



CRANFORD POLICE DEPARTMENT

UNIT/VEHICLE IDENTIFIERS

COMMAND STAFF

	<u>UNIT/VEH #</u>
Chief Matthew R. Nazzaro	30
Captain Christopher Polito	31
Captain Eugene Perrotta	32

TRAINING BUREAU

<u>Det/Sergeant John Rattigan</u>	38
Car #38: Unmarked Ford Explorer	

PATROL DIVISION

Lieutenant Stephen Wilde	33
Lieutenant Timothy O'Brien	34
Sergeant James Knight	36
Sergeant Robert Jordan	37
Watch Commander Car	39
Road Supervisor	40
Post #1	41
Post #2	42
Post #3	43
Post #4	44
Marked Patrol	45
Marked Patrol	46
Marked Patrol	47
Marked Patrol	48
Marked Patrol	49
Marked Patrol Charger (Extra Duty) XD1	
Marked Community Outreach	74

SPECIAL LAW ENFORCEMENT OFFICERS

SLEO II Walter Berg	85
SLEO II Derek Farbanec	86

SPECIALIZED UNITS:

Harley Davidson Motorcycle	58
Command Post	80
Humvee (Pick Up)	81
Humvee (Clam Shell)	82
Humvee (Troop Carrier)	83
Humvee (Utility Box)	84
Boat 1	R1
Boat 2	R2
DJI Mini 2	UAS-1
DJI Mavic 2 Enterprise Dual	UAS-2
DJI Mavic 2 Enterprise Advanced	UAS-3

INVESTIGATIVE DIVISION

	<u>UNIT/VEH #</u>
Det/Lieutenant Spencer Durkin	60

DETECTIVE BUREAU

<u>Det/Sergeant Ryan Gerrity</u>	61
Det. Michael Dubitsky	62
Detective Christopher Folinusz	63
Detective Ryan McSharry	64
<u>Detective Christopher Gross</u>	65
Car #60: Unmarked Ford Explorer	
Car #61: Unmarked Ford Explorer	
Car #62: Unmarked Ford Explorer	

JUVENILE BUREAU

Det/Sergeant Nadia Jones	70
Detective Brian Trotter	71
Detective Ali Muhammad	72
Car #71: Unmarked Ford Explorer	
Car #72: Marked Ford Explorer – SRO	
Car #73: Marked Ford Explorer – SRO	

TRAFFIC BUREAU

<u>Det/Lieutenant Russell Luedecker</u>	50
<u>Det/Sergeant Steven D'Ambola</u>	51
<u>Detective Corey LoForte</u>	52
<u>Detective Timothy Handy</u>	53
Parking Officer Arthur Kennedy	55
Joseph Corbisiero	Traffic 1
Adam Kipnis	Traffic 2
Car #50: Unmarked Explorer	
Car #51: Marked Ford Explorer	
Car #52: Marked Ford Explorer	
Car #54: Platform Truck	
Car #55: Parking Enf. Ford Escape	
Car #56: Pick-Up Truck	
Car #57: Bucket Truck	

RECORDS BUREAU

<u>Det/Lieutenant Thomas Stiansen</u>	35
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	CRANFORD POLICE DEPARTMENT	
	Issuing Authority: Chief Matthew Nazzaro	Effective Date: 12/23/2025
Distribution: All Personnel		Pages: 6
General Order:		Special Order:
Personnel Order:		Memorandum:
Standard Operating Procedure: 18-08 (Revised)		Supersedes:
Subject: EXTRA DUTY & OFF DUTY EMPLOYMENT REQUIREMENTS		

Changes in bold italics on pages 2

POLICY:

It will be the policy of the Cranford Police Department to provide services as requested, provided such request conditions, and terms of delivery which are in accordance with all the rules and regulations of the Cranford Police Department. The providing of any such service is with the understanding that the needs of the community and the department take precedence. Officers assigned to deliver such services may be reassigned to fulfill department manpower requirements in circumstances where such reassignment is necessary to accomplish the primary mission of the department. Unless otherwise notified by the Chief of Police, all sworn personnel are authorized to engage in extra duty employment once completing their Field Training Program.

This policy will establish guidelines governing the delivery of police service that the department is not obligated or expected to provide as part of its normal function. Such services will include, but may not be limited to the following:

- Directing of traffic at events, activities, road or other construction sites
- Providing crowd control at private functions or privately sponsored events
- Providing building, retail, or other security
- Providing security and crowd control for school events and activities

This policy will also establish guidelines to be followed when officers seek to obtain off-duty secondary employment where the employment capacity is not predicated upon the employees' authority as a police officer, and where the uniform of the Cranford Police Department is not worn (i.e., retail sales, real estate sales, family business, EMS, etc.).

As per General Order 16-06 in accordance with New Jersey Attorney General Directive 2016-7, when any organization hires a Cranford Police Officer for Extra Duty Security for an event, the Traffic Division shall be required to register the event with the New Jersey Office of Homeland Security at:

<https://www.surveymonkey.com/r/FF32889?sm=qd%2bt0xRZVGO2bwwxS8qvEq%3d%3d>

EXTRA-DUTY EMPLOYMENT PROCEDURES:

- A. Each officer of the department, including SLEO II officers, will be given an opportunity to work extra duty assignments. The department has contracted with Jobs4Blue to administer all extra duty assignments utilizing the POSS Scheduling System.
- B. The Traffic Division Commander or their designee will be our liaison responsible for working with Jobs4Blue. This includes review, approval, revocation and relocation of assignments as necessary. ***With the exception of bullet "S" in this policy, no officer other than those assigned to the Traffic Division or in their absence the on-duty Patrol Supervisor, shall contact Jobs4Blue or the job vendor directly.***
- C. Vendors will contact Jobs4Blue directly at 877-425-8330 to schedule extra duty jobs. Once the jobs are entered into POSS, officers will receive notification that a job has been entered and is published to the job board for sign up. This notification will be in the form of an email, text message, and/or Jobs4Blue phone app "push notification". Officers then have approximately 8-10 hours to sign up for any job that takes place more than twenty-four (24) hours from the time of notification. Any job that is received from Jobs4Blue after 1200 hours for a job that takes place the next day will be awarded after a minimum two-hour window from the notification time to the officers. In the event of an emergency job, officers will have 15 minutes to respond with their availability before the job is assigned. Any job requested after 1800 hours for a job that takes place the next day will be filled as an emergency job. Sign up can take place through the Jobs4Blue phone application under the "Available Jobs" tab. Officers will click on they are interested working and then click the "Signup for Job," followed by clicking the "Signup" button. Officers may remove themselves from the sign-up list up until the job is assigned. Any officer who is having difficulty using the Jobs4Blue application may contact a Traffic Detective for assistance.
- D. As extra duty assignments are set to be filled, Jobs4Blue will sort any responses and jobs will be filled using an earnings total generated by POSS. Once awarded, officers will receive a notification of award via email and Jobs4Blue app "Push Notification". Awarded jobs will show up on the mobile application under the "Awarded Jobs" tab. Fully sworn officers with the least amount of dollars earned will be offered a job first. In the circumstance of officers with equal dollars earned, seniority order will be used. If a refusal (R) or no answer (N/A), the officer with the next highest earnings will be offered. Officer earnings totals will revert to zero bi-annually, on January 1st and July 1st.
- E. It is the responsibility of all sworn officers and SLEO II officers to ensure their contact information is up to date in web POSS under the Employee tab "Settings".
- F. After all officers who are signed up in POSS have been afforded the opportunity to

accept a job, if there is still a manpower need, SLEO II officers will be contacted and utilized as per SOP 15-04.

- G. In the event that no Cranford Police Officers are available, officers from any other agency authorized by the Chief of Police may be contacted to fill the assignment.
- H. Sworn Cranford Police officers may be requested to assist other jurisdictions in the event that their officers are unavailable to fulfill their extra duty requests. Requests for Cranford Police coverage from outside agencies will be filled through Jobs4Blue using the criteria set forth in this policy.
 - a. All extra duty requests within the jurisdiction of the Cranford Police Department must be filled prior to Officer accepting work from an outside agency. It shall be the responsibility of the Officer requesting an assignment to ensure all Cranford requests for extra duty coverage are filled prior to accepting extra duty work in an outside jurisdiction.
- I. Officers who feel that they were not afforded an equal opportunity to work an assignment are to first resolve the matter with the Traffic Division Commander whenever applicable. If the officer is not satisfied with the response or outcome, the officer will address the issue with the Operations Captain. If the matter is not resolved at that level, the Operations Captain will address the issue in writing to the Chief of Police with a recommendation.
- J. Once an officer accepts an assignment, they become responsible for its completion. Failure to appear at the date, time and place specified, or to ensure coverage of an assignment after having accepted an assignment may result in departmental disciplinary action.
 - a. If an officer finds, after accepting a job, that they are unable to fulfill their commitment it will be their responsibility to contact the Traffic Division or, in their absence, the On-Duty Patrol Supervisor by telephone and departmental email. The officer must provide a justifiable reason for their inability to work the accepted job. If there is no justifiable reason for declining the job after the acceptance of the job then it is the responsibility of the officer to work the job. For the purpose of this procedure, the term officer(s) includes supervisors. (An officer or supervisor who is the subject of this scenario shall not call Jobs4Blue on behalf of themselves.)
 - b. Officers may split a job but the original officer taking the job must work a minimum of four (4) hours. The officer must notify the Traffic Division of his/her desire to work only part of the job. Jobs4Blue will then be contacted by the Traffic Division to award the remaining hours of the job to the next eligible officer. If no officer accepts the second part of a split job then the officer who

accepted the job will be contacted to work the job in its entirety. If the officer cannot work the entire job then the entire job will be awarded to the next eligible officer who will work the entire job.

- K. Once an officer arrives at an extra duty assignment they are responsible for checking in to the job via the mobile application.
- L. Officers working extra duty assignments may as a last resort, or in emergency circumstances, be reassigned by a supervisor to other police duties. If such reassignment is to fulfill basic manpower requirements the supervisor must first exhaust all other means available before reassigning the officer. The supervisor's efforts must be documented in accordance with department policy and procedure.
- M. If an officer is reassigned from an extra duty assignment in response to an emergency situation, the supervisor will be responsible for justifying the action. Officers reassigned from an extra duty assignment to other police duties will be compensated in accordance with current contractual agreements.
- N. Whenever an officer is reassigned from an extra duty assignment the supervisor must thoroughly assess the extra duty assignment to determine its status. If the reassignment of the officer will endanger lives or property, the supervisor shall cause and enforce the immediate suspension of work at the affected site. Anytime such work is suspended the supervisor taking such action will advise the Traffic Division Commander of the suspension at the earliest possible opportunity.
- O. In all instances where an officer on an extra duty assignment is to be reassigned, the supervisor will make every effort to provide the receiver of the police service with as much prior notice as possible. The receiver must be given an opportunity to make the site safe prior to the suspension of work or to make other arrangements to make the site safe for the continuation of work. If the site where the work is to be suspended cannot be made safe prior to reassignment of the officer, the supervisor shall be responsible for maintaining a police presence at the site until such time as it is made safe.
- P. Officers working extra duty assignments are considered on-duty and will utilize only the uniform and equipment approved. No other uniform, equipment, weapons, badges, or credentials may be utilized without the authorization of the Chief of Police.
- Q. In the event that an officer working an extra duty assignment sustains an injury, same is to be reported in accordance with department policy and procedure.
- R. Officers working extra duty assignments are not to work in excess of sixteen (16) hours in any one twenty-four-hour period. Hours worked shall include regularly scheduled duty hours and all overtime hours, as well as all extra duty assignment hours.

- S. If an officer arrives at the job site and the vendor is absent, the officer shall contact Jobs4Blue to inquire of their absence.
- T. In the event a vendor must cancel a job, they must contact Jobs4Blue at 877-425-8330 at least two (2) hours prior to the scheduled start time of the job. If cancellation notification is not made to Jobs4Blue within this time, the contractual 4-hour minimum payment per officer is in effect. Jobs4Blue will contact the officers via email and "push notification" to notify them of the cancellation.
- U. Once an officer completes an extra duty assignment they are responsible for closing out the job and indicating the total hours worked (including any changes to start and end times) and radio car used (if applicable) via mobile application. Vouchers from the contractor must also be uploaded via the mobile application (if applicable). Failure to close out a job on the day of the job will result in a delay of payment. Jobs4Blue will then invoice the vendors from within POSS.
- V. Officers working extra duty assignments are expected to carry out those assignments in a professional manner and adhere to agency rules and directives. Acts of misconduct or inappropriate action which reflects poorly on the department and/or any violation of agency policy may result in departmental disciplinary action, including suspension or revocation of extra-duty employment privileges.
- W. Officers are not eligible to work any extra duty assignments at any time after calling out sick from their normal duty hours until they have reported back to work and completed a full tour of duty. For example, an officer who is out sick from his/her second day of work cannot work an extra duty assignment until he/she works their next full tour of duty (Days 1-4).

Per SOP 25-02 Family Medical Leave, Officers on full time family leave are prohibited from working Extra Duty assignments during their leave period. Employees on intermittent or reduced schedule leave must work three (3) full days of their four (4) scheduled days to be eligible to work Extra Duty assignments. Employees scheduled for family leave on their last scheduled work day are ineligible for Extra Duty assignments until they have returned to work and completed at least one (1) full shift.

- X. Officers are not permitted to work extra duty assignments while serving a term of suspension from the Department.
- Y. In the event of a road closure or alternating traffic situation Monday - Friday 0700-1700 hours, the Traffic Division shall provide a timely notification to the motoring public through the Nixle notification system. In order to effectively provide these advisory notifications, all officers working extra-duty details shall immediately contact a member of the Traffic Division prior to closing a road during these times.

If a road closure or alternating traffic situation occurs outside of the Traffic Division hours, the officer working the extra-duty detail shall immediately notify the shift supervisor. The shift supervisor will decide if the incident requires a Nixle notification and notify the on-call Traffic detective.

- Z. The Road Supervisor and/or the Traffic Division are to check on each extra duty job during their shift to ensure compliance with this policy.

SECONDARY (OFF-DUTY) EMPLOYMENT PROCEDURES:

- A. Officers interested in pursuing off-duty secondary employment, where the employment capacity is not predicated upon the employees' authority as a police officer, and where the uniform of the Cranford Police Department is not worn (i.e., retail sales, real estate sales, family business, EMS, etc.), must submit an Officer's Report to the Chief of Police for his approval.
- B. Officers are not permitted to pursue or engage in off-duty secondary employment, where the employment is predicated upon the employee's authority as a police officer, where the potential or actual use of law enforcement powers is anticipated, and/or where the uniform of the Cranford Police Department is worn (i.e. bar security, bodyguard, etc.).
- C. Officers choosing to engage in outside employment must remain cognizant of their commitments to the Cranford Police Department. It is the responsibility of the individual officers to ensure that secondary employment does not conflict with their official duties and/or work hours.

Employee	Bank	Given	Used	Balance	Units
Almeida, Maria	Comp Time	109.00	24.00	85.00	Hours
Andrews, Philip	Comp Time	0.00	0.00	0.00	Hours
Berg, Walter	Comp Time	0.00	0.00	0.00	Hours
Bruns, Brian	Comp Time	0.00	0.00	0.00	Hours
Capasso, Christina	Comp Time	0.00	0.00	0.00	Hours
CES, -	Comp Time	0.00	0.00	0.00	Hours
Chamra, Robert	Comp Time	1.75	1.00	0.75	Hours
Cook, Nicholas	Comp Time	91.50	3.50	88.00	Hours
Curry, Taryn	Comp Time	0.00	0.00	0.00	Hours
D'Agostino, Jason	Comp Time	112.63	0.00	112.63	Hours
D'Ambola, Steven	Comp Time	97.76	21.00	76.76	Hours
Davis, Michael	Comp Time	269.00	10.00	259.00	Hours
DeMeo, Anthony	Comp Time	0.00	0.00	0.00	Hours
DiFabio, Christophe	Comp Time	40.52	4.00	36.52	Hours
Donnerstag, Daniel	Comp Time	230.51	72.00	158.51	Hours
Drew, Ryan	Comp Time	101.13	36.00	65.13	Hours
Dubitsky, Michael	Comp Time	110.51	0.00	110.51	Hours
Duffy, Liam	Comp Time	147.00	14.00	133.00	Hours
Durkin, Spencer	Comp Time	32.75	19.50	13.25	Hours
Evelina, James	Comp Time	0.00	0.00	0.00	Hours
Farbanec, Derek	Comp Time	0.00	0.00	0.00	Hours
Freeman, Travis	Comp Time	52.25	46.00	6.25	Hours
Galante, Phillip	Comp Time	0.00	0.00	0.00	Hours
Gamba, Michael	Comp Time	78.88	18.00	60.88	Hours
Gerrity, Ryan	Comp Time	35.75	1.50	34.25	Hours
Gross, Christophe	Comp Time	101.26	0.00	101.26	Hours
Guempel, John	Comp Time	0.00	0.00	0.00	Hours
Haddad, Quinn	Comp Time	118.50	12.00	106.50	Hours
Hamilton, Zion	Comp Time	38.25	2.00	36.25	Hours
Handy, Timothy	Comp Time	149.00	0.00	149.00	Hours
Hearns, Nelson	Comp Time	14.64	10.00	4.64	Hours
Heesters, Ryan	Comp Time	0.00	0.00	0.00	Hours
Holmes, Regan	Comp Time	64.50	55.00	9.50	Hours
Ingram, Jason	Comp Time	120.25	96.00	24.25	Hours
Jones, Nadia	Comp Time	99.63	0.00	99.63	Hours
Jones, Ryan	Comp Time	3.00	0.00	3.00	Hours
Jordan, Robert	Comp Time	164.00	27.00	137.00	Hours
Kennedy, Arthur	Comp Time	122.63	2.00	120.63	Hours
King, Rameil	Comp Time	57.00	34.00	23.00	Hours
Kipnis, Adam	Comp Time	59.50	11.00	48.50	Hours
Knight, James	Comp Time	50.88	0.00	50.88	Hours
Korzeneski, Jack	Comp Time	92.00	25.00	67.00	Hours
Kosty, Patricia	Comp Time	0.00	0.00	0.00	Hours
Librera, Christopher	Comp Time	0.00	0.00	0.00	Hours
LoForte, Corey	Comp Time	103.01	3.00	100.01	Hours
Luedecker, Russell	Comp Time	48.13	10.25	37.88	Hours
Maycott, Kimberly	Comp Time	0.00	0.00	0.00	Hours
McSharry, Ryan	Comp Time	26.25	10.00	16.25	Hours
Mendez, Samuel	Comp Time	103.00	14.00	89.00	Hours
Merrill, Robert	Comp Time	243.00	50.00	193.00	Hours
Meyer, Courtney	Comp Time	77.13	6.00	71.13	Hours
Montero, Jean Carlos	Comp Time	39.00	0.00	39.00	Hours
Moore Jr, Kevin	Comp Time	0.00	0.00	0.00	Hours
Muhammad, Ali	Comp Time	30.00	9.00	21.00	Hours
Murray, Kayla	Comp Time	0.00	0.00	0.00	Hours
Nalepa, James	Comp Time	0.00	0.00	0.00	Hours
Nazzaro, Matthew	Comp Time	0.00	0.00	0.00	Hours
Norton, Daniel	Comp Time	0.75	0.00	0.75	Hours
O'Brien, Timothy	Comp Time	24.51	11.00	13.51	Hours
O'Neil, Michael	Comp Time	28.01	0.00	28.01	Hours
Pasternak, Christian	Comp Time	132.38	20.00	112.38	Hours
Pellino, Kelly	Comp Time	75.63	4.00	71.63	Hours
Perrotta, Eugene	Comp Time	0.25	0.25	0.00	Hours
Polito, Christophe	Comp Time	100.00	0.00	100.00	Hours

Powell, Liam	Comp Time	29.75	14.00	15.75	Hours
Rattigan, John	Comp Time	105.95	2.00	103.95	Hours
Ricerca, Gianna	Comp Time	193.63	29.00	164.63	Hours
Richel, Matthew	Comp Time	110.63	0.00	110.63	Hours
Rodriguez, Arela	Comp Time	11.00	2.00	9.00	Hours
Rosario, Crystal	Comp Time	0.00	0.00	0.00	Hours
Siessel, Matthew	Comp Time	89.39	18.50	70.89	Hours
Sousa, Joshua	Comp Time	124.00	5.00	119.00	Hours
Spricigo, Janet	Comp Time	110.75	0.00	110.75	Hours
Stiansen, Thomas	Comp Time	38.13	6.50	31.63	Hours
Taggart, Chapin	Comp Time	0.00	0.00	0.00	Hours
Temple, Shayne	Comp Time	82.88	0.00	82.88	Hours
Towing, CM	Comp Time	0.00	0.00	0.00	Hours
Trotter, Brian	Comp Time	84.88	10.50	74.38	Hours
Tufano, Nicolette	Comp Time	101.50	73.00	28.50	Hours
VCS, Jobs4Blue	Comp Time	0.00	0.00	0.00	Hours
Velarde, Cesar.	Comp Time	0.00	0.00	0.00	Hours
Virata, Jedeon	Comp Time	0.00	0.00	0.00	Hours
Wilde, Christian	Comp Time	35.25	0.00	35.25	Hours
Wilson III, James	Comp Time	294.25	163.50	130.75	Hours