

OPRA Request: John Q. Public
Vaughn Index

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Mahwah Police Department – Policies and Procedures		Number 005:10:35
Subject Officer Discretion		
Issue Date 01312001	Effective Date 01312001	
Revisions: Reviewed 12/2011 Sgt. RC, Reviewed 06/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 1.2.7	

I. BACKGROUND

In an effort to define the limits of individual discretion and provide guidelines for exercising discretion within those limits, policy has been established.

II. POLICY

It is the policy of this Department that all members adhere to related policies and rules and regulations that strictly govern the use of discretion.

III. ACTION

A. Police Officers, by the nature of their job are constantly afforded opportunities, as well as required, to exercise discretion in the performance of their duties. The Township of Mahwah Police Department provides Officers with written policy and procedures, Departmental orders, directed patrol assignments, and training in order to aid them in making decisions which call for the use of discretion in performing their duties.

B. With the exception of Departmental rules and regulations, [REDACTED]

[REDACTED] However, it is incumbent upon the individual Officer to consider the relevant factors, the situation, and then, utilizing prior knowledge, training, and good judgment, make appropriate decisions. An Officer exercising such discretionary judgment will not normally be held to be totally wrong by a Supervisor, although the Supervisor may point out factual errors or other alternatives, which might have been more appropriate.

It is from this learning experience that an Officer's discretion improves and develops.

Mahwah Police Department – Policies and Procedures		Number 050:10:35
Subject Employee Identification		
Issue Date 10012007	Effective Date 10012007	
Revisions a. 11012008, b. Reviewed 12/2011 SgtRC, c. Reviewed 06/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 22.2.7	

I. BACKGROUND

The intent of this directive is to ensure that the public can identify law enforcement officers and be certain that the person they are dealing with is in fact an officer. This should enhance the officer's ability to perform their duties, promote confidence in the public and make officers more accountable for their actions.

II. POLICY

It is the policy of this department that all personnel should carry police department identification in the form of a department issued shield and/or department issued identification card.

III. ACTION



B. IDENTIFICATION CARDS

All personnel employed by the Mahwah Police Department are issued official identification cards that include the employee's name, photograph and title/position along with other descriptive data. Only the official identification card will be used when an employee of the agency is asked for identification in the course of his/her duties. It is recommended that all employees carry their identification as this may permit employees to travel or perform agency duties in times of emergencies.

Mahwah Police Department – Policies and Procedures		Number 020:30:05
Subject Planning and Research		
Issue Date 11082002		Effective Date 11082002
Revisions: a. 12202011 SgtRC b. 06/2018 Reviewed D.Lt.GB		
Page 1 of 3.	Accreditation Number 15.1.1-.3	

I. BACKGROUND

Planning and research are essential to the effectiveness of the agency and its management. Planning is the development of strategies for bringing about a desirable future condition. Planning for a law enforcement agency involves the development and utilization of limited personnel, equipment and resources in ways that will favorably affect future public welfare.

II. POLICY

It is the policy of this department that all members become familiar with the below listed guidelines regarding the planning and research function of the department.

III. ACTION

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A. PLANNING AND RESEARCH FUNCTION

Planning is essential to any organization, and while the resources available to the Mahwah Police Department may not include the benefits of a full-time employee for planning purposes, it is nonetheless a priority for the police administration. It is also essential that the Police Department gain the assistance of other Township Departments in the planning and research functions for those areas that require outside assistance or coordination. Every employee of the Mahwah Police Department engages in planning to some extent. All personnel are encouraged to assist in planning activities as needed and to make planning suggestions through the chain-of-command.

The departmental planning and research functions shall primarily be the responsibility of the Chief of Police with assistance from the Research and Development Officers. The functions and responsibilities for these functions are as follows:

1. **Budget Development** - A Department budget is prepared annually and is to be based, in part, on Department goals and objectives and input from any personnel offering suggestions (responsibility of the Chief of Police);
2. **Grant Coordination** - To seek out and apply for those monetary appropriations and other resources which will assist in achieving Department goals and objectives, and to coordinate and manage any such grants (responsibility of the Research and Development Officer);

Commanders, and to affected components and personnel to increase organizational effectiveness.

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 020:20:20
Subject Introduction of Software into Department Computers		
Issue Date 10012007	Effective Date 10012007	
Revisions: a. Reviewed 12/2011 RC		
Page 1 of 1.	Accreditation Number 11.4.4	

I. BACKGROUND

The introduction of data or software from non-secure sources could result in a corruption of the host system. A security protocol has been established for all data disks or software applications prior to introduction in to the agency computer system.

II. POLICY

It is the policy of this department that all personnel adhere to the below listed policy regarding the introduction of computer software onto the agency's systems.

[REDACTED]

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 020:20:05
Subject Administrative Reporting System		
Issue Date 02252002	Effective Date 02252002	
Revisions: a. 01112012 LtSB, b.06/2018 D.Lt.GB		
Page 1 of 3.	Accreditation Number 11.4.1, .3	

I. BACKGROUND

Administrative reports provide the agency with information on a day-to-day basis as well as provide a mechanism to report agency activities outside the immediate structure of the agency.

II. POLICY

It is the policy of this Department that all members become familiar with the administrative reporting system utilized by this agency.

III. ACTION

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F.	Accreditation Compliance Program and System	p. 3

A. ADMINSTRATIVE REPORTING SYSTEM

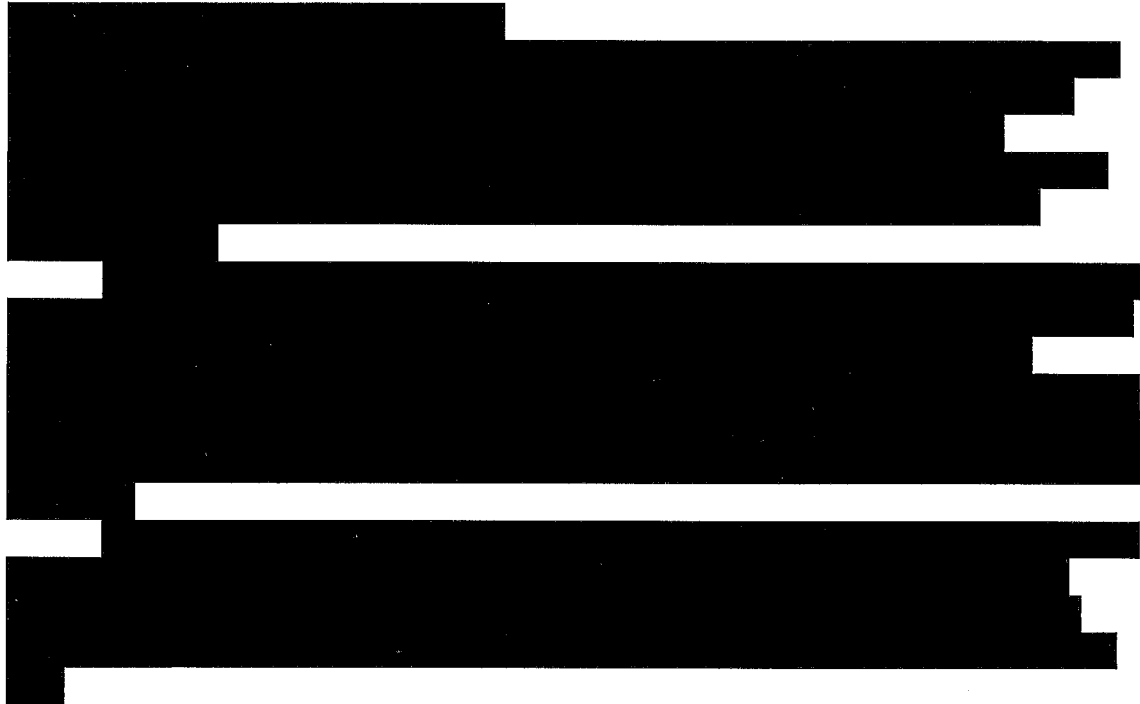
The Mahwah Police Department maintains an “Administrative Reporting System” which provides information on the activities of the department that will reflect comparative data on activities and trends. Such a system is effective in ensuring communications through the chain of command and includes at a minimum the following;

2. “Monthly Report”;
3. “Annual Report”;

The Mahwah Police Department uses a computerized records management system to compile statistical and data summaries of police activities. Included in this system are:

1. Computer aided dispatch (CAD) through the Communications Center Computer System to track call-for-service records;
2. Computerized police record files to track offense and incident reports, arrests, citations, traffic accidents and other information;
3. Data from these files are used to prepare the daily, monthly, and annual activity and management reports required by the Division, Section, and Unit Commanders for use in management decision making;

It is the responsibility of all officers and/or employees to ensure that those materials utilized for the compilation of such summaries are thorough and accurate. Additionally, it is the responsibility of each supervisor to review every report submitted to verify the integrity of the reported statistics. Such summaries shall be used for the purpose of predicting workloads, determining manpower and other resource needs, and the preparation of the annual budget.



C. Tour Commander REPORTS

The **Tour Commander LOG** is a **Daily summary that shows a snapshot of activities for the previous 12 hours**. This report is contained in the binder in the **Supervisors Office** and is available to all officers during their respective shifts. The **Tour Commander Log encompasses ALL pertinent information** from the previous 12-hour shift, including **Arrests, Assignments given out during the Tour and Areas of Concern for the oncoming Shift**.

Through out the Tour, the Supervisor will update the Tour Commander Log and post it in the binder. The reports are maintained for approximately 30 days allowing review **daily activities** for that period. Further information for a particular **incident** can be obtained **by obtaining the Event Number** and reading a copy of the investigation report maintained in the Record Bureau, also on an approximate 30-day basis.

C. MONTHLY REPORTS

The "Monthly Report" is an overall summary of the previous month's activity for the Police Department. Each month Department personnel will prepare a statistical summary and narrative report of selected Police Department activities within each Squad. This report will include data on activities and statistics for the previous month.

The individual monthly reports shall be prepared by the Squad supervisors and submitted to the Patrol Captain in accordance with the guidelines and instructions established by the Chief of Police.

A monthly report is also prepared by the Chief of Police for the Mayor and Council that is comprised of individual monthly reports from each Division, Bureau and Unit, including the Juvenile Bureau, Detective Bureau, Management Information Systems Office and the K-9 Officer along with other relevant statistics and information.

D. ANNUAL REPORT

The "Annual Report" is an overall summary of the Department's activities for the past year. The "Annual Report" shall be prepared under the direction of the Chief of Police or his designate in accordance with the guidelines and instructions established by the Chief of Police and NJSA Title 40. The "Annual Report" is specifically assigned as a responsibility of the MIS Officer. The "Annual Report" shall consist of a compilation/summary of the Department's activities for the previous year, may include manpower and personnel reports, and other information as directed by the Chief of Police. The report shall include those pictures, illustrations, graphs and tables that are necessary to clarify and better explain the statistical information. The report shall be submitted to the Chief of Police by March 1st of each year. After review and approval by the Chief of Police, the Secretary to the Chief shall distribute copies of the report as follows:

1. Division Commanders;
2. Posted for all officers and/or employees to review;
3. Mayor's office for inspection by Township Officials;
4. A copy of the report shall be made available to any news media making such a request with the approval of the Chief of Police;
5. Any person upon request; and
6. As directed by the Chief of Police;

E. ACCREDITATION COMPLIANCE PROGRAM AND SYSTEM

The Accreditation Manager for the Mahwah Police Department will be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished by the Department. An audit shall be conducted as needed to ensure compliance with accreditation standards, reporting, and record keeping. A written report of the results of this audit shall be furnished to the Chief of Police by the Accreditation Manager, including recommendations to rectify deficiencies.

A calendar of responsibilities will serve as a guide for the frequency of other reports necessitated by policy and is utilized as documentation of review of periodic reports, reviews, and other activities mandated by accreditation standards.

Mahwah Police Department – Policies and Procedures		Number 020:10:05
Subject Unity of Command		
Issue Date 03022001		Effective Date 02252002
Revisions a. 02252002, b. reviewed 12/2011 RC, c.Reviewed 06/2018		
Page 1 of 2.	Accreditation Number 11.2.1	

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Effective Date 02252002

Revisions: a. Reviewed 12/2011 RC, b. Reviewed 06/2018 D.Lt.GB

Accreditation Number 11.3.1, .2

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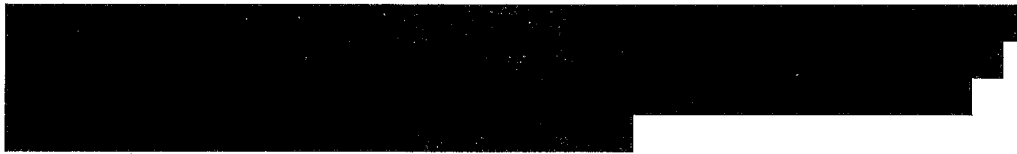
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Effective Date 02252002

Accreditation Number 11.1.1

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Mahwah Police Department— Policies and Procedures		Number 005:10:10
Subject Authority to Carry and Use Weapons		
Issue Date 11052001		Effective Date 11052001
Revisions: Reviewed 12/2011 Sgt.RC , Revised 2/2015 OFC. KS, Reviewed 06/2018 D.Lt.GB		
Page 1 of 2.	Accreditation Number 1.2.2	

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Mahwah Police Department – Policies and Procedures		Number 005:10:20
Subject Search and Seizure without a Warrant		
Issue Date 09272001		Effective Date 06202003
Revisions a. 06202003, b. 12302011 LtJD, b. Reviewed 2/2015 LtJD		
Page 1 of 9.	Accreditation Number 1.2.4a-g	

I. BACKGROUND

The 4th Amendment of the U.S. Constitution protects citizens against unreasonable searches and seizures. As a general rule, law enforcement officers are required to obtain a search warrant issued on probable cause before conducting a search. However, the courts have recognized limited exceptions to the 4th Amendment requirements regarding search warrants. Those exceptions include:

- Consent searches;
- Stop and frisk;
- The moveable vehicle exception for motor vehicles;
- The public safety exception in exigent circumstances;
- Inventory searches;
- Searches incident to arrest;
- Crime scene searches;
- Searches resulting from hot pursuits; and
- The plain view exception.

Whenever practical, officers will secure a search warrant rather than relying on judicially recognized exceptions.

II. POLICY

It is the policy of this Department that all members adhere to the below listed guidelines relating to search and seizure

III. ACTION

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Plain View Searches

If officers are in a place that they have a legal right to be and, through the use of any sense (smell, sight, touch, etc.), detect contraband, instruments, fruits or evidence of a crime, they may seize those items as evidence. The item seized must be immediately apparent as contraband or evidence of a crime. If the item must be moved or examined more closely, the plain view doctrine does not apply.

Except in cases involving exigent circumstances or motor vehicles, a plain view observation of contraband or evidence does NOT justify a warrantless entry into a

constitutionally protected area to seize the item. Such situations may establish probable cause and a search warrant could be utilized. For example, if an officer observes through a window marijuana plants growing in flowerpots, this would establish probable cause to obtain a search warrant. So long as an officer has a prior constitutional justification for an intrusion into an individual's realm of privacy and in the course thereof discovers a piece of incriminating evidence, a warrantless seizure of that evidence may be immediately affected. (*Collidge v. New Hampshire*)

In order to validly invoke the plain view doctrine, two requirements must be met:

- a. the officer must be lawfully in the viewing area; that is officers may not violate the Constitution in arriving at the place from which the evidence could be plainly viewed; and
- b. The officer must have probable cause to believe the evidence is somehow associated with criminal activity. (*Horton v. California*)

1. PLAIN TOUCH: Before the plain touch doctrine can be invoked, there are three requirements:

- a. The officer must be lawfully in the touching area,
- b. The officer must have some independent constitutional justification for placing his hands on the property or person in question,
- c. The officer must, through the process of tactile recognition, garner probable cause to believe the object that he is touching constitutes evidence of a crime, contraband or is otherwise subject to official seizure.

2. PLAIN SMELL/PLAIN HEARING: Plain view principles have also been extended to encompass these areas (*Johnson v. U.S.*, *U.S. v. Fisch*). In the case of motor vehicles officers should not enter a vehicle based upon plain smell (*State v. Pena-Flores and Fuller*).

3. USE OF FLASHLIGHT: No search takes place when police use artificial means, such as a flashlight, to illuminate darkened areas. (*U.S. v. Dunn*)

4. USE OF BINOCULARS TO ENHANCE PLAIN VIEW: The use of aids to the senses such as binoculars does not convert the unobjectionable surveillance into a prohibited search. (*State v. Fuhs*)

This doctrine authorizes officers to seize evidence of a crime, contraband, or other items subject to official seizure without first obtaining a search warrant.

J. N.J. COURTS DO NOT FOLLOW THE GOOD FAITH EXCEPTION TO THE EXCLUSIONARY RULE: On the federal level (*U.S. v. Leon*), the federal courts ruled that evidence seized as a result of a warrant issued by a neutral and detached magistrate would still be admissible even if the warrant was ultimately found to be deficient in the underlying probable cause. The N.J. Courts do not follow this rule. In *State v. Novembrino*, the N.J. Courts ruled that if the warrant lacks underlying probable cause, all evidence seized as a result of the warrant would be deemed inadmissible.

K. OBTAINING SEARCH WARRANTS

Officers wishing to obtain a search warrant must develop and be able to articulate probable cause under conditions that would lead a reasonable and prudent person to believe that a criminal offense has been or is being committed.

When an officer believes that he/she has developed sufficient probable cause and wishes to obtain a search warrant, the officer will first discuss the matter with the Tour Commander. If, in the opinion of the Tour Commander, there is probable cause and

sufficient evidence to obtain a search warrant, he/she will speak to or contact Detective Bureau personnel (or the stand-by detective) who will make a determination in applying for a search warrant and make appropriate contact with the Bergen County Prosecutor's Office.

In addition to probable cause, officers attempting to secure a search warrant must have specific, reliable information to:

- Describe the things for which the search is to be conducted. Only those things described in the warrant can be seized. If in the course of a warrant search, officers discover contraband or fruits of another crime not described in the warrant, a second search warrant need not be obtained. The contraband or fruits of another crime may be seized.
- Identify which law(s) are being violated, including any evidence that identifies the person or location to be searched.
- Describe the house or place to be searched, including address and physical description of exterior, and exact portion of house or other building to be searched (basement, Apartment 2, garage, etc.).
- In case of motor vehicle searches, furnish the name of the owner (if known) of the motor vehicle, make, license number, color and body style of the vehicle to be searched.
- Know the name of the person to be seized or searched. (A search warrant may be obtained to search a person for weapons, gambling evidence, etc.)
- Furnish reason for conducting the search at this time of day if the search is to be conducted during the night (2000 to 0700 hours).
- If the warrant is to be a no-knock (non-consensual entry), furnish good cause to believe that there is a risk of serious physical harm to the law enforcement officer who will execute the warrant if they are required to comply with the statutory precondition for non-consensual entry. A request for a waiver of the statutory precondition for non-consensual entry shall be made before a judge or magistrate.

L. SUPERVISORY REVIEW OF SEARCH WARRANTS

Supervisors are accountable for the actions of subordinate personnel. Supervisors are not relieved of liability simply because a search warrant has been reviewed by a magistrate or prosecutor. In fact, such people are immune from liability. Supervisors who exempt themselves from the review process are subject to claims of negligence and indifference. On the other hand, the supervisory review process may serve a dual purpose of protecting the supervisor and the subordinate from future litigation.

Prior to serving any search warrant, the warrant must be reviewed by a supervisory officer. Supervisory review of the warrant is a multi-step process that shall include, at a minimum, the following:

- A review of the initial investigation,
- Verification of probable cause,
- Review of the three key components involved in a search warrant (search warrant affidavit, search warrant and inventory return),
- Assurance that the person or place to be searched and the items seized are addressed with specificity and correlate with information developed in the investigation,
- The warrant is properly addressed to the officer who will be serving it,
- The warrant properly addresses issues regarding a night time and/or no-knock warrant, and
- Service of the warrant is conducted properly.

The lead investigator, or officer serving the search warrant, shall document in his/her report that supervisory review of the process was completed. The documentation shall include the identity of the supervisor conducting the review, the sequence that various steps were reviewed and any other appropriate information.

M. SUPERVISORY PRESENCE AT SEARCH WARRANT LOCATIONS

A supervisor must be present and on the scene of any location where a search warrant is served. The supervisor is responsible for coordinating the service of the warrant. The lead investigator or officer involved in obtaining or serving the warrant may coordinate the actual search and associated duties, subject to the supervisor's approval.

The supervisor will assure that the following paperwork is channeled properly and/or left with the appropriate authority/person:

- a. Copy of the warrant will be left with the defendant or at the scene of the search.
- b. Receipt for seized items will be left with the defendant or at the scene of the search.
- c. Return of Service will be completed and forwarded to the Judge issuing the warrant.

Mahwah Police Department – Policies and Procedures		Number 005:10:25
Subject Arrest		
Issue Date 02202001	Effective Date 02202001	
Revisions a. 12012009, b. Reviewed 12302011 LtJD, c. Reviewed 2/2015 LtJD		
Page 1 of 5.	Accreditation Number 1.2.5	

I. BACKGROUND

In order to protect the Constitutional Rights of arrested individuals and to ensure uniform handling of all arrests, it has been necessary to establish set procedures governing arrests.

II. POLICY

It is the policy of this Department to conduct all arrests in compliance with all local, state and federal statutes, case law and the Constitution of the State of New Jersey, and the United States of America. To that end, the following procedures have been established to give guidance to personnel.

III. ACTION

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A. DEFINITIONS

1. ARREST: An arrest is the exercise of control or custody over a person by restricting that person's liberty of movement for a significant period of time. An arrest may be effected "actually" or "constructively".

An actual arrest occurs when an officer intentionally employs physical force and delivers a formal communication of his intention (i.e., "You are under arrest!").

A constructive arrest occurs without an intentional use of force and without a formal statement indicating an intention to take the person into custody.

In order to determine if an arrest has occurred, the relative inquiry will be whether, in view of the totality of the circumstances surrounding the police-citizen encounter, "a reasonable person would have believed that he was not free to leave".

2. PROBABLE CAUSE: This term implies a level of proof greater than "reasonable suspicion" but less than actual proof. Probable Cause describes that amount of evidence that would be sufficient to lead an ordinary and prudent person to reasonably believe that a crime is occurring or has occurred and that the

person to be arrested committed that crime or is committing that crime. Probable Cause is determined by the totality of the circumstances.

3. **PRESENCE:** Any situation that the officer can determine is occurring by use of one of his senses.

B. PREREQUISITES TO ARRESTS: An officer may affect an arrest under the following circumstances:

1. The officer has a valid, judicially authorized warrant for the suspect's arrest.
 2. If the crime committed is an indictable offense (offense punishable by more than one year in state prison) and the officer has probable cause (information and belief) to believe the suspect is the one who committed the crime (State V. Doyle), or the crime/offense occurred in the officer's presence;
 3. Any of the following enumerated disorderly/petty disorderly/motor vehicle offenses occurred and the officer has probable cause to believe the suspect is the one who committed the offense:
 - a. Shoplifting (2C:20-11);
 - b. Theft of Library Materials (2C:20-14b);
 - c. Any of the enumerated offenses under Domestic Violence Act (2C:25-5);
 - d. DWI (39:4-50).
 4. Any other disorderly persons/petty disorderly persons offense or breach of the peace that occurred in the officer's presence.
- NOTE: A defendant's admission to an officer of the facts making up the offense alleged would satisfy the requirement that the disorderly person offense occurred in the officer's presence (Morse).

C. ARREST WITH A WARRANT: An arrest warrant has the purpose of interposing a probable cause determination by a neutral and detached magistrate/judge between the officer and the person to be arrested. When an arrest warrant is issued, it demonstrates that a detached and neutral magistrate/judge has determined that probable cause exists to believe that the subject of the warrant has committed an offense. As such, the warrant necessarily serves to protect individuals from unreasonable seizures (e.g., arrests). Warrants are always preferred when making an arrest. Arrests without a warrant are considered to be the exception to the rule. Once armed with an arrest warrant, the officer has the right to execute the warrant any place in the State {R. 3:3-3(b)} and by arresting a defendant at his/her home.

D. EXECUTION OF A WARRANT: The arrest of the person named in the warrant is termed the "execution" of the warrant. A person arrested under a warrant shall be taken without unnecessary delay before the court named in the warrant.

E. ARREST WITHOUT A WARRANT: As a general rule, the Constitution permits an officer to arrest a suspect in any public place without a warrant if there is probable cause to believe that the suspect has committed or is presently committing a criminal offense. The Fourth Amendment permits such warrantless criminal arrests even if the officer had sufficient time to obtain a warrant. This rule applies to all indictable offenses (punishable by more than one year in state prison), any of the disorderly persons/petty disorderly persons offenses identified as being exceptions, any crime/offense enumerated under the Domestic Violence Act (2C:25-5), or any crime/offense which occurs in the officer's presence.

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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H. AREAS TO BE SEARCHED WITH A SEARCH WARRANT:

An Officer who has a valid search warrant may search any place in which the object of the search (named in the warrant) may be secreted. NOTE: The description of items in the warrant must be sufficiently definite to prevent searches conducted at the whim of the Officer. Nonetheless, a warrant granting an Officer some discretion in searching for items that fall within the named category is not necessarily invalid.

I. CONSTITUTIONAL RIGHTS OF THE ACCUSED: Miranda deals with the admissibility of statements obtained from an individual who is subjected to custodial police interrogation and the necessity for procedures which assure that the individual is accorded his privilege under the Fifth Amendment to the Constitution not to be compelled to incriminate himself. Therefore, prior to ANY custodial police interrogation, the person MUST be advised of his rights.

WAIVING OF RIGHTS: The defendant may waive effectuation of these rights, provided the waiver is made voluntary, knowingly and intelligently. If the defendant indicates in any manner and at any stage of the process that he wishes to consult with an attorney before speaking there can be NO questioning. Likewise, if the individual is alone and indicates in any manner that he does not wish to be interrogated, the police may not question him. The mere fact that he might have answered some questions on his own does not deprive him of the right to refrain from answering any further inquiries until he has consulted with an attorney and thereafter consents to be questioned. Also, once a suspect indicates that he would desire a lawyer, the Officer may not ask him any further questions until the suspect is furnished a lawyer, unless the accused himself initiates further communication, exchanges or conversations with the police.

[REDACTED]



K. CITIZEN INITIATED COMPLAINTS: An officer may be called upon to assist a citizen in initiating a complaint against an individual and subsequently, executing/serving the complaint on the named defendant. The following are the procedures to follow should this occur:

1. If the offense alleged is an indictable offense or a violation of the enumerated crimes/offenses under Domestic Violence, and the officer has probable cause to believe that the incident did in fact occur, he shall affect the arrest. The probable cause may be established at the scene or through investigation. Under these circumstances, the officer should initiate the complaint-warrant.

2. If the offense alleged is an indictable offense or a violation of the enumerated crimes/offenses under Domestic Violence and there is insufficient probable cause for the officer to initiate a complaint-summons or warrant, the citizen may sign a complaint-summons or warrant at the office of the Court Administrator or Police Station. The complaint-summons or warrant will be presented to a judge/court administrator for a probable cause determination. If probable cause exists, the judge/court administrator will issue the complaint-summons or warrant. The execution of the complaint-summons or warrant will be in compliance with procedures as outlined above.

3. If the offense alleged is a disorderly persons/petty disorderly persons offense, the citizen may sign a complaint-summons at the Court Administrator's office after an initial police investigation report is taken. The summons will be served in compliance with procedures used by the Court Administrator or Police Station, which may be by mail or Departmental service. If it is determined that the criteria for the issuance of a complaint-warrant in lieu of a complaint-summons exists, a complaint-warrant will be signed by the citizen at the Court Administrator's office.

Mahwah Police Department – Policies and Procedures		Number 005:15:20
Subject Less-Than Lethal Weapons		
Issue Date 02252002		Effective Date 02252002
Revisions a. 10222008 b. Reviewed 12/2011Sgt.RC c. 2262015Ofc. KS, d.Reviewed 06/2018 D.Lt.GB, e. Revised 12/19/19 Capt. GB		
Page 1 of 7.	Accreditation Number 4.1.4	

I. BACKGROUND

Officers shall exercise due care if a decision is made to use a less-than-lethal weapon and/or control techniques. Less-than-lethal weapons and/or control techniques shall only be those issued and/or approved for use by the Department. Use of such weapons and/or control techniques shall conform to applicable departmental Rules and Regulations, policies, procedures, and training.

II. POLICY

It is the policy of this Department that all members adhere to the below listed guidelines regarding the use of less-than-lethal weapons.

III. ACTION

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B.	Approved Compliance and Control Techniques	pp. 4-5
C.	Procedures and Guidelines on the Use of LTL Weapons and CCT's	p. 5
D.	Authorized and Approved Miscellaneous Equipment	pp. 5-6
E.	Prohibited Weapons	p. 7

A. AUTHORIZED AND APPROVED LESS-THAN-LETHAL WEAPONS

Less-than-lethal weapons that are approved for carry and use by officers are generally those commonly accepted for use by law enforcement officers, and more specifically, those listed and approved for use by the Mahwah Police Department. In this section is a listing of less-than-lethal weapons, which are approved for use by officers of the Mahwah Police Department. The weapons are listed under descriptive type or classification heading. Any weapon fitting the type or classification and which is not included in the listing may not be used by officers.

The use of such less-than-lethal weapons shall be limited to defensive and control purposes and the officer will use only the reasonable amount of force necessary to overcome resistance or accomplish the police task. The use of such less-than-lethal weapons will be in accordance with established policy. Retraining and recertification will be conducted on a biennial (every two years) basis in departmental in-service training programs for all such weapons. Upon use of the less-than-lethal weapons, for other than training purposes, officers shall submit a "Use of Force" report in accordance with SOP 005:15:30.

Weapons not currently listed as approved may be added later as technology, need, or law changes and authorization is approved by the Chief of Police. This section of this SOP will be revised to reflect any approved changes when that specific need arises.

ASP Baton - All officers will be issued the 21" ASP Baton in black finish, constructed of high impact aluminum. All officers in uniform wearing the duty belt when assigned to patrol duties or appropriate special details must carry this defensive weapon. Officers may wish to have the ASP Baton with them when out of service or during self-initiated police activity.

PR-24 Baton - PR-24's may be high impact plastic and/or aluminum. The PR-24 may be the fixed 24" baton or the expandable baton. This weapon may be more appropriate for use in crowd and riot control situations.

Striking Implement Guidelines for ASP Baton and PR-24 Baton:

The use of these striking implements shall be restricted to quelling physical confrontations where higher levels of force are not necessary and lower levels of force would be inappropriate or have been ineffective. Baton Strike techniques may include restraint holds, defensive blocks, and strikes directed toward nerve motor points, major muscle mass, or center body mass to stop an aggressor's actions or to neutralize an attack. Striking structural areas refers to baton strikes intentionally directed to the subject's face, torso, or joint areas. Strikes intentionally directed to these areas present an increased risk of physical harm, including, but not limited to, fractures, joint separations, soft connective tissue injury and lacerations. Strikes intentionally directed to these areas are an escalation of force from strikes delivered to center mass, nerve motor points, and large muscle mass groups. Such strikes may be necessary for an officer to defend himself or herself from extreme aggression or when strikes delivered to less vulnerable areas are reasonably determined to be inadequate.

Oleoresin Capsicum (OC) Pepper - Aerosol Self-Defense Spray –

Officers will carry Oleoresin Capsicum (OC) Pepper (Aerosol Self-Defense Spray) in canisters of the type designed to be carried in a pouch on the duty belt as authorized and approved by the Chief of Police. All officers assigned to routine field uniform duties (Patrol Division) are required to carry the departmental issued aerosol spray in the manner as prescribed by the Chief of Police at all times when on duty. This applies to Administrative and Investigative Officers when they are assigned to perform routine, uniformed field duties.

OC Pepper Aerosol is authorized for use by all officers meeting department training proficiency, and certification requirements. All officers who carry or use OC Pepper-based aerosol products must first successfully complete an approved certification course as established by the Chief of Police or his designee. The Patrol Division Commander is responsible for administering this training, proficiency, and certification. The Mahwah Police Department will use only instructors that are certified and trained as instructors in the use of OC Pepper Spray.

OC Pepper Aerosol contains ingredients derived from red pepper plants. It is designed to be sprayed directly onto the face, covering the eyes, nose, mouth, forehead and brow in a sweeping ear to ear motion from an ideal distance of three (3) to six (6) feet, (maximum six (6) – eight (8) feet) using the non-shooting hand. As the product enters the eyes, nose, and mouth of the person, it incapacitates immediately by causing

coughing, closing of the eyes, and inflammation of the skin. The person may also experience a sense of panic.

While circumstances (i.e. fighting and/or wrestling with a resisting subject) may prevent an Officer from using OC at close range, extreme care is to be used when spraying OC at a distance of less than three (3) feet. Spraying OC at a distance of less than three (3) feet has the potential of a "Hydraulic Needle Effect", where the OC particulates may penetrate layers of soft tissue. Stream delivered OC has the greatest potential for this effect. If OC is used at a distance of less than three (3) feet, the target area should be adjusted (if feasible) as to not be sprayed into a subject's eye(s), the Officer shall document these circumstances in the incident report.

Use of OC Pepper:

OC Pepper Aerosol is intended for use in situations when force is necessary to control belligerent, uncooperative persons or when verbal controls are ineffective. The product is designed to be used as a viable alternative to physical contact between the officer and person(s) involved. Use of this product may greatly reduce the need for other types of physical force by the officer that could result in serious or potentially lethal injury to the officer, person(s) involved, or others present.

OC Pepper Aerosol is effective with most individuals, including persons under the influence of alcohol or drugs, or persons with mental health or emotional problems. The product is also effective against animals. OC Pepper causes no permanent physical harm and the symptoms mentioned previously begin to dissipate without treatment in forty-five (45) minutes.

The use of OC Pepper is intended to prevent injury to the person(s) involved, the officer, and other persons present. The governing factor in the use of the aerosol is whether its use is reasonable and necessary. The use of OC Pepper, as an intermediate weapon, may prevent the use of more severe physical force and may be used:

- To effect a lawful arrest, or when an officer is threatened with physical force and other means of controlling the offender, such as verbal commands and persuasion, have been ineffective in inducing cooperation;
- When an officer is threatened by a dangerous animal;
- In cases where the size or demeanor (combative, uncooperative) of the offender indicates that the officer or the offender would be endangered by the use of other physical forces.

Since OC Pepper can adversely affect individuals in the immediate area of the person against whom it is used, an officer should make every effort to avoid unnecessarily exposing bystanders. To achieve full effectiveness, two shots of OC Pepper should be sprayed directly at the eyes and face in one (1) to three (3) second bursts. Once the subject is disabled, discontinue use.

Since OC Pepper is a method of physical control, and may be used to overcome resistance to an officer's lawful authority, any arrest in which OC Pepper is used may be considered a "resisting arrest" incident. Any use of OC Pepper, contrary to the direction of this policy, can result in revocation of the officer's right to use such action and may subject the officer to disciplinary action. Authorization to use or carry OC Pepper may be revoked by the Chief of Police at any time.

Reporting the Use of OC Pepper:

Whenever an officer uses OC Spray against another person (other than in training exercises) a "Use of Force" report shall be submitted by the officer in accordance to

procedures outlined in SOP 005:15:05. Officers will also complete a department "Use of Oleoresin Capsicum Aerosol Form, which will be reviewed by the supervisor. The officer's Incident Report shall also include;

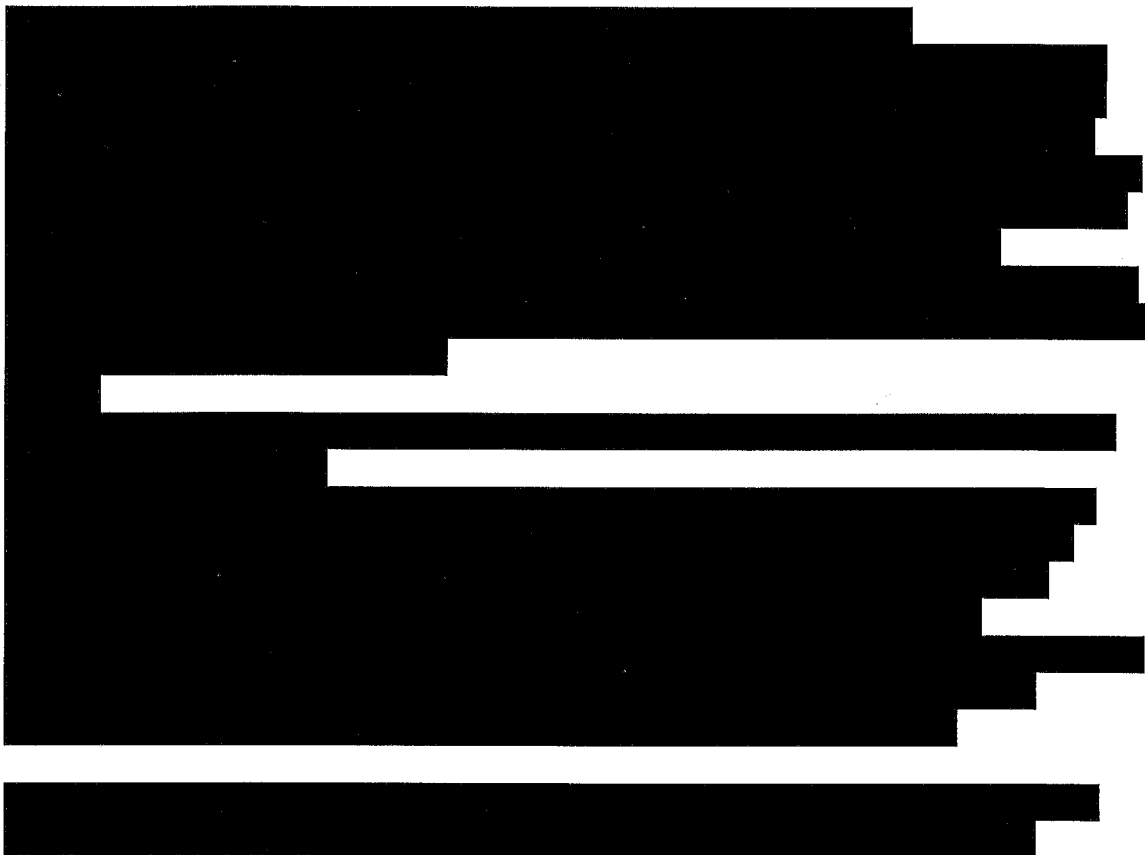
- All circumstances surrounding the use of OC Pepper;
- Effects on the offender that were caused by OC Pepper;
- First aid measures given, or offered to the offender to neutralize or alleviate the effects of the product;

Officers will only indicate injuries to persons exposed to OC Pepper in cases requiring medical treatment beyond "normal after care" from the proper application of the chemical agent. The injuries will be indicated in all applicable reports. All accidental use of OC Pepper is required to be documented, via Investigation Report to the employee's Tour Commander, Division Commander, and the Chief of Police.

Cautions:

Whenever any weapon is used as an impact weapon, except when lethal force is warranted, great care is to be taken to avoid striking a person in the head, neck, spine, tailbone, kidneys, sternum, solar plexus, or groin. Strikes to these areas present a high potential for inflicting death or serious physical harm

Officers must be aware that even weapons that are classed as less-than-lethal weapons may, under some circumstances, be used in such a manner so as to fall within the parameters of the "Deadly Force" policy. An officer must consider the potential consequences when any weapon is employed. A device, instrument, or process not normally classified as a weapon may, in an extraordinary circumstance of necessity, be employed by an officer as a weapon. All policies, procedures, and rules and regulations governing weapons and the use of force are applicable if this occurs.



[REDACTED]

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Sudden In-Custody Death Syndrome

Certain "predisposing factors" have been identified in cases involving SICDS. Officers should be aware of these factors and take them into consideration prior to utilizing a restraining device. These factors are as follows:

- Prior to officer involvement, the subject has engaged in violent, irrational, or bizarre behavior, which may be indicative of mental instability and/or drug use (particularly cocaine or PCP, or a combination of these and other drugs and alcohol);The subject has engaged in a violent struggle with officer(s), during which the subject may have been pinned to the ground by more than one officer;
- The subject is obese, and has a comparatively large abdomen;
- The subject is apparently not effected by use of OC spray or other pain compliance techniques, and demonstrates a reduced response to pain;
- Once restrained, the subject is left lying face down on the stomach, or is placed in the transport vehicle in a face down position or with the face toward the seat back or side door of the vehicle, where air access is reduced or restricted;

Officers are to be aware that in some SICDS cases, emergency medical assistance was immediately available when the subject went into either cardiac or respiratory arrest, and such assistance was not able to revive the subject. In order to minimize the risks associated with SICDS, officers shall do the following if it becomes necessary to utilize a restraint to control a violently resisting subject.

- As soon as possible, place the subject onto his side rather than leaving him face down;
- Request emergency medical assistance to transport the subject to a treatment facility.
- Monitor the subject's physical condition being especially alert for signs of respiratory or cardiac distress;
- As soon as possible, remove the restraining device and secure the subject with restraint attached to the ambulance cot;
- At least one officer shall accompany the subject during transport to a medical treatment facility;

Should it be necessary for the subject to be transported to a medical treatment facility without assistance from emergency medical personnel, officers shall do the following: If it is not possible to sit the subject upright, with the seat belt in the car, the subject will be placed in the patrol car lying on one side with his face toward the front of the car;

- At least one officer shall be assigned to ride with the subject in the patrol car in order to monitor his physical condition;
- Avoid placing the subject in such a position where his breathing will be restricted by the car interior;
- The subject is to be immediately transported to an emergency medical facility for examination or treatment;
- The officer in the back seat shall immediately notify the driver of the vehicle should any medical emergency occur.

For Police Use of Force Investigations – See Attorney General Directive 2019-4 Directive Ensuring the Independent Investigation of Criminal Cases Involving Police Use-of-Force or In-Custody Deaths.

[REDACTED]

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F. TRAINING

Training for less-than-lethal weapons will be conducted on a biennial (every two years) basis by trained and qualified officers. Training may include practical and/or hands-on exercises related to the use of both collapsible batons and OC aerosol spray and weaponless control techniques.

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Mahwah Police Department – Policies and Procedures		Number 010:05:05
Subject Jurisdictional Boundaries		
Issue Date 11052001		Effective Date 11052001
Revisions: Reviewed 12/2011 Sgt.RC, b.Reviewed 06/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 2.1.1	

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Issue Date 02252002

Effective Date 10012007

Revisions a. 12242005 b. 10012007 c. 12202011 SgtWM d. 022615 Ofc. KS e. 122815 Ofc. KS –f. 052418 JNB g. 072018 JNB h. 05142019 SJ

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Effective Date 02252002

Revisions: 01162012 ChiefJB, Revised Capt. S.Blank 3/2015, Revised 9/2016 Ofc. K. Stewen, Revised 06/2018 D.Lt.GB

Accreditation Number 11.1.1

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Mahwah Police Department – Policies and Procedures		Number 020:10:05
Subject Unity of Command		
Issue Date 03022001		Effective Date 02252002
Revisions a. 02252002, b. reviewed 12/2011 RC, c.Reviewed 06/2018		
Page 1 of 2.	Accreditation Number 11.2.1	

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Mahwah Police Department – Policies and Procedures		Number 020:20:05
Subject Administrative Reporting System		
Issue Date 02252002		Effective Date 02252002
Revisions: a. 01112012 LtSB, b.06/2018 D.Lt.GB		
Page 1 of 3.	Accreditation Number 11.4.1, .3	

I. BACKGROUND

Administrative reports provide the agency with information on a day-to-day basis as well as provide a mechanism to report agency activities outside the immediate structure of the agency.

II. POLICY

It is the policy of this Department that all members become familiar with the administrative reporting system utilized by this agency.

III. ACTION

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F.	Accreditation Compliance Program and System	p. 3

A. ADMINSTRATIVE REPORTING SYSTEM

The Mahwah Police Department maintains an “Administrative Reporting System” which provides information on the activities of the department that will reflect comparative data on activities and trends. Such a system is effective in ensuring communications through the chain of command and includes at a minimum the following;

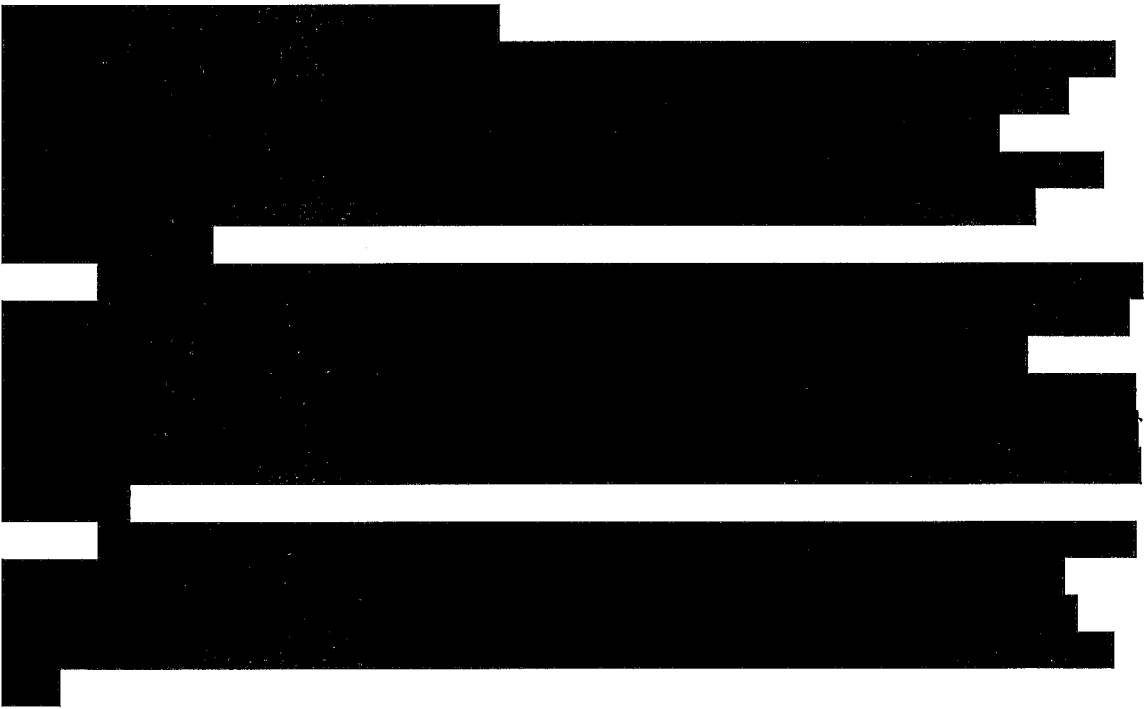
[REDACTED]

2. “Monthly Report”;
3. “Annual Report”;

The Mahwah Police Department uses a computerized records management system to compile statistical and data summaries of police activities. Included in this system are:

1. Computer aided dispatch (CAD) through the Communications Center Computer System to track call-for-service records;
2. Computerized police record files to track offense and incident reports, arrests, citations, traffic accidents and other information;
3. Data from these files are used to prepare the daily, monthly, and annual activity and management reports required by the Division, Section, and Unit Commanders for use in management decision making;

It is the responsibility of all officers and/or employees to ensure that those materials utilized for the compilation of such summaries are thorough and accurate. Additionally, it is the responsibility of each supervisor to review every report submitted to verify the integrity of the reported statistics. Such summaries shall be used for the purpose of predicting workloads, determining manpower and other resource needs, and the preparation of the annual budget.



C. Tour Commander REPORTS

The **Tour Commander LOG** is a **Daily summary that shows a snapshot of activities for the previous 12 hours**. This report is contained in the binder in the **Supervisors Office** and is available to all officers during their respective shifts. The **Tour Commander Log encompasses ALL pertinent information** from the previous 12-hour shift, including **Arrests, Assignments given out during the Tour and Areas of Concern for the oncoming Shift**.

Through out the Tour, the Supervisor will update the Tour Commander Log and post it in the binder. The reports are maintained for approximately 30 days allowing review **daily activities** for that period. Further information for a particular **incident** can be obtained **by obtaining the Event Number** and reading a copy of the investigation report maintained in the Record Bureau, also on an approximate 30-day basis.

C. MONTHLY REPORTS

The "Monthly Report" is an overall summary of the previous month's activity for the Police Department. Each month Department personnel will prepare a statistical summary and narrative report of selected Police Department activities within each Squad. This report will include data on activities and statistics for the previous month.

The individual monthly reports shall be prepared by the Squad supervisors and submitted to the Patrol Captain in accordance with the guidelines and instructions established by the Chief of Police.

A monthly report is also prepared by the Chief of Police for the Mayor and Council that is comprised of individual monthly reports from each Division, Bureau and Unit, including the Juvenile Bureau, Detective Bureau, Management Information Systems Office and the K-9 Officer along with other relevant statistics and information.

D. ANNUAL REPORT

The "Annual Report" is an overall summary of the Department's activities for the past year. The "Annual Report" shall be prepared under the direction of the Chief of Police or his designate in accordance with the guidelines and instructions established by the Chief of Police and NJSA Title 40. The "Annual Report" is specifically assigned as a responsibility of the MIS Officer. The "Annual Report" shall consist of a compilation/summary of the Department's activities for the previous year, may include manpower and personnel reports, and other information as directed by the Chief of Police. The report shall include those pictures, illustrations, graphs and tables that are necessary to clarify and better explain the statistical information. The report shall be submitted to the Chief of Police by March 1st of each year. After review and approval by the Chief of Police, the Secretary to the Chief shall distribute copies of the report as follows:

1. Division Commanders;
2. Posted for all officers and/or employees to review;
3. Mayor's office for inspection by Township Officials;
4. A copy of the report shall be made available to any news media making such a request with the approval of the Chief of Police;
5. Any person upon request; and
6. As directed by the Chief of Police;

E. ACCREDITATION COMPLIANCE PROGRAM AND SYSTEM

The Accreditation Manager for the Mahwah Police Department will be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished by the Department. An audit shall be conducted as needed to ensure compliance with accreditation standards, reporting, and record keeping. A written report of the results of this audit shall be furnished to the Chief of Police by the Accreditation Manager, including recommendations to rectify deficiencies.

A calendar of responsibilities will serve as a guide for the frequency of other reports necessitated by policy and is utilized as documentation of review of periodic reports, reviews, and other activities mandated by accreditation standards.

Mahwah Police Department – Policies and Procedures		Number 020:20:20
Subject Introduction of Software into Department Computers		
Issue Date 10012007	Effective Date 10012007	
Revisions: a. Reviewed 12/2011 RC		
Page 1 of 1.	Accreditation Number 11.4.4	

I. BACKGROUND

The introduction of data or software from non-secure sources could result in a corruption of the host system. A security protocol has been established for all data disks or software applications prior to introduction in to the agency computer system.

II. POLICY

It is the policy of this department that all personnel adhere to the below listed policy regarding the introduction of computer software onto the agency's systems.

[REDACTED]

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 020:30:05
Subject Planning and Research		
Issue Date 11082002		Effective Date 11082002
Revisions: a. 12202011 SgtRC b. 06/2018 Reviewed D.Lt.GB		
Page 1 of 3.	Accreditation Number 15.1.1-.3	

I. BACKGROUND

Planning and research are essential to the effectiveness of the agency and its management. Planning is the development of strategies for bringing about a desirable future condition. Planning for a law enforcement agency involves the development and utilization of limited personnel, equipment and resources in ways that will favorably affect future public welfare.

II. POLICY

It is the policy of this department that all members become familiar with the below listed guidelines regarding the planning and research function of the department.

III. ACTION

Table of Contents		
A.	Planning and Research Function	pp. 1-2
B.	Access to Chief of Police/Information Resources	p. 2
C.	Dissemination of Analytical Reports	pp. 2-3
D.	Agency Multi-Year Plan	p. 3

A. PLANNING AND RESEARCH FUNCTION

Planning is essential to any organization, and while the resources available to the Mahwah Police Department may not include the benefits of a full-time employee for planning purposes, it is nonetheless a priority for the police administration. It is also essential that the Police Department gain the assistance of other Township Departments in the planning and research functions for those areas that require outside assistance or coordination. Every employee of the Mahwah Police Department engages in planning to some extent. All personnel are encouraged to assist in planning activities as needed and to make planning suggestions through the chain-of-command.

The departmental planning and research functions shall primarily be the responsibility of the Chief of Police with assistance from the Research and Development Officers. The functions and responsibilities for these functions are as follows:

1. **Budget Development** - A Department budget is prepared annually and is to be based, in part, on Department goals and objectives and input from any personnel offering suggestions (responsibility of the Chief of Police);
2. **Grant Coordination** - To seek out and apply for those monetary appropriations and other resources which will assist in achieving Department goals and objectives, and to coordinate and manage any such grants (responsibility of the Research and Development Officer);

3. **Forms Control and Development** - To coordinate form development and accountability and control (responsibility of the MIS Officer);
4. **Information Management** - To manage and coordinate the information management system as it regards gathering, analysis, and dissemination (responsibility of the MIS Officer);
5. **Multi-year Planning** - To establish a multi-year plan clearly stating long term goals and objectives and a plan for achieving and updating them (responsibility of the Chief of Police);
6. **Traffic Analysis** - The ongoing analysis of traffic accident and enforcement activities (responsibility of Traffic Officer);
7. **Crime Analysis** - The ongoing analysis of crime incidents and criminal enforcement activities (responsibility of Investigative Division Commander);
8. **Crime Prevention Analysis** - The ongoing analysis of crime prevention programs and activities of the Department (responsibility of Community Policing Officer);
9. **Accreditation Compliance Analysis** - The ongoing analysis of department's status in maintaining compliance with the standards required by the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA) (responsibility of Accreditation Managers);

- [REDACTED]
11. **Strategic Planning**- planning that takes a broad and usually long-range focus is the responsibility of the Chief of Police.

Some areas of planning require specialized assistance and the police department may have limited access to these resources. As such the Police Department may require the assistance of other township departments to assist in some planning and research needs. These other Township Departments may include the Township Administrator, Public Works Department, Finance Department, Fire Department, etc.

B. ACCESS TO CHIEF OF POLICE/INFORMATION RESOURCES

While the resources available to the Mahwah Police Department do not allow for an agency planner, planning and research is still a priority for this agency. The Chief of Police shall be primarily responsible for the planning and research function and shall coordinate the planning and research activities. As a result the Research and Development Officers and any other member of the Department assigned planning and research functions will report directly to and have direct access to the Chief of Police. By reporting directly to the Chief of Police, the agency is ensuring the planning and research function of access to necessary information and resources. Anytime the Research and Development Officers and/or any other member assigned to planning and research functions requires access to information necessary to undertake planning and research activities, such access shall not be denied unless the information requested would harm an ongoing investigation or otherwise be deemed unnecessary by the Chief of Police.

C. DISSEMINATION OF ANALYTICAL REPORTS

It is the policy of the Mahwah Police Department that in order to facilitate the opportunity for beneficial changes to occur in the use of agency resources that the dissemination of studies and information resulting from planning and research activities to affected organizational personnel must take place on a timely basis. When deemed necessary, analytical reports will be distributed to the Chief of Police, Division

Commanders, and to affected components and personnel to increase organizational effectiveness.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 030:05:05
Subject Crime Analysis		
Issue Date 09272001	Effective Date 09272001	
Revisions: a. Reviewed 12/2011RC, Revised 3/2015 Capt. SJ, c.Revised 07/2018 D.Lt.GB		
Page 1 of 1	Accreditation Number 40.1.1	

I. BACKGROUND

The purpose of this policy is to establish the authority for information requirements and reporting responsibilities of this agency's crime analysis function.

II. POLICY

Crime analysis is indispensable to this agency's efficiency, productivity and effectiveness. The crime analysis function shall provide operational units data and information sufficient for planning and problem solving.

III. ACTION

A. **ORGANIZATION:** The crime analysis process shall be organized on three (3) primary levels: data collection, analysis and dissemination.

1. **Data Collection:** Crime information sources can include, but are not limited to Internal sources: i.e. Dispatch, patrol incidents, arrest reports or External Sources: i.e. APB Net, Info Share reports, Rockland Intel and other information resources.

Crime data requirements may include, but are not necessarily limited to:

- a. Classification of crime
- b. Date and time of occurrence
- c. Location of occurrence and demographics
- d. Victim and target characteristics
- e. Criminal suspect name/alias
- f. Criminal suspect characteristics
- g. Suspect vehicle
- h. Modus Operandi



Mahwah Police Department – Policies and Procedures		Number 035:10:05
Subject Specialized Assignments		
Issue Date 09062002		Effective Date 09062002
Revisions: a. Reviewed 12/2011RC b. Revised 8/2016 Ofc. K . Stewen c. Revised 06/2018 D.Lt.GB		
Page 1 of 3.	Accreditation Number : 11.5.1	

I. BACKGROUND

Establishing a means for governing specialized assignments as well as procedures related to announcement of openings and the specification of selection criteria related to specialized assignments is important for the efficient operation of any agency.

II. POLICY

It is the policy of this department that all members be familiar with the below listed guidelines regarding specialized assignments.

III. ACTION

Table of Contents		
A.	Annual Review of Specialized Assignments	p. 1
B.	Agencywide Announcement and Selection Process for Anticipated Openings in Specialized Positions	p. 2
C.	Temporary or Rotating Assignment of Sworn Officers	pp. 2-3

A. ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

Annually, the Division Commanders are to review and evaluate any specialized assignments existing within the Department in their respective Divisions. Specialized positions are those full-time positions within the department characterized by increased levels of responsibility and specialized training, but within a given position classification. The intent of such review and evaluation is to discontinue any position for which specialization is no longer needed and to avoid overspecialization. The following full-time specialized position assignments are subject to annual review and include but are not limited to, the following:

1. L.E.A.D Officer;
2. Canine (K-9) Officer;
3. Arson Officer/Investigator
4. Accident Reconstruction Officer

The annual review will contain, but is not limited to the following considerations;

- a. listing of the Department's specialized assignments;
- b. a statement of purpose for each listed assignment; and
- c. the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

The Division Commanders are to submit documentation of such review to the Chief of Police as a part of the annual Budget Proposal Document for the Division.

B. AGENCYWIDE ANNOUNCEMENT AND SELECTION PROCESS FOR ANTICIPATED OPENINGS IN SPECIALIZED POSITIONS

Any opening in a position listed in this SOP, or any other specialized assignment, is to be advertised in the form of a Personnel Order posted within the agency. Such advertisement need not occur for undercover positions or similar positions, which require covert operations.

The advertisement will be accompanied by a description of the skills, knowledge and abilities required for the position, to include minimal educational or experience requirements. A description of these skills, knowledge and abilities are to be drafted by the Division Commander supervising such assignment and submitted to the Chief of Police for approval.

The respective Division Commander selects the assessment technique(s) they feel most appropriate to judge the candidate. These may include interviews, selection board, practical exercises, written tests, etc. In addition, the following criteria will be considered:

1. Length of service with the Department;
2. When two or more officers possess equal qualifications, seniority will be considered as an advantage;
3. Special skills, general knowledge, and experience in the area of the assignment;
4. Interest and attitude toward the current assignment;
5. Level of performance as determined by the review of performance evaluations, discipline records, employee's daily activity records, and other material deemed appropriate;
6. A review of comments from the employee's former supervisor; and
7. Generally, an officer must possess a minimum of three- (3) years experience with the Mahwah Police Department before qualifying for a specialized assignment.

Selection to the specialized assignment is to be based, in part, on these published skills, knowledge and abilities. The Chief of Police will make the selection and his decision is final. Generally such assignments are made for a three-year period of time, but all specialized assignments are subject to immediate review by the Chief of Police. The job performance of an officer or employee, budgetary constraints, policies of the Township of Mahwah, and other factors may be cause for the Chief of Police to evaluate such assignments and use his discretion at anytime to make necessary changes.

C. TEMPORARY OR ROTATING ASSIGNMENTS OF SWORN OFFICERS

The Mahwah Police Department has several "specialized assignments" which are not maintained as full-time assignments, but are referred to as "collateral assignments." These assignments are made on the basis that the officer/employee will be responsible for and complete such assignments along with their current full-time position assignment. For instance a police officer assigned to the Patrol Division may be assigned the duties and responsibilities of the "Firearms Instructor" on a part-time and collateral basis. The following "collateral assignments" are not considered "specialized assignment positions", but are considered "Temporary Assignments and/or Job Rotation Assignments." These positions include, but are not limited to, the following;

1. Field Training Officers;
2. Evidence Technicians;
3. Firearms Instructor;
4. L.E.A.D Officer, part-time.

As vacancies occur in various positions, due to vacations, sick leave, training, etc., the vacancy may be filled as necessary to meet Department goals and objectives. Generally, these vacancies will be filled by those members of the Department who have expressed an interest in the position and/or received training in the area. Such temporary assignments may occur as part of special operations or workload demands. Job rotation is not normally used within the Department as part of the Career Development Program.



These "Temporary Assignments" are subject to the same annual review requirements as specified in this SOP for "Specialized Assignments" and the same "Agencywide Announcement and Selection Procedure" requirements as specified in this SOP for "Specialized Assignments."

Mahwah Police Department – Policies and Procedures		Number 050:10:35
Subject Employee Identification		
Issue Date 10012007	Effective Date 10012007	
Revisions a. 11012008, b. Reviewed 12/2011 SgtRC, c. Reviewed 06/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 22.2.7	

I. BACKGROUND

The intent of this directive is to ensure that the public can identify law enforcement officers and be certain that the person they are dealing with is in fact an officer. This should enhance the officer's ability to perform their duties, promote confidence in the public and make officers more accountable for their actions.

II. POLICY

It is the policy of this department that all personnel should carry police department identification in the form of a department issued shield and/or department issued identification card.

III. ACTION

[REDACTED]

[REDACTED]

B. IDENTIFICATION CARDS

All personnel employed by the Mahwah Police Department are issued official identification cards that include the employee's name, photograph and title/position along with other descriptive data. Only the official identification card will be used when an employee of the agency is asked for identification in the course of his/her duties. It is recommended that all employees carry their identification as this may permit employees to travel or perform agency duties in times of emergencies.

Mahwah Police Department – Policies and Procedures		Number 080:20:15
Subject Field Training Program		
Issue Date 09062002	Effective Date 09062002	
Revisions: a. Reviewed 12/2011 Lt.Sc b. 022615 Lt.JD c. revised 8/2016 Ofc. K. Stewen, d. Revised 06/2018 D.Lt.GB		
Page 1 of 7.	Accreditation Number 33.4.3	

I. BACKGROUND

The goal of field training is to provide recruit trainees with “on street” experiences following the completion of classroom training at the Academy. Field training should be a closely supervised process, as the initial experience of recruits often shapes their future careers.

II. POLICY

It is the policy of this Department that all members are familiar with the process of recruit field training as outlined in this SOP.

III. ACTION

Table of Contents		
A.	Field Training Program	pp. 1-3
B.	Selection Process for Field Training Officers	p. 4
C.	Supervision of Field Training Officers	p. 5
D.	Liaison with the Academy Staff, If Applicable	p. 5
E.	Training and In-Service Training of Field Training Officers	p. 5
F.	Rotation of Recruit Field Assignments	p. 6
G.	Guidelines for the Evaluations of Recruits by Field Training Officers	pp. 6-7
H.	Reporting Responsibilities of Field Training Officers	p. 7
I.	Patrol Officer Field Training Manual	p. 7

A. FIELD TRAINING PROGRAM

The goal of the Department’s Field Training Program is to provide recruit trainees with "on street" experiences outside of the required classroom training. A minimum twelve-week period permits time for rotation of recruits among the various training activities and objectives with which they must become familiar during this period. A training period with a minimum of 160 hours is required for all police officers that have transferred from other agencies. Field training is a closely supervised process, as the initial experience of recruits often shapes their future careers.

The Department’s Field Training Program is an important adjunct of the formal recruit classroom training and is as carefully organized, administered, and evaluated. The Field Training Program is closely allied with the basic academy so that Field Training Officers are aware of what skills and subjects have been taught and what roles the Field Training Officers are to assume.

The relevance of the field training experience is enhanced by providing guidelines to Field Training Officers that define the responsibilities of the FTO and provide specific

direction about the skills, knowledge, and abilities to be assessed, taught, or performed. The evaluative responsibilities of the Field Training Officers should also be identified.

All newly sworn police officers of the Department will participate in a formal field-training program for with a curriculum based on tasks of the most frequent assignments with provisions for at least the following:

The Patrol Officer Field Training Program of this Department has Four Distinct Objectives:

1. To complement the required police academy training curriculum;
2. To provide the recruit with the basic skills, knowledge and ability necessary to perform independently and competently as a police officer;
3. To develop proper and positive attitudes toward discipline and organizational values, which are essential to the effective operation of the agency;
4. To serve as an extension of the hiring process by which the decision to retain or terminate an individual is facilitated through close observation and documentation of performance.

The Patrol Officer Field Training Program

The Patrol Officer Field Training Program consists of at least twelve weeks of training after the basic police academy for a recruit with no prior experience. If possible, recruits should be provided with a "pretraining" period of approximately three weeks prior to the academy, with the goal of orienting the recruit to the organization and specific policies and procedures. For a recruit with experience, the FTO period can be reduced based on FTO recommendations, but will not be less than 4 weeks.

The Patrol Officer Field Training Program exposes the recruit to a variety of shift environments, including:

- day and night shifts;
- The Investigative Division;
- Communications Center;
- Property;
- and the Records Division (forms and computers).

It is the Field Training Officer's responsibility to ensure the recruit is given these exposures. No overtime will be paid for shift exposure, nor are recruits and/or Field Training Officers to change days off to accommodate shift exposure without the approval of the Patrol Division Commander. As such the Patrol Officer Field Training Program is to be scheduled as to expose the recruit to a variety of assignments. The Patrol Officer Field Training Program is not considered to be completed until the recruit and his/her field-training officer have completed a review of all items in the field-training guide. The recruit, the Field Training Officer, the Training Coordinator and the Chief of Police shall accomplish this review prior to releasing the recruit from the field-training period.

Patrol Officer Field Training Program Phases:



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. SELECTION PROCESS FOR FIELD TRAINING OFFICERS

The Department's selection process for Field Training Officers is crucial to the success of the program as many of the values, tactics, and attitudes of Field Training Officers are transmitted to inexperienced officers. Field Training Officer (FTO) candidates should be completely familiar with the operational policies and procedures of the Police Department. FTO candidates must have demonstrated adequate skill, knowledge, and ability to perform the tasks that will be taught to the trainee. In addition, FTO candidates must have demonstrated a positive attitude toward the job and profession, be enthusiastic, able to inspire confidence and motivate the trainee to seek the best possible results from the field training experience. The Field Training Officer is the essential means by which the program's goal is achieved, specifically, the development of a police officer able to perform patrol duties safely, efficiently, and equitably. To accomplish this goal, the Field Training Officer must assume two primary roles;

- that of a police officer assuming full patrol responsibilities; and
- that of a trainer of recruit officers.

Related to the training role, the Field Training Officer must have the requisite skills necessary to become a reliable evaluator of recruit officer performance. Accurate evaluations, in accordance with the Standardized Evaluation Guidelines, are necessary to provide sufficient and appropriate information to recruit officers and all organizational levels. Each Field Training Officer is required to complete the evaluations and supplement additional documentation as needed. Written evaluations will begin in the first week of the training period. The evaluations are to be completed by the Field Training Officer as soon as possible after the tour of duty. These evaluations are to be shown to and discussed with the recruit officers.

In that his performance is also subject to evaluation, the Field Training Officer's professional and personal conduct should be exemplary. A Field Training Officer should possess and recognize the need for possessing a higher sense of idealism. The Field Training Officer understands that the effectiveness, image and future of the Department are substantially decided by the quality of its personnel.

Officers interested in serving as an FTO should make their interest known through the chain of command. Candidates will be evaluated and selected by the supervisory staff, including the Division Commanders. Officers interested in becoming Field Training Officers should have the following qualifications;

1. Have at least three years of law enforcement experience with this agency;
2. have demonstrated a professional appearance;
3. working knowledge of the law and agency procedures;
4. excellent interpersonal skills;
5. excellent instructional and verbal skills;
6. excellent history of past performance evaluations; and
7. Selected by the Chief of Police or his/her designee from a list of volunteers, which meet the requirements.

Upon the need for additional Field Training Officers the Chief of Police will issue an announcement in the form of a Personnel Order seeking candidates for the position. The Chief of Police, in consultation with the Division Commanders, will select the Field Training Officer(s) in accordance with the direction of the Chief of Police, consistent with the selection of officers to specialized assignments.

C. SUPERVISION OF FIELD TRAINING OFFICERS

All Field Training Officers shall be supervised by their immediate supervisor with additional direction and supervision from the Field Training Supervisor. The Field Training Officer Assignment is collateral, which means that the Field Training Officer still is assigned as a patrol officer who must respond to calls for service and complete other required duties.

D. LIAISON WITH THE ACADEMY STAFF, IF APPLICABLE

The Field Training Supervisor has the functional responsibility to maintain liaison with the academy staff during the basic training of the recruit officer, especially in those cases when the recruit officer has not been assigned to a Field Training Officer. Contact with the recruit and/or academy staff should be noted in the recruit's training file. If deficiencies are noted in the basic training of the recruit, the academy staff will be contacted to provide records and documentation of the training on specific topics. The recruit may be referred for additional training in the area(s) where he/she does not demonstrate sufficient proficiency.

Generally, the basic training academies have formal evaluation sessions for the Chief or Department designee periodically through the course of the academy. The purpose of such session is to provide the Department with a written and verbal evaluation of the recruit officer's performance in the basic academy to that point. In some cases this function is completed via mail or telephone.

Liaison with academy staff may also be maintained by virtue of requesting annual copies of the current training curriculum to ensure that what's being taught in the basic training is consistent with our FTO program.

E. TRAINING AND IN-SERVICE TRAINING OF FIELD TRAINING OFFICERS

The Department provides initial training, as well as, periodic in-service training (to include academy classes, on the job training and/or in-house training), to the Field Training Officers to prepare them for and keep them current with their assigned responsibilities. The Chief of Police will accomplish training of Field Training Officers through approved Field Training Officer programs offered by certified police academies and other approved programs. All officers selected, as Field Training Officers will receive formal classroom training on Field Officer Training and instructional skills offered at training institutions approved by the Chief of Police. The purpose of this requirement is to ensure the quality and integrity of the Field Training Officer Program.

Prior to being assigned a recruit for each Field Training assignment, the Field Training Officer should reacquaint him/herself with the agency's policies and procedures, supervisory skills, instructional skills and the FTO manual.

Field Training Officers will receive the training necessary to implement the field-training program. This training will include, but not be limited to, the following skills:

1. formal and informal instructional procedures;
2. performance assessment skills;
3. use of resources to provide training;
4. addressing the recruit's mistakes or deficiencies and making or recommending necessary corrections;
5. inspection and evaluation of the recruit's equipment, work standards, willingness/ability to learn, service delivery, and performance; and
6. the importance of being a positive role model making recommendations affecting the recruit's continued employment status with this agency

[REDACTED]

[REDACTED]



H. REPORTING RESPONSIBILITIES OF FIELD TRAINING OFFICERS

The FTO will report any problem of a significant nature with recruit field-training to the Tour Commander when it first becomes apparent. The supervisor will review the problem and determine the type of corrective action to be taken. If the problem is not abated, consultation with the Patrol Division Commander, Field Training Supervisor and/or Chief of Police shall be made to determine the appropriate course of action.

Concerning their specific duties and responsibilities as training officers, Field Training Officers will report to the Field Training Supervisor. The chain of command will otherwise be as described in the Field Training Officer's Manual.

I. PATROL OFFICER FIELD TRAINING MANUAL

The Patrol Officer Field Training Manual contains all the documents required by this program. This booklet will remain in the possession of the Field Training Officer and will be made available to the recruit officer, immediate supervisor of the Field Training Officer, the Chief of Police, etc. as required.