

THE TOWNSHIP OF EWING

Municipal Complex
2 Jake Garzio Drive
Ewing, NJ 08628



Phone: (609) 883-2900
Admin. Fax: (609) 538-0729
Clerk Fax: (609) 771-0480
Web Address: www.ewingnj.org

July 8, 2024

Joey Grieves

Opra+request-63156-b4f1be6e@requests.opramachine.com

Re: OPRA

Dear Mr. Grieves:

The Ewing Township Clerk's Office received your OPRA Request on June 26, 2024. The official records Custodian, Kim Macellaro, received your request on June 26, 2024. As such, the seven (7) business day deadline to respond to your request is July 8, 2024. We are satisfying your request on the seventh (7th) business day which is today, Monday, July 8, 2024.

Your OPRA request sought access to the following:

This request is for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message. Records requested:

I would like to know how the officers assigned to the patrol division are assigned vehicles. Is there a policy in place that dictates this? Do officers choose their vehicles by seniority or alphabetical order by name, is there some sort of system the department uses to generate a list that chooses the order officers choose their vehicle in?

Please see the response from our Police Department. Thank you.

These records are being transmitted to you via email, as per your request. Pursuant to N.J.S.A. 47:1A-5.b, the cost associated with this request is zero cents (\$.00).

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 Ewing Township Clerk's Office 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 email at grc@dca.state.nj.us, or at their website 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.

If you should have any questions or need additional assistance, please do not hesitate to contact this office at (609)538-7609.

Respectfully,

Kim J. Macellaro, CMC
Ewing Municipal Clerk

For Internal Department Use Only

	Ewing Police Department General Order		Issued Date: 02/11/2002
			Order Number: E
	Title: Use of Department Vehicles		Section: 4
Issuing Authority:  John P. Stemler III, Chief of Police			Effective Date 02/11/2002
Accreditation Standard:			
References:			
Revision Date 04/24/2020	Number of Pages 5	Distribution 2	Supersedes

I. PURPOSE:

To establish procedures for the use, operation, and maintenance of department vehicles, as well as departmental guidelines for the assignment and inspection of marked and unmarked police vehicles.

II. POLICY:

It shall be the policy of the Ewing Police Department that vehicles will be used and assigned according to the needs of the agency and vehicle availability. The usage of department vehicles shall be in accordance with the terms of this written policy. The use of an assigned vehicle is a privilege, not a right and can be revoked at any time by the Chief of Police or his/her designee.

III. DEFINITIONS:

- A. Marked Police Vehicle:** Department owned vehicle which overtly displays police markings.
- B. Unmarked Police Vehicle:** Department owned vehicle which lacks any exterior or overt police markings.

For Internal Department Use Only

- C.** KEYper Systems Safe: Electronic system which holds and records department owned vehicle keys and their usage.
- D.** Take-home Vehicle: Department owned vehicle that is taken by a department employee to their place of residence between their normal shift hours.

IV. PROCEDURE:

- A.** The Chief of Police is primarily responsible for all department owned vehicles.
 - 1. The responsibility may be delegated to each Division Captain, who shall be accountable and exercise supervision over any vehicle which has been allocated to the department and their respective division.
- B.** Police department vehicles shall be in good working order, exhibit a professional appearance, and be equipped with the necessary equipment to respond to the needs of this community.
- C.** All operators of department vehicles are responsible for the proper care, maintenance, and storage of said vehicles. The security of vehicles and contents therein are paramount, and all vehicles must be legally parked and secured when left unattended. Any firearms left inside a department vehicle must be properly secured to restrict unauthorized access.
- D.** Department vehicles shall not be used for personal business or pleasure.
- E.** Vehicles assigned to specialized services (Traffic, C.S.I, etc.) are to be strictly used by those members assigned to that specialized service unless authorized by the shift supervisor.
- F.** No smoking or use of any tobacco product shall be used in any department vehicle.
- G.** Department vehicles shall not be operated by anyone under the influence of any alcoholic beverage or otherwise unfit condition unless, a department member is engaged in a covert assignment and their identity as a police officer is unknown and the consumption of alcoholic beverages is important to the officer's safety and/or assignment, though the vehicle may not be when it would create a hazard due to the amount of alcohol consumed.
- H.** Patrol vehicles shall not be used for schools, extra work, or other activities unless approved by a supervisor. If exigent circumstances arise in which vehicles must be reassigned, the supervisor authorizing such adjustment is to notify their respective division captain.

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I. Operational Assignment and Vehicle Usage - Marked Vehicles

1. The shift supervisor may assign any patrol vehicle at his/her discretion to meet objectives and comply with department policy.
2. Marked Ewing Police Department vehicles will be operated by uniformed personnel unless directed otherwise by a supervisor.
3. Vehicle Inspection
 - a) Appropriate examination of equipment and vehicles are to be completed by each officer assigned a vehicle prior to the start of their shift for damage, contraband, and cleanliness. The shift supervisor is to be advised of any equipment that is missing or inoperable. If the missing/inoperable equipment is critical equipment, the vehicle is to be placed out of service until the equipment is repaired, replaced, or replenished. If vehicle damage is observed officers should log same on their activity report and immediately notify their supervisor (this does not preclude the completion of motor vehicle accident and vehicle damage reports when necessary).
 - (1) Recommended equipment in a marked vehicle is to include, but not limited to:
 - (a) Police Radio
 - (b) Emergency Lights
 - (c) Siren
 - (d) MVR
 - (e) Flares
 - (f) First Aid Kit
 - (g) Blood Borne Pathogens Kit
 - (h) Oxygen Tank and related equipment
 - (i) Fire Extinguisher
 - b) Random vehicle inspections are to be completed by patrol supervisors to ensure compliance. Police Administration reserves the right to conduct random inspections to ensure all personnel are following proper procedures.
4. All marked vehicles shall be fueled to capacity at the conclusion of each shift.

For Internal Department Use Only

5. Marked vehicles should not be assigned to be used in a take-home capacity unless exigent circumstances arise.

J. Operational Assignment and Vehicle Usage - Unmarked Vehicles

1. The emergency nature of the Ewing Police Department requires certain personnel to be available to respond to calls at any time or in an on-call basis. Unmarked vehicles can be assigned in a take-home capacity to meet this requirement.
2. Certain members of this agency who are assigned a vehicle will be permitted to use the vehicle in a take-home capacity at the discretion of the chief, this includes: the Chief of Police, Deputy Chief of Police, Administrative Captain, Operations Captain, Professional Standard Bureau Lieutenant, Criminal Investigations Bureau Lieutenant, and Criminal Investigations Bureau Sergeant.
3. Officers assigned a vehicle will be permitted to use the vehicle in a take-home capacity when assigned "on-call" status. Officers not considered "on-call" will be required to request permission from their supervisor to utilize a vehicle in a take-home capacity.
4. The bureau supervisor, of which has been assigned department vehicles, shall forward a memorandum to the administrative division captain annually detailing vehicle assignments. The memo will include, at a minimum, the officer's name, current assignment, assigned vehicle number, and the vehicle's year/make/model/mileage.
5. K9 vehicle assignments shall be the responsibility of the operations division captain.
6. At all times while operating an unmarked vehicle, sworn employees should have in their possession police identification, police radio, issued firearm (or approved off-duty firearm), and handcuffs unless the officer is working in an undercover capacity and the discovery of such items would put the officer in danger.
7. Random vehicle inspections are to be completed semi-annually by the bureau supervisor to ensure compliance. Police Administration reserves the right to conduct random inspections to ensure all personnel are following proper procedures.

K. Other Department Vehicles

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1. Marked vehicles which are towards their end of service can be assigned to the extra work function. The operations captain will determine when and what department vehicles are transitioned to extra work vehicles.

L. Vehicle Service

1. Any mechanical issues require an immediate notification to the vehicle maintenance officer via the "EPDfleet@ewingnj.org" email notification. No officer should attempt to rectify the issue on their own.
2. Depending on the nature of the mechanical issue, a supervisor may place a vehicle out-of-service until the issue can be fixed.

M. Motor Vehicle Collisions

1. All motor vehicle accidents involving Ewing Police Department vehicles must be reported and investigated in accordance with general order R-2 (Crash Reporting Procedures).

N. Vehicle Key Security

1. All department vehicles shall have a key secured in the KEYper Systems Safe located in the lineup room.
2. Officers shall not have an unauthorized spare or personally owned key for any department owned vehicle.
3. Officers will sign out vehicle keys from the available units in the KEYper System.
4. Officers should not take keys for more than one vehicle at any one time without permission from a supervisor.
5. Upon completion of a shift, officers shall return their key to the KEYper Systems Safe.
6. Upon receiving notification that a key has not been returned by an officer, the supervisor will contact the officer and order the immediate return of the key. Compensation will not be awarded for officers who are required to return to the station for failing to return a key.
7. Spare keys to unmarked units will be kept in the KEYper Systems Safe. Available unmarked units may be taken by patrol officers after first obtaining permission from their supervisor. The patrol supervisor shall first obtain permission from a supervisor in the bureau where the vehicle is primarily assigned.



Ewing Township

OPEN PUBLIC RECORDS ACT REQUEST FORM

Ewing Township

Date Received: 6/26/2024

Tracking Number: OPRA-Req-24-0742

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information

Name: Joey Grieves

Address:

City: State: NJ Zip:

Telephone: Fax:

Email: opira+request-63156-b4f1be6e@requests.opramachine.com

Preferred Delivery: E-Mail

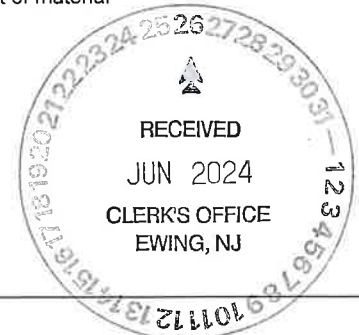
If you are requesting records containing personal information: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: Date:

Payment Information

Maximum Authorized Cost 0

Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material



Record Request Information:

Location:

☐ Includes Common Law Request

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AGENCY USE ONLY:

Est. Document Cost:

Est. Delivery Cost:

Est. Extras Cost:

Total Est. Cost:

Deposit Amount:

Estimated Balance:

Deposit Date:

AGENCY USE ONLY:

Disposition Notes:

Custodian: If any part of request cannot be delivered in seven business days, detail reason here.

In Progress - Open

Denied - Closed

Filled - Closed

Partial - Closed

AGENCY USE ONLY:

Tracking Information:

Tracking # Total

Rec'd Date Deposit

Ready Date Bal. Due

Total Pages Bal. Paid

Records Provided:

Custodian Signature: Date:

OPRA request - Patrol vehicle assignments

Joey Grieves <opra+request-63156-b4f1be6e@requests.opramachine.com>

Tue 6/25/2024 7:51 PM

To: Kim Macellaro <kmacellaro@ewingnj.org>

[You don't often get email from opra+request-63156-b4f1be6e@requests.opramachine.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Ewing Township,

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Yours faithfully,

Joey Grieves



Please deliver records electronically via email to the below UNIQUE address for all replies to this request: opra+request-63156-b4f1be6e@requests.opramachine.com

Is kmacellaro@ewingnj.org the wrong address for OPRA requests to Ewing Township? If so, please contact us using this form:

[https://gcc02.safelinks.protection.outlook.com/?](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopramachine.com%2Fchange_request%2Fnew%3Fbody%3Dewing_township&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789972880%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=VWh32QD%2Bz8sh7v4YLVHx7N2rlwDHdliSFUlgDBpzn%2Fc%3D&reserved=0)

[url=https%3A%2F%2Fopramachine.com%2Fchange_request%2Fnew%3Fbody%3Dewing_township&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789972880%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=VWh32QD%2Bz8sh7v4YLVHx7N2rlwDHdliSFUlgDBpzn%2Fc%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopramachine.com%2Fchange_request%2Fnew%3Fbody%3Dewing_township&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789972880%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=VWh32QD%2Bz8sh7v4YLVHx7N2rlwDHdliSFUlgDBpzn%2Fc%3D&reserved=0)

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

[https://gcc02.safelinks.protection.outlook.com/?](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopramachine.com%2Fhelp%2Fofficers&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789981743%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=ggtkaeiDH5BSLRLNdys7%2BSrXu934gRMIE%2BuwfLBD%2F0w%3D&reserved=0)

[url=https%3A%2F%2Fopramachine.com%2Fhelp%2Fofficers&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789981743%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=ggtkaeiDH5BSLRLNdys7%2BSrXu934gRMIE%2BuwfLBD%2F0w%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopramachine.com%2Fhelp%2Fofficers&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789981743%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C60000%7C%7C%7C&sdata=ggtkaeiDH5BSLRLNdys7%2BSrXu934gRMIE%2BuwfLBD%2F0w%3D&reserved=0)

View this OPRA request & responses online:

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fopramachine.com%2Frequest%2Fpatrol_vehicle_assignments&data=05%7C02%7Ckmacellaro%40ewingnj.org%7C0d2538717db241ab990808dc95719eee%7Cc04669056507453d92197b6952b5dd80%7C0%7C0%7C638549562789988268%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C60000%7C%7C%7C&sdata=k9vCLRLI49anpkLJQpfg%2BupoKPT5JHc5bRzwgpeQX3c%3D&reserved=0

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

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