forms, before taking the defendant into their custody. "Release to a responsible/sober adult" does NOT include release to a taxi, or other form of transportation (either public or private) hired on a single trip basis.

(2) The defendant may only be released on their own recognizance if:

a. Their blood alcohol level has decreased to a level below the per se level of 0.08%BAC and the defendant no longer shows signs of impairment. To determine this, officers may use the recognized rate of alcohol dissipation (0.03% per 2 hours) or may conduct field sobriety tests again, to see if the effect of the alcohol has dropped to the point where the person can now successfully pass the tests. Under these circumstances, the defendant can now be released into a cab, or other form of public transportation, in order to get home. Under NO CIRCUMSTANCES should a defendant be allowed to drive unless their blood alcohol has dropped below the 0.04% BAC, and if they are choosing to drive their vehicle home, the mandatory 12 hour period of time, required by "John's Law" has elapsed.

Release From Custody (Juvenile)

A defendant, under the age of 18, shall only be released to a parent, guardian, or other relative, who is at least 18 years old, and who can, and will, assume responsibility for the continuing safety and well-being of the defendant. ALL efforts shall be made to contact the juveniles parents first and foremost, but if they cannot be contacted, another adult family member should be the next best option. If the parents cannot be reached initially, those efforts shall be documented on the written reports and the arresting officer, or the following shifts shall be responsible for notifying the parents, as we do in all incidents regarding juveniles.

Responsibility of Defendant Involving Hospital or Other Medical Facility

(1) Arrangements for the conducting of independent testing shall be the responsibility of the defendant themselves, or the person they have summoned to pick them up and assume responsibility for them. If requested by the defendant, his/her escort, or medical personnel, this agency will not be the requesting authority for the taking of samples, for the purposes of the defendant exercising his/her right to independent testing.

(2) Should the defendant, his/her escort, or some other responsible person, representing a hospital or medical facility, contact the Police Department requesting authorization, or police permission to conduct independent testing, that person should be put in contact with the senior officer on duty. The senior officer on duty shall inform the caller that the Police Department has already concluded their investigation, and any decision concerning the drawing and/or testing of the defendant's breath or bodily fluids is one that can only be determined between the defendant and the hospital or medical facility. The senior officer shall make it absolutely clear that the Police Department is following their established policy and they cannot authorize or decline to authorize additional testing of the defendant.

Transportation

The Police Department shall not assume or undertake any responsibility to transport the defendant for the purposes of the defendant exercising his/her right to obtain independent testing.

Similarly, the Allenhurst First Aid Squad shall not be used as transportation to a medical facility, for the purposes of the defendant exercising their right to obtain independent testing. ONLY in cases where there is a legitimate medical need, will the Allenhurst First Aid Squad be requested to transport the defendant to a local hospital.

By Order of

Michael B. Schneider

Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-05

Issue date: March 28, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Police Response To Calls for Service/Assistance

Purpose

To present guidelines to officers for the safe and expeditious response to requests for police assistance. A safe and effective response requires an assessment of the call, by police communication operators, and then a clear and detailed dispatch instruction(s) to officers, who then shall respond to the call for assistance. Prior to the dispatch instruction communication operators must evaluate every call for service by obtaining as much information as possible from a caller. It is paramount that officers receive as much detailed information as possible, prior to their arrival on scene, so that they arrive safely, quickly, and with the most up to date information, that is available. Ultimately, the decision, as to the priority of the response, will be made by the police officer.

Policy

This policy has been developed in conjunction with the Monmouth County Prosecutor's Office Police Response policy and shall be adhered to by all patrol officers and special officers of this agency. Response to calls for service must be based on the nature of the call for assistance and the totality of the circumstances existing in each situation.

"Nature of the call" describes the type of call that is received and its potential for immediate threat to life or property.

"Totality of the circumstances" refers to those factors surrounding the request, such as the distance to the location of the incident, the volume of traffic, the presence at the scene of injuries or suspects, weather conditions, and the individual officer's experience with handling similar types of requests for service.

All officers shall consider the following considerations when responding to any call for service. Although these evaluations must be made quickly, they must also be made with a deliberate approach that provides for the safety of the general public and the individual responding officer. In EVERY police response, the officer shall make his/her safe arrival the initial objective in all efforts to respond to calls for service. If the responding officer does not make it to the scene safely, he/she cannot be of any help to those who are in need of assistance.

I. RELEVANT LAW

A. 39:4-91 Right of way of Emergency Vehicles; liability of drivers

The driver of a vehicle upon a highway shall yield the right of way to an authorized emergency vehicle when it is operated on official business, or in the exercise of the driver's profession or calling, in response to an emergency call, or in the pursuit of an actual or suspected violator of the law and when an audible signal by bell, siren, exhaust whistle or other means is sounded from the authorized emergency vehicle and when the authorized emergency vehicle, except a police vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of at least five hundred feet to the front of the vehicle.

The above section shall not relieve the driver of any authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall it protect the driver from the consequences of his/her reckless disregard for the safety of others. Basically, we have a duty to respond to emergency calls, some of which may involve an imminent risk of personal injury, but we also have a duty to respond safely and without "creating" another emergency response.

II. Case Law Regarding Civil Liability

A. Tice v. Cramer, 133 NJ 347 (1993)

In this case, civil action was brought against a police officer, a police department, a city and the driver of a pursued vehicle for the death of a bystander caused by a police pursuit. The Supreme Court of New Jersey held that police officers enjoy absolute immunity, absent willful conduct, for all injuries arising out of their pursuit of a fleeing vehicle, even those injuries that would not have occurred but for the negligence of pursuing officers.

B. Fielder v. Stonack, 141 NJ 101 (1995)

This is a New Jersey Supreme Court case which arises out of a police pursuit in Monmouth County. The Supreme Court held again that absent willful misconduct, the Tort Claims Act provides absolute immunity to a police officer whose negligence in pursuing a fleeing automobile caused injury to a third party, even if the officer's vehicle was actually involved in the crash. The Court also recognized, however, that a fact issue existed in this particular case as to whether the conduct of the officer amounted to "willful misconduct". The Court also found that the provision of the Tort Claims Act, which affords qualified immunity to a public employee acting in

good faith, in the execution or enforcement of any law applies to police officers engaged in pursuit and that, in the police pursuit context, federal liability in NJ cannot be established for conduct that “shocks the conscience”.

C. *Canico v. Hurtado*, 144 NJ 361 (1996)

In this case, a motorist that sustained personal injuries and property damage in a collision with a police officer, who was responding to a bank robbery, brought a negligence action against the police officer and the city. The NJ Supreme Court held that the defendants were entitled to good faith immunity and recognized that the most basic duty of a police officer is to enforce the law. In discharging this duty, police officers may use all reasonable means to uphold the law and apprehend perpetrators. The Court also recognized that to pierce the qualified immunity, afforded to public employees acting in good faith in the performance of their duties, a plaintiff must prove more than ordinary negligence.

D. *County of Sacramento v. Lewis*, US (1998)

This is a United States Supreme Court case which was decided on May 26, 1998. The issue presented was whether a police officer violated the 14th Amendment’s guarantee of substantive due process by causing death through deliberate or reckless indifference to life in a high-speed automobile chase aimed at apprehending a suspected offender. The Supreme Court answered “no”, and held that only a purpose to cause harm unrelated to the legitimate object of the pursuit would satisfy the element of arbitrary conduct, shocking to the conscience, necessary for a due process violation. This decision creates a substantial good faith defense to liability. The Court recognized that police officers are often forced to make split-second judgements in circumstances that are tense, uncertain, and rapidly evolving.

The issue of “qualified immunity” for police officers, in the course of their duties, is an often changing dynamic. So much so, recent court decisions are looking to narrow the extraordinary scope of “qualified immunity”. Police officers, maybe now more than ever before, are finding the Courts are not as quick to back their decisions unilaterally, under “qualified immunity”, and the officers’ actions are “under the microscope” now more than ever. The bottom line is respond to every call in a manner that an “ordinary citizen” would consider safe, considering the severity of the call at hand. If officers respond to a “vehicle lock out call” in the same manner as a “bank panic alarm call”, there is a problem. RESPOND ACCORDINGLY, it is that simple. If it is a life-threatening or crime in progress, get there quickly, but get there safely. You are not assisting anyone if you do not make it to the call!

III. Call Priority

When the communications officer, or officer working the dispatch desk, receives a call for service, they will relay the call to the responding unit(s) as quickly possible, with the most accurate and detailed information that is available. The responding unit shall be responsible for assigning the call a “priority response level” and shall respond to the call accordingly. All calls should be evaluated and assigned a “priority”, according to the following criteria:

A. Priority 1

Emergency calls for assistance that include an immediate threat to life. Priority 1 examples include, but are not limited to, robberies in progress, domestic violence incidents or other serious crimes where life is threatened, motor vehicle crashes with injuries, first aid calls with seriously ill persons, or fires to habited structures.

1. Bank robbery alarms are one of the few exceptions to this policy. Although the incident qualifies as a “Priority 1 response”, the use of lights, siren, and/or air horn is not the proper way to respond to this call (for more clarification, see Dept General Order on “responding to Bank Alarms)

B. Priority 2

Calls requiring a prompt response where no immediate threat to life exists. These calls may include reports of burglary (no suspect on scene), theft (not in progress), domestic violence or other reports, where the suspect is no longer on scene and the immediate danger is no longer present.

C. Priority 3

Calls requiring police response where there is no immediate threat to life and the time of the response is not critical to the protection of the public or the apprehension of the suspect. These calls may include criminal mischief, fraud, public service calls, minor motor vehicle crashes, where there are no reported injuries.

IV. Procedures

A. Communications

1. It is often undervalued, but the role of the communications officer (call taker) plays a pivotal role in the successful and safe dispatching of resources to a call for service. The communications officer shall obtain as much information as possible about the call for police assistance. The call take should focus on those elements that will directly impact the priority of the response.

2. The communications officer shall assign the call to the appropriate police unit(s).
3. After receiving all of the available information from the dispatch, the assigned officer(s) shall assign the call a "priority". The decision will be, and should be, reviewed by Supervisors on a regular basis to ensure officers are safely, and appropriately responding to call for assistance in an proper manner.
4. In addition to the "routine call information", the communications officer shall transmit:
 - a. The nature of the call for service.
 - b. Any and all available information to assist in assigning a proper priority level.
 - c. Any circumstances that the police unit(s) should recognize regarding the call for service. (i.e. is suspect still on scene, are there injuries at the crash, description of suspect(s), etc.
 - d. The communications officer is responsible for obtaining all the proper information, transmitting all the pertinent information, and making sure the responding unit(s) are kept updated of any new, or changing information.

B. Police officer response procedures

- a. Priority 1: The officer shall activate emergency lights, headlights, and siren, and proceed as quickly as possible, but with due caution and consideration for the public and him/herself. The officer should be cautious and approach each intersection with regard for all traffic control devices and proceed with due caution.
- b. Priority 2: The officer should proceed promptly, not needing the use of the police siren, but should use the vehicle's emergency lights, if the conditions warrant their use. The officer shall observe all traffic control devices and use all available emergency equipment (air horn, lights, etc) to proceed through a traffic control device or other obstruction).
- c. Priority 3: The officer should respond at normal speeds without using any emergency lights, siren, or other audible devices. The officer shall comply with all traffic control devices.

Since this agency also utilizes vehicles which are “unmarked”, officers are NOT to respond to any call, with the exception of only the most serious calls, in a priority 1 response, while in an “unmarked vehicle”. Officers are also expected to be hyper-vigilant at all traffic intersections, while in a vehicle with “ghost lettering”. When responding to calls in these police vehicles, the use of emergency lights, sirens, and air horns at intersections should be considered.

IN ALL CASES, the responding officer shall use due caution for the safety and well-being of all those (motorists, pedestrians, bicyclists, etc) on the road.

d. Only those units dispatched as primary, or backup units to the call in question shall assume the priority of the call.

i. Any other unit responding to the call in question shall respond at the priority 3 response, unless the situation dictates otherwise (i.e. fight in progress, structure fire, imminent life danger, etc)

e. In cases where the supervisor, or the primary responding unit, changes the response, all other responding units shall adjust their response accordingly.

C. Role of the Supervisor

The Supervisor, or senior officer on the shift, shall monitor the assignment of calls for service to units under his/her supervision, as well as the progress of the responding unit(s).

The Supervisor, or senior officer on the shift, shall be authorized to assign a higher or lower level priority response level to the call for assistance.

a. If the Supervisor, or senior officer on the shift, changes the priority response level, the Supervisor or senior officer shall ensure that all responding units, and the communications officer are notified of this change over the radio.

V. Training

The Chief of Police, or his designee, of the agency shall be responsible for ensuring that the appropriate members of this agency have been trained in the agency’s response policy. This training shall be provided to all Police Officers, Special Officers, and/or Communication Officers that may have the responsibility of working the communications desk at Headquarters.

By Order of:

Michael B. Schneider

Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-06

Issue date: March 28, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Submission of Overtime

Purpose

To give all members of this agency a clear understanding of the proper procedures in regards to submitting overtime hours worked.

Background:

The submission of overtime is a procedure of this agency that requires uniform protocol, in order to assure it is recorded properly, so agency members can be paid accordingly. There has been confusion in the past with this topic, so the procedures to be followed are being put into written form, to make the process easier to understand, especially for newer members of the agency.

Procedure:

Sworn Officers

Sworn officers submit their accrued overtime at the end of each calendar month.

Sworn officers will complete the Department's "Monthly Overtime Submission Report", which shall be submitted to the Chief of Police, no later than the end of the first day of the next month. A report MUST be filed at the end of each month, whether there was overtime earned or not. All overtime submissions shall also indicate the officers "comp time" used during that month. Failure to submit overtime reports in a timely manner will result in an delay of the officer receiving their overtime check late and/or disciplinary action for failure to submit a required report on time (if the failure to submit becomes habitual). If officers are going on their regularly scheduled days off or on vacation days off, before the last day of the month, they shall submit their report before the end of their last shift. Officers are encouraged to retain a copy of the monthly report which they submit. Monthly overtime accrued may be:

*Personnel
matter
Confidential*

1. Extra hours worked before/after a scheduled shift.
2. Extra hours worked for court (Municipal or Grand Jury).
3. Extra shifts worked during the month.
4. Training hours (range, in-service, etc).

Sworn officers shall write all overtime hours accrued in the sign-in book, to the right of where their shifts are logged. Report numbers shall be recorded (if applicable), otherwise a small notation, of the reason for the overtime, will be recorded (training, range, etc).

Communication Officers/Special Officers

Communication officers, Class I officers, Class II officers, and any part-time employees receive their overtime on a WEKLY submission basis. These employees shall submit a "Weekly Overtime Report" to the appropriate Supervisor, who will then submit a written report to the Borough Payroll Clerk. All of these employees shall also document their overtime hours, in the sign in book, in the same manner as sworn officers-this is done for verification purposes. Again, all employees are encouraged to keep a copy of the overtime reports they submit.

These weekly reports will include all overtime earned during the calendar week, which starts at 12:01am on Sunday and runs to 11:59pm on Saturdays. If a Communication Officer, Special Officer, or part-time employee do not accrue any overtime in a given week, they will not fill out an empty report form.

All weekly overtime submission slips are to be turned in by the end of each weekend to the appropriate Supervisor. If that appropriate Supervisor is on vacation, sick leave, or injury leave, the overtime report shall be submitted to the chief of Police or his designee.

If any employee of this agency is unsure of how to submit their overtime properly, they shall seek the assistance of a Senior Officer, or Supervisor, so everyone is following this Policy properly

By Order of

Michael B. Schneider

Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-07

Issue date: March 3, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Mobile Video Recording (MVR) System

Purpose

The purpose of this policy is to provide the officers of the Allenhurst Police Department with guidelines for the proper use, care and maintenance of mobile video recording equipment. The Allenhurst Police Department has installed the CopTrax video recording system. Throughout this policy, the system will be referred to as the "MVR".

Policy

Mobile video/audio recording (MVR) equipment, over the years, has demonstrated to be of great value in the prosecution of traffic violation and related offenses, in evaluation of officer's performance, as well as training and assisting in quality assessment of officer-citizen contacts. The recordings identified in this procedure are the exclusive property of the Allenhurst Police Department and shall not be shared with the public, except during approved discovery requests or Open Public Records Requests (OPRA), without the approval of the Chief of Police, the Municipal Prosecutor, the Municipal Court Judge, or the Monmouth County Prosecutor's Office.

Procedure

No officer shall use the recording equipment unless he/she has been properly trained in the use and application of the equipment.

Officers shall be responsible for inspecting the recording equipment prior to the beginning of each shift. Any malfunctions, damage or deviation in the operating condition of the recording system shall be reported immediately, by creating a "Police Vehicle" CAD entry report, describing exactly what the malfunction or damage that is observed with the operating system. In the event of a malfunction, or improper operation of the system, the officer shall immediately place the unit out of service and the On-call Supervisor shall be immediately notified.

All officers of this agency shall make every effort to patrol in a vehicle with a proper working MVR system. This is done for the integrity of the agency, as a whole, and the officer individually. If an officer patrols in a vehicle with a broken MVR system, when another vehicle, with a working system, was available, it does not project an effort to the public that this agency is attempting to be transparent, professional and/or accountable.

A. MVR Equipment

- 1. MVR equipment shall be used by all members of this agency, when they are assigned to a vehicle equipped with a MVR system.**
2. MVR equipment assigned to a police vehicle is the responsibility of the officer(s) assigned to that vehicle and will be maintained in accordance with the manufacturer's recommendations.
3. At the beginning of each shift, each officer shall attach the wireless microphone to their person, in such a way that will minimize the chance that it will fall off their uniform, or be lost in some other manner, during the course of their shift. They will be responsible for ensuring the recorder is positioned and adjusted to record events and the wireless microphone is in proper working order to provide narration capability and voice recording. ANY problems, affecting the proper operation of the MVR equipment, shall be immediately noted on an applicable police report and a Supervisor is to be notified. In the event the system in one particular vehicle is not working properly, the officer shall use another vehicle which does have a proper working system in it.
4. Officers shall document the proper/improper working condition of the MVR equipment during their vehicle inspection performed at the beginning of their shift.
5. Each vehicle should be assigned a transmitter and each should be marked with the vehicle number.
6. Replacement batteries (9 volt) will be stored, if needed, in the Supervisors office.

Powering Up the System

1. Once the officer begins their vehicle inspection, they shall ensure the MVR system has power connected to it. The officer will then go through the proper steps to log into the system, ensuring it is ready to record properly, when "turned on". The officer will click on the "CopTrax" icon, located on the desktop of the mobile data terminal (MDT). Once the CopTrax program opens, the officer will see the camera and the GPS in the upper right hand corner. If the system is working properly, the officer will see the camera indicates "ok" and the GPS will indicate "online", which will indicate the system is working properly and is ready to record. **This shall be done at the beginning of each officer's shift, to ensure the system will record as soon as the officer leaves the parking lot at HQ.**

The only exception to this will be if the officer has to answer an emergency call, at the very beginning of their shift, which may delay this procedure. In this case, the officer shall follow this procedure immediately after clearing from that emergency call. **The system is worth nothing if it is not turned on and working properly!**

2. Once the officer concludes their patrol shift, and pulls into the Police headquarters driveway, they will then, and only then, begin to “logoff” from the CopTrax program. In doing so, the recorded data will automatically “download” onto the Police department’s server, located inside Police Headquarters. The officer will be held responsible for making sure they leave the wireless microphone in the patrol vehicle at the end of every shift so that the oncoming shift is not left without an audio recording capability.

MVR Operations

1. Officers shall ensure the MVR equipment in the patrol vehicle is in [roper working order, so that the proper recording, of enforcement actions, is successful in doing this, officers will ensure:

a. The camera is properly angled to record the desired activities. It makes no sense to have the camera facing FORWARD if the activity (such as field sobriety tests) occurring is off to the passenger side of the police vehicle.

b. The wireless audio recorder is on their person and is not obstructed in any way that might interfere with a clear audio recording of the activities. (i.e. if the wireless audio recorded is being kept in a heavy winter coat pocket, it may affect the quality of the audio recording). The wireless audio recorder is an essential part of the system and without recording BOTH video AND audio, the system is not being used to its full capability, and as a result, may allow for inferences, assumptions, or allegations that otherwise would be disputed immediately.

c. The MVR system shall NOT be shut off until the COMPLETION of the activity at hand. For example, on a motor vehicle stop, the MVR recording shall not be turned off until the vehicle stopped PULLS AWAY FROM THE CURB, or the PATROL CAR PULLS AWAY FROM THE CURB. This is to protect the officers from false allegations. Shutting down the system prematurely leaves the officer vulnerable to allegations of wrong doing or impropriety.

- d. The MVR system shall be used to record events, or activities, related **ONLY** to police investigations or activities. Unauthorized recordings can result in departmental or criminal charges.
- e. The MVR equipment shall be activated to record the following:

 - 1. ALL motor vehicle stops.
 - 2. ALL roadside interviews of subjects.
 - 3. ALL DWI/DUI related incidents (may start as a MVC).
 - 4. Any incidents where a person is placed in custody.
 - 5. Any other incident where the officer believes it is in the interest of justice or personal safety of the officers involved.
- f. The MVR system is equipped with rear seat microphones, which are capable of recording statements made by a suspect or other subject, while they are in custody.

The use of MVR equipment falls within the purview of the NJ Wiretap Surveillance Control Act, as set forth in NJSA 2A:156A-3a, but an exception exists when a police officer is a party to a conversation, records that conversation. An officer may lawfully use the MVR to record a conversation to which he is a party. The officer cannot, however, lawfully record any conversation in the car to which the officer is not a party. When there is one or more subjects in the police vehicle, the officer will generally not be considered to be a party to any conversation between the subjects or comments made by a subject. Therefore, the officer cannot lawfully record that conversation/comment. Similarly, the subject may, in the presence of the officer, be speaking softly/whispering in the back seat beyond the human hearing range of the officer. To record this would be impermissible because the officer is not a party to the conversation (or comment). Steps must be taken so that the rear seat microphone or any in-vehicle microphone is disabled whenever the officer is not inside the police vehicle. A violation of the wiretap statute constitutes a third degree crime. A person who is unlawfully recorded may have a civil action against the police officer (NJSA 156A-24).

g. Manual deactivation should occur during non-enforcement activities such as protecting motor vehicle crash scenes. The intent and purpose to deactivate should be noted into the microphone prior to the actual deactivation. Similarly, during motor vehicle stops, officers are allowed to go “off the record” when consulting with another officer about the situation at hand. Officers should verbally state “consulting with another officer” before deactivating the audio, but shall begin recording again as soon as the officer consultation has finished.

Supervisor Duties/Responsibilities

All shift Supervisors shall be responsible for ensuring that officers in this agency are following these procedures in regards to this MVR equipment. The Police Department, at great expense, has purchased this equipment to help officers obtain convictions, due to the availability of video & audio evidence.

More importantly, this video & audio recording capability provides for a safer environment for officers to do their jobs, greatly reducing the opportunity for a citizen to make a baseless complaint against the officer. However, this video/audio recording does have one flaw—it has to be turned on **AND USED PROPERLY** in order to produce the evidence needed to rightfully obtain a conviction and more importantly rightfully exonerate an officer from a false allegation!

Access to the downloaded storage of recordings shall only be done for official purposes (i.e. preparing police reports, preparing discovery, evaluating officer’s actions, etc). Any unauthorized access to these recordings is strictly forbidden and any violations of this will result in disciplinary action!

No officer shall repair any part of this MVR system unless they have the approval of the Chief of Police. Tampering with, or altering the system in any way will result in disciplinary actions!

By Order of

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-08

Issue date: April 05, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Response to Death Investigations

Purpose

It is the policy of the Allenhurst Police Department to follow the Monmouth County Prosecutor's Office Policy on Death Investigations (rev 07/15), when investigating all deaths. In addition to the County Policy, Allenhurst officers shall adhere to the following:

Policy

I. Attended/Hospice Deaths

- A.** The officer will respond to the scene without lights/sirens, when the call is affirmatively described as an "attended death" or "death with medical assistance on scene". There is rarely a need to have more than 1 officer respond to one of these calls, but exceptions can be when a newer officer is being trained, the scene is "chaotic", or there is an initial uncertainty as to the status of the patient.
- B.** The responding officer will obtain all information from either the hospice nurse, or physician, in order to complete the department's "Attended Death Report".
- C.** The responding officer shall personally view the deceased to affirmatively determine that no suspicious circumstances exist. The viewing of the deceased shall be a cursory visual examination of the body and the surrounding scene and all efforts shall be made to make this viewing as "unobtrusive" as possible. This is usually one of the most difficult parts of this call, since family members may object to the viewing of the body. If a family requests that no viewing be made, or objects outright to a viewing of the body, the responding officer shall delicately explain to the family member that the viewing is a mandatory legal requirement and without it being completed, the Medical Examiner's Office would have to be notified. Officers shall be empathetic and aware of the circumstances at hand, and will explain to the family it is not an obtrusive viewing, but rather a quick cursory viewing, to document the absence of suspicious circumstances. If the family member(s) continues to refuse the viewing of the deceased, a Superior officer shall be notified immediately, from outside the residence. The Supervisor will then either speak to the family member(s) directly over the phone, and if

necessary, respond to the scene themselves. **The vast majority of the time, this will NOT be necessary, if the scene is handled correctly.**

D. Before clearing the scene, the responding officer shall make sure that a Funeral Home or removal service is en route to pick up the deceased. The responding officer does NOT need to remain on scene, while the Funeral Home or recovery service is en route, unless circumstances dictate otherwise (i.e. elderly survivor by themselves, distraught relatives, etc). If the officer remains on scene for a period of time, which is longer than normal, the report shall indicate the reason why the officer remained on scene.

E. At the conclusion of the call, and when clear from the scene, the responding officer will contact, or have the desk contact, the on-call Supervisor to advise him of the attended death and the applicable circumstances. The on-call Supervisor shall be responsible for notifying the Chief of Police.

F. Notifications to the County Prosecutor's Office is NO LONGER required, unless there are "suspicious surroundings" or reasonable belief that it is not an "natural death", in which case the Prosecutor's Office shall be called, per County Policy.

2. Unattended Deaths

A. The officer shall respond to the scene appropriately, taking all circumstances into consideration, such as time of day, traffic volume, and weather conditions, if the initial call is not conclusive as to the status of the patient.

B. If the call received at HQ is inconclusive as to whether the patient is deceased or not, EMS and MONOC shall also be dispatched to the scene. Once on scene, if it is confirmed the patient is deceased, the EMS can be cancelled and MONOC should be advised of the update, explaining their response is still necessary for a "pronouncement of the deceased".

C. If the responding officers began life-saving efforts (CPR), those efforts shall continue until the arrival of EMS or MONOC. The patient will most likely be transported to a local hospital under these circumstances and the pronouncement of the patient's death will be made at the hospital. Under these circumstances one of the responding officers (if possible) should follow the ambulance to the hospital so they can relay any scene information to the medical staff and be present when the official pronouncement is made by the medical staff. If only one officer is working at the time, that officer cannot leave the scene unsecured and

must remain on scene to hold the location as a possible crime scene, if circumstances dictate that may even be a remote possibility. The on-call Supervisor shall be notified immediately requesting they respond to the scene.

D. If the scene is determined to be a “non-suspicious” nature, the responding officer must wait until the official pronouncement is made by a MONOC unit (most often) or by a physician.

E. In the case of a “non-suspicious” unattended death, the responding officer(s), responding Detective, Supervisor, or combination thereof, needs to accomplish the following:

1. Positive identification of the deceased.
2. Medical history (may be ascertained by evidence at scene (medication, doctor’s notes, or family assistance over the phone)
3. Interviews with family, friends, or companions.
4. Interviews with the deceased’s physician.

F. If the scene does not appear to be suspicious in nature and the officers believe the death to be “non-criminal”, they shall first try to make contact with the physician of the deceased, alert him/her to what they found, and ascertain if the physician is willing to sign a death certificate, based on the circumstances and information provided to them. If the physician IS willing to sign the death certificate, the funeral home, of the family’s choice, shall be notified of the need for the body’s removal. If the physician is not willing to sign the death certificate, with the information they are provided with, and/or the family cannot be immediately notified, the Medical Examiner’s Office is to be notified and requested to respond to the scene. The on-call Supervisor shall be notified by the responding officer the desk officer. If the deceased is removed from the scene by the Medical Examiner’s Office personnel, the responding officer(s) shall follow the orders of the Medical Officer’s personnel regarding the removal of the body.

G. The initial responding officer(s) and any other investigative personnel shall be responsible for preparing a case folder consisting of, but not limited to the following:

1. Unattended Death Form.
2. Operations report.
3. Investigation Report(s).

4. Property Report (for any and ALL property removed from the scene, including, but not limited to:

- a. Medication in the name of the deceased.
- b. Personal belongings of the deceased (identification, pocket book, doctors notes, house/car keys, etc)
- c. Contact information found at the scene (family members, doctor(s), friends, etc)

5. Deaths due to natural causes, that may or not be criminal cases, such as accidental deaths or deaths in a workplace, shall be treated as crime scenes until determined otherwise. Officers are to follow the appropriate steps (see Monmouth County Death Investigation Policy) for securing the scene making notifications for further assistance.

6. Any time this agency deals with either an attended death or an unattended death, the residence involved should be watched closely by patrols in the following days, especially if the residence is left empty following the person's death.

7. Officers having questions regarding this Policy should immediately consult a Supervisor or department Detective. These types of calls are very sensitive, based on the circumstances, and mishandling an attended death or unattended death can leave lasting consequences for this agency and the officer(s) involved. All officers of this agency are to know BEFOREHAND how to appropriately handle these delicate situations. Younger officers are to consult with more experienced officers to make sure they know what is expected of them at these scenes.

Note: This Policy supersedes all previous General Orders and Policies, to include 69-2284, 85-1506, 85-2515, 91-035, and 01-17.

By Order of

Michael B. Schneider
Chief of Police

(current Attended/Unattended Death Reports attached)

ALLENHURST POLICE DEPARTMENT POLICY # 2018-09

Issue date: April 09, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: In-Service Training

Purpose

The purpose of this policy is to:

- 1) Set professional standards and guidelines for the administration of in-service training.
- 2) Insure comprehensive and competent instruction.
- 3) Maintain a knowledgeable and professional workforce.

Policy

All members of this agency shall maintain current and updated training, as is required by law and departmental policy.. All Supervisors will be held accountable for the subordinates, for whom they are responsible.

The Police Department shall maintain current training by ways of updated departmental policies, updated Department General Orders, regular review of County policies, and regular reviews of Attorney General Directives. Initial training in all areas shall be followed by “refreshers” to make sure department personnel maintain familiarity with related subject matter.

Communications Training

- 1) The terminal Agency Coordinator (TAC) is in charge of all CJIS and NCIC training. This training shall comply with the NJ State Police (NJSP) CJIS and Federal Standards. The NJSP oversee CJIS training and therefore sets all standards in this area. It is the TAC’s responsibility to insure these standards are met. The TAC is directly accountable to the NJCJIS Unit and the Chief of Police. When necessary, the TAC will coordinate efforts with the appropriate departmental training officer(s) and superior officer(s) to complete training in a timely manner. All training assignments will be given an “issue date” and “due date” that will be recorded in the department’s assignment log.
- 2) The department Communications Training Officer (CTO) will conduct desk operations instruction. The CTO will adhere to the CTO training program. The Department Training

Officer, or assigned Superior Officer, will periodically review this program with the CTO to insure operational needs are being met.

- 3) No departmental personnel will work the desk unless the CTO has advised the Chief of Police, or his designee, in writing, that the employee is capable of performing desk operations.
- 4) The CTO will insure that the training of all desk personnel is kept up to date and complete.
- 5) The CTO will keep the department's training officer, or assigned Supervisor, apprised of any deficiencies or needs for remedial training, or any needs for on-going training.

Sworn Officer Training

Academy Training

- 1) This agency will not utilize any officer that is not Police Training Commission (PTC) certified. Officers will be certified in one of three capacities:
 - A. Class A certified
 - B. Class II certified
 - C. Class I certified
- 2) No officer will work in any capacity to which they are not officially certified. All officers' capacities and job responsibilities will comply with Title 40.

Agency Training

- 1) The NJ PTC requires agency training for Class A, Class II and Class I officers. The PTC sets the standards for Agency Training. This agency will comply with these standards. It is the responsibility of each agency to compile and administer the training as they see fit. In this agency, it is the responsibility of the department training officer (FTO) to:
 - A. Create and compile, and when necessary delegate, subordinates to create and compile the necessary training materials to complete this task.
 - B. Create and maintain a "Field Training Officer Program" within the agency.
 - C. Select and oversee the training of department field training officers (any officer who may be given the responsibility of training a new officer).

- D. Assign field training officers to conduct agency training in accordance with the Department's Field Training Officer Program.
- E. Oversee the field training officers to insure that training is being performed in a professional, competent, and comprehensive manner.
- F. Make the final determination that an officer's agency training has been completed in a satisfactory manner and is capable of performing in their capacity.
- G. Maintain all training records in a centralized file.

Mandated In-Service Training

1) Mandated In-Service training is required in the following areas:

- A. Use of Force (including ASP baton & pepper spray)
- B. Domestic Violence
- C. Firearms
- D. Bias Investigations
- E. Cell Block Management
- F. Active Shooter
- G. Right to Know & Work Zone Safety
- H. First Aid
- I. CJIS
- J. Alcotest Operations
- K. Radar Operations

All of the above areas, shall be handled within the agency, (with exception of J), by designated instructors, whenever practical. The NJSP will conduct the training and recertification for the department's Alcotest operations & testing. Duly authorized training personnel will conduct First Aid Training & certifications of officers in CPR and use of an AED. The "Right to Know training" will be conducted by a State of New Jersey authorized agency or entity.

2) All in-service training performed within this agency shall be overseen by the department's training officer and the Chief of Police.

3) All officers assigned to perform in-service training will receive adequate training in order to perform their training assignment.

4) Officers assigned to perform in-service training will be:

- A. Knowledgeable and well-versed in the particular field.
- B. Prepared to teach a comprehensive and professionally prepared lesson.
- C. Prepare a lesson plan for each subject taught, that will be turned in to the Chief of Police for approval.
- D. Responsible for obtaining audio and/or video aids to enhance their presentations.
- E. Required to teach their subject in a professional manner and at no time downplay the importance of their field of instruction during the training session.
- F. Responsible for insuring that all personnel understand and fully comprehend the material that he/she presents.
- G. Responsible for preparing and administering a written test on their subject of not less than twenty (20) pertinent and meaningful questions.
- H. Responsible for correcting these tests and reviewing wrong answers with class participants to insure their understanding of the subject matter and having the participants sign off on the correct answers.
- I. All participants in these in-service training sessions shall be required to sign a form indicating they reviewed the appropriate material and understood same.

5) Listed below are the minimum instruction topics for each training assignment:

- A. **Use of Force-** This subject shall be addressed semi-annually in conjunction with firearms training classes. The County Policy on the use of force shall be reviewed and officers shall be required to pass a written test indicating their proper knowledge of the subject matter.
- B. **Domestic Violence-** This subject will be addressed semi-annually and will consist of a comprehensive review of County Policy, as well as officers being required to pass a written test, indicating their proper knowledge of the subject matter.
- C. **Pepper Spray-** This subject will take place semi-annually, along with use of force training material. Officers will review Departmental and County Policy, covering the use of and the responsibility for the care of those sprayed. Officers will also be required to pass a written test, indicating their proper knowledge of this subject matter.
- D. **Firearms-** Officers shall qualify with the use of their firearms, both on-duty and off-duty weapons, at least twice annually. Officers will be required to review the proper use of cover, current affairs, and recent court cases pertaining to the use of force. All officers weapons shall be inspected prior to qualifications and shortly after qualifications to assure officers are maintaining a clean & operable weapon. The officers will review and understand range safety rules, as well as the safety rules regarding the proper cleanliness, in regards to the use of lead-based products. The course of fire shall conform to the

Monmouth County Prosecutor's Office firearms policy. All deviations from this course of fire shall only be performed with the explicit approval of the Chief of Police.

E. Radar- All radar instruction will comply with the NJ State Standards for the certification and recertification of radar operators.

F. Work Zone Safety- Work zone safety training will take place periodically and will be instructed by officers who have attended the appropriate work zone safety classes. The topics to be reviewed are setting up proper work zones and correcting ones which have been set up improperly. Officer's safety, workers safety and the safety of motorists are the responsibility of the officer assigned to the traffic detail.

In conclusion, officers of this agency will do what they are routinely trained to do. If an officer is trained well, he/she will perform well. If an officer is trained haphazardly, he/she will perform in that manner. This agency has a long history of officers being trained above the minimum requirements. It is not only a departmental requirement, but also an individual responsibility. Officers who decide to work in this field owe it to themselves, and their fellow officers, to maintain a constant and continual degree of training. Officers should always be looking to better themselves, through continued education, both for their own survival, and the well-being of those they work with, on a daily basis.

All instructors, and those officers who are provided with additional training, are expected to take pride in your area of training and lead by example. All officers of this agency are expected to review, maintain, and carry out all material they have been presented, both from within the agency and from outside instructors.

There may come a day when you are called to the witness stand to explain what training you have received, what training you have sought on your own, and what material you review on a regular basis.

In short, take all training materials seriously, as your understanding of these materials may save your life, or the life of another officer, during the course of your daily routines!

By Order of

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-10

Issue date: April 12, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Police Request for Social Services

Purpose

This policy sets forth specific guidelines for officers to follow when they encounter situations, during the course of their normal patrol which may necessitate a request for social services for reports of suspected abuse or neglect involving senior citizens.

Policy

In cooperation with the Monmouth County Division on Aging, Disabilities and Veteran Services, this agency will utilize the assigned form "Police Request for Social Services", whenever they discover an adult, or veteran who may be a victim of abuse, neglect and of financial exploitation.

Officers of this agency shall always be hyper-vigilant when dealing with the senior citizen population and military veteran population, in regards to their possible needs for assistance. This agency always has been, and will continue to be a service-oriented police department, especially when it concerns our most vulnerable citizens.

The attached Monmouth County form shall be used by all patrol officers in any case where they determine a senior citizen or veteran to be in need of specialized services. The form is self-explanatory and officers will complete the form and fax it immediately to the number listed on the form. The completion of this form does NOT have to be due to a call for service WITHIN this jurisdiction. If an Allenhurst police officer discovers a possible case of abuse, neglect, or financial exploitation during any motor vehicle stop, any investigation, or any other activity performed in the course of their duties, they are to make sure the form is completed and sent to the County agency. We, as an agency, shall always be extra-cautious in these delicate situations and it is preferred that an officer fill out the form and find out assistance was not needed, rather than think the assistance was needed, but do nothing.

Any time the form is filled out by an officer of this agency, the officer shall be responsible for creating a CAD entry, under "Senior Assist", describing the event that precipitated the contact, what was observed by the officer, what type of assistance seemed apparent and must indicate the form was completed and submitted.

By Order of:

Michael B. Schneider-Chief of Police

COUNTY OF MONMOUTH
DEPARTMENT OF HUMAN SERVICES
Division on Aging, Disabilities and Veterans' Services

Susan L. Moleon
Executive Director



3000 Kozloski Road
Freehold, NJ 07728
732-431-7450
Fax: 732-303-7649
E-mail: sue.moleon@co.monmouth.nj.us

Memorandum

Date: March 12, 2018
To: Chief of Police
From: Sue Moleon, Executive Director
Division on Aging, Disabilities and Veterans' Services
Subject: Police Request for Social Services (PRSS Report)

The Monmouth County Division on Aging, Disabilities and Veterans' Services recently updated and replaced the "TRIAD Report" used by some police departments to request social services and/or report suspected abuse or neglect of vulnerable and isolated Monmouth County adults. The replacement form to the TRIAD Report that is attached in this correspondence has been changed to "Police Request for Social Services" (PRSS Report, pronounced Press Report).

This form is for "Police Use Only". The purpose of the PRSS Report is to provide police officers with a tool to report the need for social service intervention on behalf of vulnerable and isolated adults they may encounter in their community.

Please use the new PRSS Report and discard the TRIAD Report.

If you have any questions please feel free to call me at: 732-308-3770 ext. 7453.

Thank you,

A handwritten signature in cursive script, appearing to read "Sue Moleon".



Police Request for Social Services (PRSS Report)
Monmouth County
Office on Aging, Disabilities and Veterans Services

Resident's Name:	Address:	Phone:	DOB:
Family Contact:	Address:	Phone:	
Municipality:	Police Officer:	Phone:	
Date of Call:	Nature of Call:		

For suspected Abuse, Neglect and/or Financial Exploitation
Immediately Contact

Adult Protective Services (APS) at 732-531-9191 or Fax: 732-897-9651

Abuse – May be physical, psychological, sexual or financial. It may also take the form of caregiver neglect when the vulnerable adult's basic needs are not being provided for adequately.

Neglect – Can be self-neglect when adults are unable to care for themselves because of mental or physical illness. Neglect can also be failure of a caregiver to fulfill their obligation to a vulnerable individual who cannot advocate or take care of their daily needs.

Financial Exploitation – When a vulnerable adult is overcharged for goods or services or taken advantage of financially by family, friends or acquaintances.

Please indicate below if there is a request for Social Services and fax to:

Monmouth County Office on Aging, Disabilities and Veterans Services at 732-431-3214

- | | |
|--|---|
| ☐ Home Health Services | ☐ General Clean Up/ Home Repair |
| ☐ Housing/Homelessness | ☐ Socialization/Recreation |
| ☐ Isolated Resident | ☐ Transportation |
| ☐ Financial Assistance | ☐ Shopping |
| ☐ Utility services | ☐ Special Needs Registry |
| ☐ Veteran | ☐ Register Ready |
| ☐ Other: _____ | |

Officer's Observation: _____

Signature

Date

Department

ALLENHURST POLICE DEPARTMENT POLICY # 2018-11

Issue date: April 12, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Local Traffic and Criminal Warrants/Bail

Purpose

To establish clear guidelines for officers to follow when processing local/outside agency traffic and criminal warrants and accepting bail for same.

Policy

It is the policy of the Allenhurst Police Department and the Administrator of the Courts (AOC) that local police departments shall accept bail from persons arrested on local/outside traffic and criminal warrants. This policy will outline procedures on how to properly accept bail monies in these situations.

Procedure

1. When accepting bail monies, ALWAYS give a receipt, unless the person pays their bail monies with a check. If the check is posted on an Allenhurst warrant, they DO get a receipt. If they post a check on another town's warrant, they DO NOT get a receipt. Regardless of whether they are given a receipt or not, ALL persons processed by this agency, shall AT LEAST be given a copy of the completed bail recognizance form that was completed. If they are paying bail by cash, they shall be given a receipt for the cash AND a copy of the completed bail recognizance form before they are released.
 - A. Officers shall complete these forms as completely and as neatly as possible.
 - B. If the subject is given a receipt, they shall receive the white copy. The yellow copy goes to the Court Administrator and the pink copy stays in the receipt book.
2. Attach the receipt to the copy of the bail recognizance form and give to the subject. They shall be explained that this receipt and/or bail recognizance form is their proof they have posted bail on that particular warrant and it should be kept with them, to prevent from being arrested on the same warrant a second time, if the warrant is not properly removed from the system.
3. The Allenhurst Municipal Court WILL ACCEPT CHECKS that are payable to the "Allenhurst Municipal Court".

****As per the AOC, all towns should be accepting checks. If a defendant posts a check, ON AN OUT OF TOWN WARRANT, the check shall be made out to -----Municipal Court. Bail recognizance forms will be completed, when checks are used, but receipts are NOT given when checks are used.**

If a person that posts a check, on an Allenhurst warrant, it is the responsibility of the arresting officer to obtain a copy of the identification of the person posting the check.

For Allenhurst warrants, if a person is posting a check, the defendant should be told that no money will be refunded until their check "clears the bank". Checks usually take up to 5-10 days

4. Cash bail for out of town warrants require the defendant and/or surety (bail bondsman) fill out a bail recognizance form IN FULL. The affidavit of ownership, at the bottom of the form, must be filled out completely and signed.

5. If a surety (bail bondsman) is posting the bail, attach the bail bondsman paperwork to the recognizance form and leave a copy of the warrant for the court administrator. DO NOT give the bondsman a receipt, as no money has been put forth.

6. If bail is posted by someone, other than the defendant, the arresting officer shall obtain proper identification from the person posting the bail monies and that information shall be provided to the Court Clerk. The person should be advised the bail monies will be forfeited, if the defendant does not appear on their future court date(s). The bail monies shall be posted in the name of the person posting the money, unless they agree to put it in the name of the defendant. The person posting the bail should be told they will have to appear in court, with the defendant, in order to have their bail monies returned to them. This may persuade the person posting to put the bail monies in the defendant's name, which is strictly their decision.

9. In ALL cases where a defendant is processed, and posts bail on a traffic or criminal warrant, the Court Clerk shall receive (in a sealed envelope):

- A. A copy of the warrant.**
- B. A completed bail recognizance form and all monies and/or check posted.**
- C. The yellow copy of the receipt (ONLY IF CASH WAS RECEIVED).**
- D. A copy of the subject's identification (if someone other than the defendant is posting bail monies)**

10. If there are any questions on how to properly process a warrant arrest, whether an Allenhurst warrant, or another town's warrant, officers are to seek guidance from a senior officer or Supervisor.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-12

Issue date: April 16, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Rabies Specimen Protocol

*original memo
can be obtained
from Monmouth
County Health Dept*

Purpose

To provide officers with clear guidelines and procedures on how to properly handle, and deliver, an animal which requires rabies testing.

Policy

In conjunction with the Monmouth County Health Department, the Allenhurst Police Department will follow the below procedures, when dealing with animals, suspected of having rabies, and the proper procedures that shall be followed for delivering those animals for testing.

Procedure

Patrol officers within the Allenhurst Police Department, during the normal course of their duties, may encounter animals which are acting "strangely", or abnormally aggressive, indicating they may be infected with rabies. In order to protect the citizens, and the officers, procedures have been adopted to reduce the risk to the public, from these possibly infected animals.

Persons whom are bitten by an animal, or who have come in contact with a suspect rabid animal, should notify the local Health Department, in the jurisdiction where the incident occurred. If the report of an animal bite is made to this agency, by either the victim themselves, the animal's owner, a local hospital, or some other third party, the communications officer shall inquire as to whether the local Health Department has already been advised. If they were not, or it could not be definitively determined, the communications officer shall notify the local Health Department of the incident. It is better they receive multiple notifications than no notification, based on assumptions.

1. If an officer receives a report of a possible rabies-infected animal, they shall make all efforts to observe the animal, in the safest way possible, to ascertain what behavior(s) the animal is displaying, which may indicate it is rabid. Some of the most conditions include:

- A. Aggressiveness
- B. Appears to be "sick" (usually resembles "drunken behavior in a person").
- C. Lethargic
- D. Over friendly (when usually the animal avoids people)

- E. Paralysis
- F. Drooling, Saliva, or “foaming at the mouth”
- G. Nocturnal animal out during the daylight (**this, in and of itself, is not a good indicator, unless combined with other factors**).
- F. Inexplicable “changes in behavior” that are not common with the animal in question.

2. If an officer comes in contact with an animal believed to be rabid, their first priority should be to minimize the danger to the general public, by keeping unauthorized persons away from the animal in question.

3. The officer shall then attempt to contain the animal as best as possible. Trapping the animal to prevent its escape, or danger to other persons should always be the officer's first priority, but sometime situations dictate otherwise. If the animal cannot be readily contained, but shows clear signs of being rabid, the officer shall make all efforts to maintain a visual of the animal, as safely as possible, and immediately instruct the dispatch officer to contact the Humane Society to respond. If public safety necessitates the animal being euthanized before the arrival of the Humane Society, the officer should always err on the side of public safety. If the officer believes the need to euthanize the suspected rabid animal immediately, they are to euthanize the animal in the safest & most humane way possible, given the circumstances. An officer does NOT need to seek a Supervisor's approval before taking lethal measures against a suspected rabid animal. If the officer DOES use deadly force against the suspected rabid animal however, a Supervisor shall be notified IMMEDIATELY afterwards that the officer discharged their duty weapon. However, if the animal does not pose an immediate danger to the officer, or the general public at large, the officer should try to wait for the arrival of the Humane Society, whenever possible. The animal control officer is more likely better equipped to catch the animal with better equipment, tactics, and training, but all of this is dependent upon the officer keeping an accurate track of the animal's location. If the Humane Society is able to trap, or euthanize the suspected rabid animal, they shall be responsible for the rabies examination of the animal in question.

4. If the Humane Society is unable to respond, or their delay in responding will result in the animal getting away, officers may be forced to trap, or euthanize the animal themselves. If officers are forced to trap, control, or kill the animal (if deadly force is warranted), officers shall make every effort not to damage the head of the animal (if possible), as the animal's brain is what is tested for the presence of the rabies infection. If the animal needs to be euthanized, officers shall make every effort to shoot the animal in an area of the body, other than the head.

A. Since the animal's brain is the only part of their body tested, the regional Health Department will ONLY accept the HEAD of the animal requesting a test. NO, the officers will not be asked to “decapitate” the animal and dispose of the rest of the carcass. The Police Department is looking into an agreement with the local SPCA, who will be responsible for the medical decapitation of the suspected rabid animal and then we will transport the head of the animal to the regional Health Department.

B. The only exception to this “head only rule” is when the suspected rabid animal is a bat. In the case, where the bat is suspected of rabies, the ENTIRE BODY of the bat will transported to the regional Health Department. If a bat is the suspected rabid animal, all other procedures in this policy shall apply, with the exception of #4A. Also, if a bat is the suspected rabid animal involved, it MAY be delivered live to the regional Health Department, but must be contained in an “escape proof” container, that has small holes, so that the bat is not suffocated to death. This container, holding the bat shall be clearly marked “CAUTION-LIVE BAT”, on the outside of the container.

5. If the animal displays obvious signs of rabies infection and the officer determines the animal needs to be euthanized, the officer shall first, if at all possible, make all efforts to clear the area of all civilians and unauthorized persons, in order to minimize the chance of anyone being injured.

6. Once the animal has been euthanized, it shall be placed in a watertight container or heavy plastic bag, with a tight-fitting lid, to prevent fluid leakage. This container, or heavy plastic bag, shall then be placed in a larger container, with a tight fitting lid, and the void between the two containers shall be packed with first aid ice packs. (This can be done just before the transport of the animal if has been properly refrigerated in the interim). The specimen shall be refrigerated, if the transport of the specimen is not being made immediately (most likely). If the specimen needs to be refrigerated, before it is transported to the local Health Department, the refrigerator in the police garage should be used. A note left on the door of the refrigerator shall be left indicating item in refrigerator is possibly infected with rabies and should not be touched by unauthorized personnel. The outside of the transport container shall be labeled with the following address:

New Jersey Department of Health
Public Health, Environmental, and Agricultural Laboratories (PHEAL)
Rabies Laboratory
New Jersey State Police Headquarters
3 Schwarzkopf Drive
Ewing, NJ 08628

7. The officer involved in the case will complete a “Rabies Examination Request Form”. The original form shall be included with the specimen, in a sealed envelope, when it is dropped off at the regional Health Department and a copy of the form shall be retained by the Police Department, by including it in the case folder. A copy of this form shall be maintained on the patrol desktop in the booking room and in the backroom. This form shall be affixed to the OUTSIDE of the container, which is carrying the specimen.

8. If any individual, whether an officer or a civilian, comes in contact with any bodily fluid from the suspected rabid animal, they should wash the area thoroughly and immediately with soap and water and that person's name and phone number shall be included on the Rabies examination Form.

8. The regional Health Department SHALL be notified in advance anytime a specimen is being dropped off to their location.

By Order of

Michael B. Schneider-Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-13

Issue date: August 16, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Language Services Account

Purpose

To provide officers with clear guidelines to follow when dealing with members of the public, who may need assistance with a language, other than English

Procedure

Whenever an officer of this agency, during the normal course of their duties, encounters a situation where the person(s) involved do not speak or understand English, the Police Department, along with the Municipal Court, has created an account for a user-friendly telephone interpreting service.

Officers may use a cell phone, if the need for the interpretation is needed at the scene of the call, or incident, or can use the phone inside Police Headquarters, if the need is on the phone, has walked into Headquarters, or is already in Headquarters (i.e. subject under arrest). If the phone inside HQ is used, the call to the language line shall be on a recorded line.

Officers will call the following number and provide the requested information to the person that answers. This will be a JOINT ACCOUNT between the Municipal Court and the Police Department.

The department may be asked for their name, account code, username, and/or password. All information will be provided to them. Once the interpreter is connected on the line, the officer can begin the process, OVER SPEAKER PHONE, of obtaining the information, or relaying the information, to the party, or parties, involved.

Toll free number : 1-866-937-7325

Username:

Account Code:

Password:

By Order of:

Michael B. Schneider-
Chief of Police

*Confidential
agency
information*

ALLENHURST POLICE DEPARTMENT POLICY # 2018-14

Issue date: April 19, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Allenhurst Beach Club and Beachfront Checks

Purpose

The previous written directives regarding these checks were written over 12 years ago. This directive is being set in place to assure that all officers (both supervisory and patrol) of this agency are checking this facility in a uniform and routine manner, which will greatly aid in a crime prevention sense and will aid in a more timely discovery of observed abnormalities.

Policy

This Policy supercedes all previous directives, Orders, and/or Policies regarding this detail. All officers of this agency are required to perform Beach Club Security Checks as part of their daily assigned duties.

Definitions:

"Physical Check": A physical check is defined as doing an "on foot" security check of the Beach Club facility. A physical check entails:

A.

B.

"Visual Checks (in car): A visual check is defined as an in-car visual observation of the Beach Club facility from the officer's patrol vehicle, using the patrol cars spotlight during night-time hours. Visual checks will **ONLY** be done when:

Security
Sensitive

A. _____

NOTE:

B. _____

C. _____

D. _____

Procedure for Off-Season Checks (End of Sept through April)

A. _____

B. _____

C.

1.

2.

3.

D.

E.

Procedures for checking the Beach Club facility when it is open for the Summer season

A.

B.

security
sensitive

security
sensitive

Security
Sensitive

1. [illegible] shall
2. [illegible] shall
3. [illegible] shall

Variables:

Security
Sensitive

- A. [illegible]
- B. [illegible]

C. All officers of this agency, responsible for patrol duties, are expected to complete these details when the need arises, regardless of rank. If a particular officer is found to be "avoiding" this detail, they will be disciplined accordingly.

By Order of

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-15

Issue date: April 23, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Racial Profiling

*Full policy can
be obtained from
Monmouth County
Prosecutors Office*

Purpose

The purpose of this policy is to unequivocally remind police officers that racial and ethnic profiling in law enforcement are totally unacceptable. The Policy is also implemented to provide guidelines for officers to prevent such occurrences and to protect officers when they act within the dictates of the law and policy from unwarranted accusations.

Policy

Racial and ethnic prejudices have no place in law enforcement. It is the policy of this agency to patrol and enforce motor vehicle laws in a proactive manner, while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit, an infraction of the law.

Traffic enforcement, and all aspects of law enforcement, must and shall continue to be conducted in full compliance with the constitutional and statutory safeguards to preserve the rights of all citizens.

With all that being said, there shall be a "zero tolerance policy" in this agency for any officer who has been proven to have violated this policy. Racial profiling cannot, is not, and shall not be tolerated by any member of this agency.

Since the Monmouth County Prosecutor's Office has a very comprehensive and clear racial profiling policy, this agency shall strictly follow the Monmouth County Policy.

All officers of this agency are expected to know, follow, and conduct themselves as described by the Monmouth County Policy, without exception.

By Order of

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-16

Issue date: May 11, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Fitness For Duty
(Medications, Drugs & Alcoholic Beverages)

Background:

Law enforcement agencies throughout the country have had to address issues where officers have shown up for work with the presence of prescribed narcotics, illegal narcotics, over the counter medication or alcohol in their system. These officers have created problems by improperly operating vehicles, handling their weapons and making clouded judgement calls. Often it was determined that the substance, which was present in their system, caused mental and physical impairments which led to their inappropriate action(s).

Additionally, stress factors present in officers' personal and professional lives have been contributing factors to officers acting inappropriately. In many cases these factors, when left untreated, have lead officers to the path of "substance abuse".

Many times the aforementioned problems went unnoticed and were often ignored. For the good of the individual officer, this agency, the general public and the image of law enforcement in general, these matters will not be ignored should they arise in this agency.

A. Fitness for Duty

1. No personnel of this agency shall report for duty with any illegal controlled dangerous substance in their bodily system.
2. No personnel shall report for duty while taking a prescribed medication that may impair their physical or mental abilities, unless specifically cleared by a physician, in writing.
3. No personnel of this agency shall report for duty with anything more than a 0.00% blood alcohol content (BAC).

“Duty”, for the purposes of this policy, is reporting for scheduled shifts, scheduled classes/training, special assignments and on-call assignments. Should an officer be on-call in one or more capacities and have plans to consume alcohol socially, the officer should make arrangements to have another officer cover their on-call assignment, for that period of time, until they have attained a .00% BAC. Should an officer decide to consume alcohol prior to duty, the officer should factor in the amount of alcohol, which they have consumed, minus the “burn off rate” of .015% per hour, so they report for duty at the prescribed .00% BAC.

The only exception to the blood alcohol provision of this policy is when an officer is assigned by a Superior Officer to participate in an undercover Alcohol Beverage Control detail. (This aforementioned detail does NOT include a “Cops in Shops” detail!) Otherwise, the officer assigned to this type of Alcohol Beverage Control detail will consume no more than a minimal amount of an alcoholic beverage and at no time will consume any beverage to a degree that would impair his/her judgement or psycho-physical abilities.

B. Overt Signs of Substance Usage or Impairment

1. The New Jersey Department of Criminal Justice unequivocally states that officers who show signs of drug impairment or alcohol usage can, and will be, subject, by direct order, to provide samples of their breath, blood or urine to determine their fitness for duty, the substance that has caused the impairment and the degree of the impairment.
2. Any officer/employee found to be in violation of section A of this Policy will be suspended immediately from duty until it has been determined that they are again fit for duty. An internal affairs investigation shall be generated immediately and the Chief of Police shall be notified immediately.
3. Officers/employees refusing to submit to testing will be immediately suspended, an internal affairs investigation will immediately be opened and the employee immediately served with departmental charges for “insubordination”, where the officer’s/employee’s termination will be sought through proper proceedings..
4. Should it be found that an officer/employee had an illegal substance (CDS) in their bodily system, when reporting for, or while on duty, the officer will be suspended immediately, an internal affairs investigation will be generated immediately and the officer/employee will be charged with the appropriate criminal statute. In the cases, where illegal substance use, the department will seek immediate termination through the internal affairs proceedings.

5. No officer/employee of this agency will relieve another officer/employee for duty who shows any sign of impairment from either drugs (prescribed, over the counter or illegal) or alcohol. The smell of an alcoholic beverage on the breath IS an indication that an individual still has alcohol in his/her system, above the .00% BAC limit. That officer, already on duty, should remain on duty, and shall advise a Supervisor immediately of the situation on hand. The Supervisor shall respond to Headquarters immediately and take over the incident. The employee coming on duty, who is believed to be "under the influence", shall remain at Headquarters until the Supervisor arrives. If the employee leaves before the arrival of the Supervisor, that officer will be considered to have violated a direct Order and will be treated according to Section B(3) of this Policy.

CONCLUSION:

It is the intent of this Policy to:

1. Safeguard the public from inappropriate police behavior.
2. Safeguard this agency from liability, due to inappropriate employee behavior.
3. Set a clear-cut example of what will, and will not be tolerated, regarding the behavior of personnel of this agency.
4. Identify and address personal issues that require disciplinary action and/or substance abuse counseling.
5. Maintain the high professional standards of this agency.
6. This Policy is effective immediately.

By Order of

Michael Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-36

Issue date: October 12, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Identification Photos

*Full policy can
be obtained from
Monmouth County
Prosecutors Office*

Effective immediately, Policy 2005-02 is hereby rescinded

**** This Policy is not to be confused with the Policy regarding "Eyewitness Identification" photos. Although the two are related, they are different from one another.**

Purpose

The Monmouth County Prosecutor's Office has issued a Policy setting the standards for uniformity in the taking of identification photos (i.e. "mugshots"). Although the Policy is brief, it is comprehensive, right down to the background that is to be used, which will be provided by the Prosecutor's Office. This uniformity of photos allows for better coordination amongst different agencies in the sharing of these identification photos in potential "line ups".

Policy

This agency will strictly adhere to all provisions of the attached Monmouth County Uniform Policy.

Procedure

A copy of the Photo ID procedure will be posted on the wall in the Booking Room. Officers will refer to said procedures and take all photo identification photos, in accordance with same. It is the responsibility of each officer to understand how to take these photos correctly and to seek the assistance of a Supervisor, if there are any questions or difficulties with same.

By Order of:

Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-37

Issue date: October 19, 2018

Review date: Periodic

Issued by: Chief Michael B. Schneider

Subject: Law Enforcement DIGITAL IMAGE Guidelines

*Full policy
can be obtained from
Monmouth County
Prosecutors office*

Purpose

The Monmouth County Prosecutor's Office has issued guidelines for the use of Digital Imaging in the law enforcement field.

Policy

This agency will adhere to the guidelines set forth by the Monmouth County Prosecutor's Office and this agency's compliance with these guidelines will be maintained as the technology improves and the guidelines are revised.

Procedure

1. Through the normal procurement process, this department will obtain digital imaging devices, as needed and as recommended in the guidelines set forth.
2. This equipment will be used in its approved venue and as directed.

Summary

Digital media has become the preferred choice of technology in our society and its use in law enforcement will be growing each year. As our needs arise, this agency will use this technology, where cost effective and where needed. As we move forward with this technology, this agency will comply with the current Monmouth County Guidelines.

By Order of:

Michael B. Schneider

Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-38

Issue date: October 23, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Use of Force Investigations

*Full policy/Directive
can be obtained from
NJ State
Attorney General's office*

History:

In 2006, the State Attorney General established Directive 2006-5, which set the parameters for Law Enforcement Use of Force Investigations. Due to a number of high profile use of force incidents throughout the United States, the New Jersey Attorney General's Office reviewed and enhanced the procedures for the aforementioned investigations.

Order:

In the event of serious incidents of Use of Force that require, by Directive, they be investigated, this agency shall always follow and abide by all standards set forth in this initial Directive, the Supplemental 2015 Directive, and any other future directives that may come out, in reference to this subject matter.

By Order of:

Michael B. Schneider

Chief of Police

Attachments//2006 Initial A.G. Directive
2015 Supplemental Directive

ALLENHURST POLICE DEPARTMENT							
EFFECTIVE DATE: November 27, 2018				Department Policy # 2018-39			
SUBJECT: Timeliness of Police Records and added procedures.							
ISSUED BY: Chief Michael B. Schneider				# OF PAGES: 2			
DISTRIBUTION: All personnel				REVIEW DATE: Periodic			
LAST REVISED:							
ACCREDITATION STANDARDS:							
The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.							

PURPOSE:

Since 2015, this agency has begun using a Computer Aided Dispatch (CAD) and Records Management System (RMS). This system will be maintained at our agency, since we are not utilizing the County system. Using this system has required vast changes in the ways that we complete reports and the time frames with which they are completed. In order to maximize the accuracy and timely manner of these new systems, we will be instituting mandatory completion time frames, in regards to completing our present reports, primarily Operations Reports, Radio Logs and Officer's Activity Sheets.

READ CAREFULLY

POLICY & PROCEDURE:

Officer's Activity Sheets

Officer's activity sheets shall be kept up to date during the officer's shift. This is now made very simple, using the new CAD system, providing the officer has properly, and accurately, created an activity sheet at the beginning of their shift. When completing a routine detail, a call for service, or a motor vehicle stop, the officer shall call into HQ, via the radio, at the beginning and ending of the incident. Officers shall call out all applicable details over the radio, as prescribed by policy. This is done for accountability reasons and for officer safety reasons. When each of us is aware of where one another is, we are more likely to receive timely assistance should we need it, without other officer(s) having to first determine our location. **Officer's activity sheets shall be printed immediately at the conclusion of each officer's shift.** Forgetting to print out an activity sheet from time to time is one thing, but waiting until the end of the week to print out the week's activity reports will not be tolerated. Again, this is done for accountability and administrative purposes. Supervisors should have this information "at their fingertips" and these records should not have to be "found" or "looked for" when needed.

Officer Briefings

From this point forward, the out-going shift shall brief the incoming shift of any important information that would, or might, affect the incoming shift. Officers coming on duty will arrive to HQ in a timely manner, which allows the out-going shift enough time to advise the incoming shift of said events and information. Incoming officers are to be dressed and ready to answer a call at the beginning of their shift and will be on the road within 15 minutes of the start of their shifts (30 minutes if another detail is noted on their activity log). Out-going officers are not to "dress down" prior to the end of their shift, unless the oncoming shift is able and willing to take incoming calls. This is covered elsewhere, but it is being repeated.

ALLENHURST POLICE DEPARTMENT

Radio Logs

CAD entries, particularly at the desk, shall be done at the time of the transmission or reception. Since times are automatically created by each CAD entry, a more accurate record keeping is accomplished. Any officer who manually "changes" a CAD generated time shall have a good explanation why this is done. Any officer found "altering a CAD generated time", for an unauthorized purpose, will be subject to disciplinary actions. The accuracy of these CAD generated times is crucial to ensure the "credibility" of these CAD entries/reports and unauthorized changes will be viewed upon as an officer attempting to "manipulate" an official police report.

Operations Reports

Any officer working a desk shift is responsible for ensuring an operations report is generated, when required. If the desk officer is unsure as to whether a report needs to be generated, versus just making a "CAD entry", they shall immediately ask. It shall not be an acceptable defense for a desk officer to say "I didn't know a report was necessary". Officers shall insure that the communication officers are provided with all necessary information to complete operations reports at the completion of an incident, (i.e. MV Stop, Calls for Service, etc). Communication officers have the same responsibility to make sure they RECEIVE further information, if it is needed. Excuses from communication officers such as "it was not given to me" will not be acceptable. Plainly put, the officers are required to PROVIDE the proper information and the desk officers are required to OBTAIN the proper information! This will be done via the MDT, by coming to HQ and briefing the desk in person, or by the officer(s) calling the desk with the necessary information upon finishing a call. Excluding other emergent matters, there should be no good reason why this pertinent information is not provided to the desk within 15 minutes of the completion of the call, incident, etc.

Effective immediately, all CAD entries, which result in an Operations Report, will be initialed by the officer involved in the incident and the desk officer responsible for the creation of the report. The officer involved ("officer of record") shall make sure they review the completed report, and if it is satisfactory (complete, accurate and without errors), the "officer of record" shall write their initials above, or over their printed name at the bottom left of the report. The communications officer ("dispatched by"), responsible for creating the report shall also review their own report, and if it is deemed satisfactory, shall write their initials above, or on top of their printed name at the bottom of the report. This is done for obvious reasons. First, it holds those 2 officers responsible for reviewing the very reports which contain their names, therefore making those reports THEIR responsibility. Second, it should minimize errors (misspellings, typos, incorrect or incomplete reports), by making sure everyone is "proof reading" a report that contains your name on it. If the report is found to be incorrect, has errors noted on it, or needs to be modified in some way, the report is to be returned to the desk officer so that the appropriate corrections/additions can be made. This should not be done minutes before the desk officer is set to leave. These report reviews should be done far enough in advance of the end of a shift to allow the desk officer ample time to make the needed changes. The old saying will be the standard.....

"if your name is on the report, YOU are responsible for everything in the report!"

At the end of each day, the officer working the 11p-7a shift, on the desk, shall be responsible for printing out, and submitting, a "Daily Activity Report".

Any questions, see a Supervisor.

By Order of:

Michael B Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2018-40

Issue date: December 17, 2018
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Urine Collection

Purpose

To establish policy and procedures for the collection of urine when there is probable cause to believe that the operator of a vehicle is driving under the influence of a controlled dangerous substance and breath test results are less than 0.08% BAC.

Policy

A.

An arresting officer may request that urine be provided when probable cause exists that the arrestee was operating a motor vehicle/vessel while under the influence of a narcotic, hallucinogenic, cannabinoid, or habit producing drug, and the defendant is incapable of submitting to a breath test. An arresting member may request urine be provided when probable cause exists that the arrestee was operating a motor vehicle/vessel while under the influence of a narcotic, hallucinogenic, cannabinoid, or habit producing drug and the result of breath testing is a reading of less than .08% BAC.

NOTE: In accordance with A.G Directive Law Enforcement Directive 2004-2, Joint Crash Investigation Protocol, when investigating a fatal or serious motor vehicle crash, a urine sample may be requested upon a probable cause determination made by the investigating officer, or his/her supervisor.

B.

Urine will not be requested by the arresting officer because a defendant refused a breath test or because a defendant "prefers" a urine test.

C.

If the defendant, after having fully completed Alcotest breath testing procedures, exercises their right to an independent urine test, it is the full responsibility of the defendant, and the defendant only, to make arrangements for "independent testing of their breath, urine or blood". This agency will not assist a defendant, in any way, of their right to independent testing.

Procedure:

1. Urine which is collected will be submitted to a NJ State Police Regional Lab for examination and analysis, when conditions for collecting said urine have been met. The samples shall be sealed, properly labeled, properly entered into evidence and placed into the police department's evidence refrigerator, pending transportation to the lab.
2. Urine shall be collected in a sterile urine specimen container. Each specimen container should be filled as much possible with the minimum amount being 50 mls (50cc).

Note: Urine collection shall be witnessed by an officer or matron of the same sex as the defendant.

3. If a urine sample has been properly collected under Policy (section A), officers shall make sure they fill out the "Drinking Driving Report" appropriately. In section 23 of the Drinking Driving Report, officers shall check of box #6 "narcotics, habit producing drugs or hallucinogenic". They shall also check of the box "yes" for Laboratory and insert the NJSP Lab number, provided by the lab that performs the urine analysis (including the designation of the lab in the written report).

By Order of

Michael B. Schneider

Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2019-01

Issue date: January 15, 2019
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Responding to Reports of Sexual Assault-Related Crimes

*Full Directive
can be obtained from
NJ Attorney
General's Office*

Purpose

The purpose of this Policy is to provide initial responding and investigatory officers with a standardized protocol of how to properly respond, treat, and investigate sexual assault-related criminal acts and the victims of such crimes. This Policy strives to treat all victims with dignity, compassion, and respect, since research shows sexual assault investigations are most successful when officers react in this manner. This agency will utilize the "victim-centered approach" when dealing with any potential victim of sexual assault

Policy

On November 26, 2018, the N.J. Attorney General adopted Law Enforcement Directive 2018-05, which set forth specific procedures and protocols for Sexual Assault Responses and Referrals. This agency shall strictly follow these Directives and any other procedures set forth by the County Prosecutors Office. These Standards have been revised and updated since they were last published in 2004, to ensure that victims are treated with respect and understanding in the days, weeks, and months after reporting an assault. All officers of this agency are to familiarize themselves with these standards, which will enable to better respond in such a case, when a victim of sexual assault has been identified. This agency will continue to have at least one (1) specially trained officer, in regards to sexual assault victims.

By Order of:


Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2019-02

Issue date: January 17, 2019
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Immediate Notification of Investigative Tips & Leads

*Full Directive
can be obtained from
NJ Attorney
General's Office*

Purpose

To provide officers with clear directions on how they should forward all information related to suspicious or criminal activity potentially related to terrorism or threatened acts of violence.

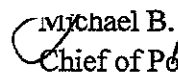
Policy

In 2006, Governor Corzine enacted Executive Order 2006-05, which established the New Jersey Office of Homeland Security and Preparedness (OHSP) and empowered it with the responsibility to administer, coordinate, lead, and supervise New Jersey's counter-terrorism and preparedness efforts.

In the Spring of 2018, the NJ Attorney General enacted a Directive to all NJ Law Enforcement officers, replacing the October, 2007, "Guidelines for Dissemination of Investigative Tips and Leads Received from the New Jersey Public and Law Enforcement", referred to as the "2007 Guidelines".

Effective immediately, all officers of this agency will follow this most recent Attorney General Directive, which updates and and/or modifies the reporting procedures and terminology set forth below to conform not only with law enforcement practices, but also with the realities of the current threat landscape.

By Order of:

 Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2019-03

Issue date: January 22, 2019
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: MCPO: Early Warning System for Employees

*Full policy
can be obtained from
Monmouth County
Prosecutors Office*

History:

Over the past several decades there have been instances of law enforcement officers becoming troubled due to substance abuse, personal relationships, or physical/mental difficulties and inflicting harm upon others or themselves. A horrific tragedy in Monmouth County, which led to an officer shooting his wife to death, prompted the Monmouth County Prosecutors Office (MCPO) to adopt the attached Policy.

This Policy rescinds and supersedes General Order 2016-10.

PURPOSE:

The purpose of the "MCPO Early Warning System" Policy is to create an auditing process that will attempt to identify and address behavioral issues of any Police Department employee before they become problematic for the individual and/or the agency.

PROCEDURES:

1. ALL DEPARTMENTAL PERSONNEL will read and become familiar with this Policy.

There are portions of this Policy that can directly affect every single member of this agency.

It does not take much on the part of any officer for this system to be activated. That could be a good thing or that could be detrimental, depending on one's perspective.

2. The officers assigned to Internal Affairs are primarily responsible for seeing that this Policy is complied with, regarding enforcement and reporting.

3. The Chief of Police, or his designee, will conduct the mandatory auditing and will prepare the annual report that shall be annually forwarded to the MCPO.
4. If the criteria is met for activating the Early Warning System, the attached Policy will be complied with "to the letter", without exception.

****If any employee of this agency should have any questions in regards to this Policy, they are to seek guidance from a Supervisor, who will either explain the confusion, or seek an explanation from the Monmouth County Prosecutors Office.**

By Order of:


Michael B. Schneider
Chief of Police

ALLENHURST POLICE DEPARTMENT POLICY # 2019-04

Issue date: January 24, 2019
Review date: Periodic
Issued by: Chief Michael B. Schneider
Subject: Prohibiting the Use of Excessive Force
In Non-Violent Civil Rights Demonstrations

Purpose

The purpose of this Policy is to comply with the requirements of the Housing and Community Act of 1974 and to plainly state that the use of excessive force is strictly prohibited by police officers against non-violent civil rights demonstrations.

Procedure

In the First Amendment to the U.S. Constitution, it states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

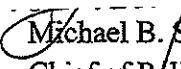
As sworn law enforcement officers, we take an oath to uphold the United States Constitution. As stated in the First Amendment, citizens have; the right to peacefully assemble and the right to petition the government for a redress of grievances. That being said, it is the duty of the officers of the Allenhurst Police Department to ensure those rights.

Therefore, it shall be the Policy of this agency that the police officers of the borough of Allenhurst will ensure the safety of those participating in public assemblies and demonstrations in the Borough of Allenhurst regardless of the nature of said demonstrations. It shall also be specifically noted that the use of excessive force by the officers of this agency against individuals is strictly prohibited, under any condition, as per existing New Jersey State law, Attorney General Policy and Monmouth County Prosecutor's Policy regarding the Use of Force. It is therefore the Policy of the Allenhurst Police Department that the officers of this agency shall not use excessive force against any individuals engaged in non-violent civil rights demonstrations.

Should a non-violent demonstration "change course" and become disorderly and/or violent in nature, it is the duty of the officers of the Allenhurst Police Department to insure the safety of peaceful participants, safeguard public and private property and restore the public peace within the confines of the law using only reasonable and appropriate force and means.

Should any officer have any questions in regards to this Policy, they are to bring their question or concern to the attention of a Supervisor.

By Order of


Michael B. Schneider
Chief of Police