

Mahwah Police Department – Policies and Procedures		Number 085:05:05
Subject Promotion		
Issue Date 11072002		Effective Date 12172002
Revisions a. 12172002, b. Reviewed 12/2011 RC, c. Reviewed 2/2015 LtJD, d. Revised 06/2018 D.Lt.GB Revised 02/19/19 JNB		
Page 1 of 3.	Accreditation Number 34.1.1-6	

I. BACKGROUND

The Township of Mahwah and its police department promote and retain those persons best qualified to perform. The department, in conjunction with the Township, provides promotional opportunities for the full use of employee skills and abilities. The Township's promotion policy is to fill higher level positions from the ranks of current employees. The vitality of the Department is maintained through the selection and promotion of the most qualified personnel to positions of increased responsibility. The Department must help in the selection process by accurately rating employees and evaluating candidates for promotion and by advancing the most qualified.

II. POLICY

It is the policy of this Department to provide information concerning the promotion procedure of the Mahwah Police Department.

III. ACTION

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A. AGENCY ROLE, AUTHORITY AND RESPONSIBILITY

The Chief of Police is responsible for the formulation, direction and coordination of a comprehensive employment program for the Mahwah Police Department. This employment program includes the functional area of promotion. Specific responsibilities include:

1. Approval of position descriptions including any prerequisites for eligibility for consideration.
2. Announcements of vacancies and processes to be used to fill these vacancies.
3. Receipt of applications.
4. Disqualification of applicants.
5. Selection and assistance in development of measurement instruments that are used in determining skills, knowledge and abilities of employees for positions.
6. Conducting oral interviews of candidates.

The Chief of Police will implement the Department's promotion process. These responsibilities include:

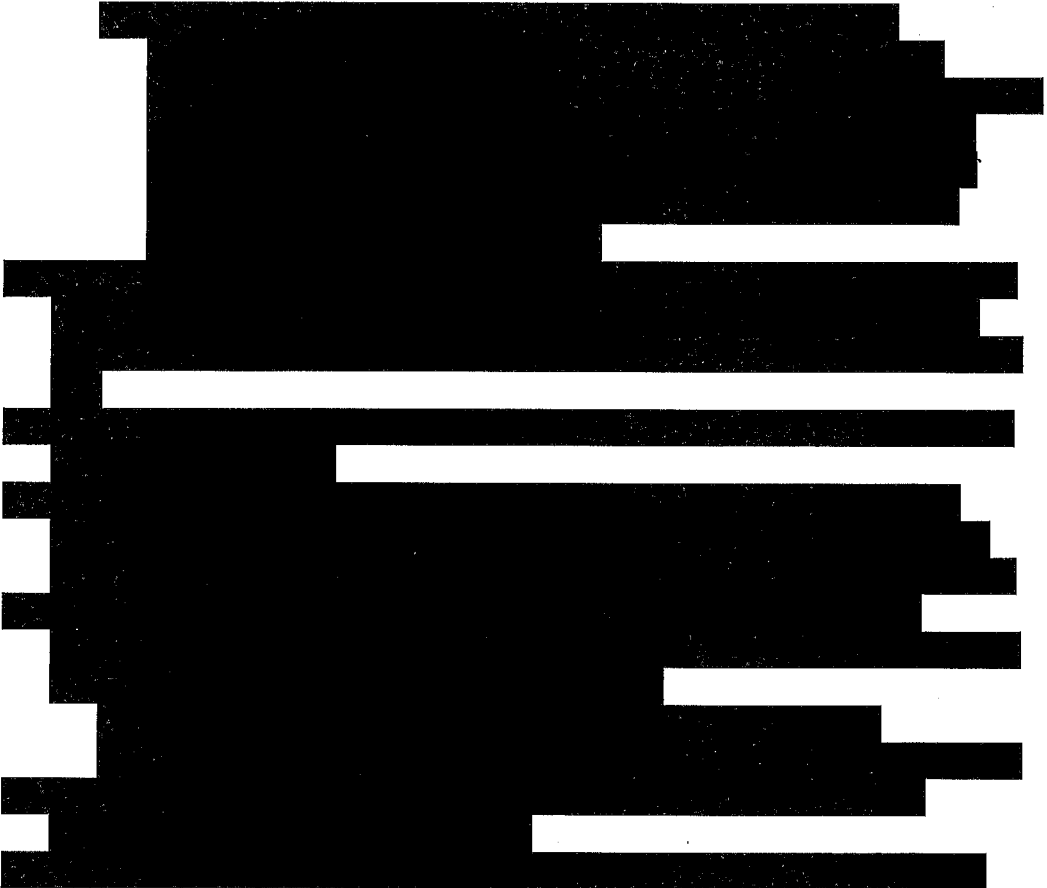
1. Removal of names from eligibility lists. The Chief of Police may remove from an eligible list the name of any applicant if any of the following conditions exist:
 - a. The applicant has intentionally made a false statement in the application.
 - b. The applicant is mentally unfit to serve.
 - c. The applicant fails to respond for an interview when properly notified.
2. Notification of each person of the removal of her/her name and the reason therefore.
3. Development of measurement instruments for determining skills, knowledge and abilities of employees seeking promotion.

All promotions in the Mahwah Police Department will be made according to merit and fitness. Merit and fitness may be ascertained by an assessment process which shall be approved by the Chief of Police. Assessments will relate to those matters which will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the position for which the process is/are held. Assessments may be written, oral or performance tests, or any combination of these. These assessments may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness or any other qualifications or attributes which in the judgment of the Chief of Police enter into the relative fitness of the applicant. Applicants will be notified of examination dates.

B. AUTHORITY AND RESPONSIBILITY

The Chief of Police is responsible for the formulation, direction and coordination of a comprehensive employment program for the Mahwah Police Department. The Chief of Police may coordinate with other designated officer in the implementation of the Department's promotional process.





D. JOB-RELATED EVALUATION ELEMENTS

The Chief of Police is responsible for preparation of any relevant assessment components and procedures which will be tailored to meet the needs of the Police Department. All components will be job related and non-discriminatory. All components will measure the skills, knowledge and abilities of employees for the positions and assure all examinations are in compliance with the Equal Employment Opportunity commitment, program and practices.

E. ANNOUNCEMENT

Promotional announcements will be issued in writing no less than twenty (20) calendar days prior to the administration of any approved assessments. This announcement identifies the pre-requisites of the job and includes all dates, times and locations of all elements of the promotional process, and requires filing a resume to participate.

F. ELIGIBILITY LIST

An eligibility list will be prepared and published by the Chief of Police detailing each component of the process. The eligibility list will include:

1. The numerical weight, if any assigned to each eligibility requirement.
2. The system of ranking eligible candidates on the list.
3. Time in grade and/or time in rank eligibility requirements, if any.
4. The duration of the list. Examinations will be held on a need basis only.
5. The system for selecting names from the list. The promotional list is certified by the Chief of Police, who will select from the three (3) highest candidates.

G. PROMOTIONAL REVIEW PROCESS

After the first six (6) months of promotion, the newly promoted employee will be evaluated by the Chief of Police. Any deficiencies or problems will be discussed and corrected via the chain of command.

Mahwah Police Department – Policies and Procedures		Number 095:05:05
Subject Patrol Division—Policy and Procedure		
Issue Date 01302001		Effective Date 10222008
Revisions a. 10222008, b. Reviewed 12282011 CaptRS, c. revised 9/2016 Ofc. K.Stewen, d. Reviewed 07/2018 D.Lt.GB		
Page 1 of 6.	Accreditation Number 41.1.1-2, 2.4, 3.2	

I. BACKGROUND

In order to provide uniformity throughout the various patrol shifts, this policy has been instituted to establish procedures for the coordination of patrol with other department functions, for the scheduling and assigning of officers, for roll call and procedures that encourage optimum use of manpower.

II. POLICY

It is the policy of this department to utilize the below procedures when addressing patrol activities.

III. ACTION

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A. PRIMARY FUNCTIONS:

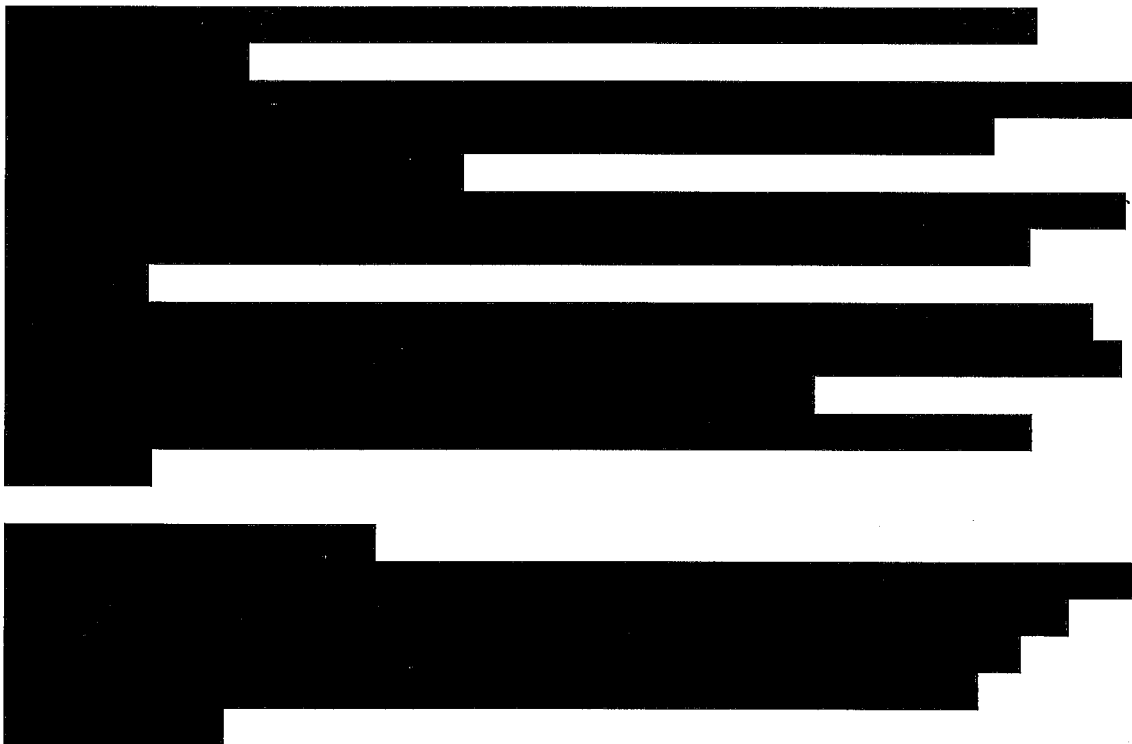
1. Preventive Patrol: Includes inspection of persons and property and inquiries toward the prevention of crimes and accidents, maintenance of public order, and the discovery of hazardous and delinquency causing situations.
2. Crime Prevention Activities: Includes vacant house checks and business security checks. Special anti-crime programs presented to schools, church organizations and business groups upon request, and field contacts and interviews.
3. Response to calls for service.

4. Investigation of crimes, offenses, incidents and conditions, including the arrest of offenders.
5. Traffic direction and control. Enforcement of motor vehicle laws.
6. Maintenance of public order.
7. Provision of emergency services.
8. Inspiration of confidence and respect within the community.
9. Prompt and accurate reporting of all occurrences and incidents.

B. OBJECTIVES:

Departmental objectives relating to the performance of the Patrol Division are as follows:

1. Maintain a rapid and safe response to all call for service.
2. Identify selective enforcement sites by providing computer based statistical data relative to the frequency of motor vehicle accidents by day, time and location.
3. Assign enforcement units to those targeted locations.
4. Reduce high rates of speed by establishing radar check points on streets in the Township which encompass a heavy volume of traffic. Statistics to be compiled by the Traffic Bureau through traffic counts.
5. Increase driving while intoxicated (DWI) arrests by selective enforcement along roads and highways of the Township at those times when the intoxicated or drugged driver is likely to be operating a motor vehicle. Conduct additional training in the following areas:
 - a. Fixed and moving observation techniques
 - b. Recognizing narcotics and dangerous drugs
 - c. Recognizing the intoxicated drivers
 - d. Current New Jersey DWI laws
 - e. Agency policies and procedures
6. Prevent burglaries/criminal mischief of vacant homes by making vacant house checks and business security checks. Discover events that have already occurred through the same means.



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L. NEWS MEDIA:

See SOP 140:05:15, Media and Public Relations, for Department policy on notification of the news media.



N. MEDICAL EXAMINER:

The Medical Examiner's Office will be contacted for any unattended/suspicious death or call of a sudden death, either attended or unattended. The Medical Examiner or ME Investigator will make the determination as to whether or not to respond based on the circumstances at the scene of the death as conveyed by the investigating officer or detective.

Mahwah Police Department – Policies and Procedures		Number 095:05:07
Subject Roll Call		
Issue Date 09302008		Effective Date 09302008
Revisions: a. 12282011 CaptRS		
Page 1 of 2.	Accreditation Number: 41.1.2	

I. BACKGROUND

The dissemination of information in a timely, consistent and efficient manner is critical to the effective operation of a law enforcement agency. Officers who are provided with current up to date information related to their job responsibilities will be able to provide a high level of professional service to the community they serve. The Roll Call process should serve as a means for two way communication, both from the supervisory level to patrol officers, and patrol officers to supervisors and Administration.

II. POLICY

It is the policy of this Department to utilize these procedures to govern the implementation of a roll call system.

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Mahwah Police Department – Policies and Procedures		Number 095:05:20
Subject K-9 Guidelines		
Issue Date 01312001		Effective Date 09062002
Revisions a. 09062002, b. 01042012 LtMC , c. reviewed LT GB 3/2015, d. revised Cpt SJ 8/2016, e. Reviewed 07/2018 D.Lt.GB		
Page 1 of 4.	Accreditation Number 41.1.3-5	

I. BACKGROUND

The use of a K-9 is considered to be a use of force. The purpose for this policy is to establish procedures and responsibilities pertaining to the use and deployment of the Mahwah Police Department K-9 Unit.

II. POLICY

It is the policy of this Department that all sworn members requesting and/or working with the K-9 Unit will adhere to the below listed guidelines.

III. ACTION

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A. OBJECTIVES

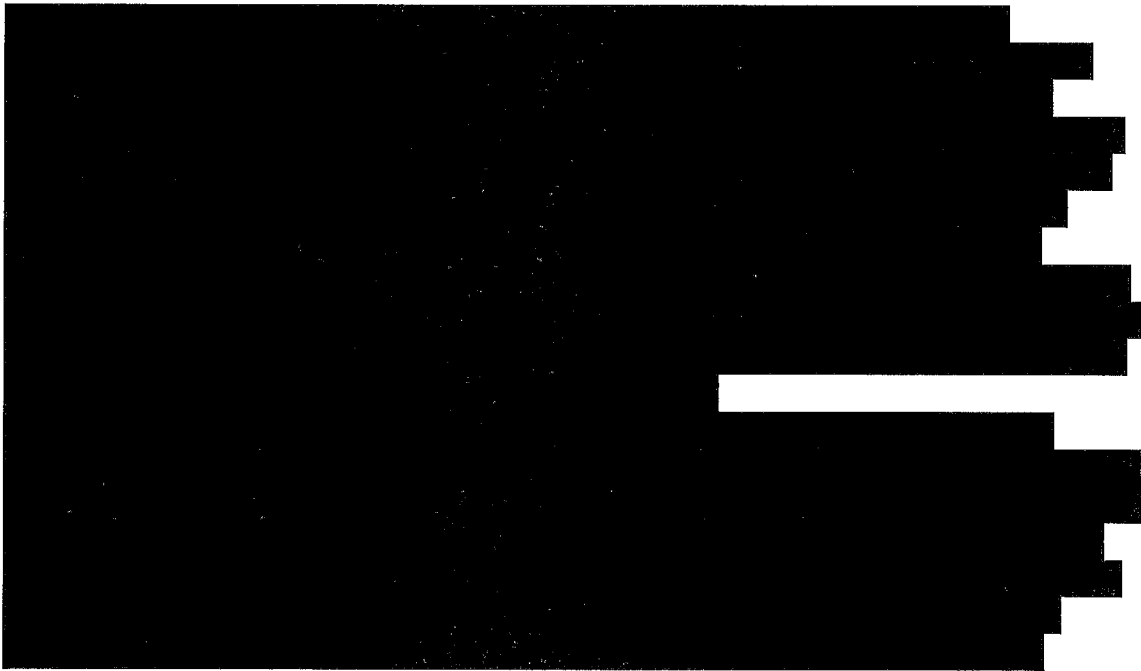
K-9 teams are of significant value in law enforcement in detecting evidence, in tracking persons who are lost, in tracking suspects sought by police, and in protecting police officers and deterring criminal activity.

B. K-9 UTILIZATION

This Department's Police K-9 shall be trained, deployed and used only as may be expressly authorized by the below guidelines. K-9 Units may be utilized:

1. To conduct building and closed area searches for criminal offenders;
2. To assist in the arrest or to prevent the escape of criminal offenders;
3. To protect police officers or citizen from the imminent risk of death or serious bodily injury;

4. To track criminal suspects;
5. To locate lost or missing persons; and
6. To search for evidence, including hidden instrumentality's of crime, controlled dangerous substances, accelerants and explosive devices.



C. AUTHORIZATION FOR USE IN VARIOUS SITUATIONS

The assigned canine handler will be responsible for the handling, deployment and care of his/her assigned dog. The handler will attend a training and certification programs, which is approved by the directives under the New Jersey Attorney General's guidelines. Authorization for the use of the canine will be determined by the canine handler after considering the facts related to the call-out. Police canine handlers shall always have authority to refuse to deploy a canine trained for physical apprehension if, in the judgment of the handler, the canine is not suitable for the individual assignment or the canine cannot be safely deployed in a controlled manner, in accordance with the law and the provisions of this policy and procedure.

D. QUALIFICATIONS AND TRAINING

Basic training and qualification standards have been developed for Police K-9 patrol teams as well as K-9 specialty teams used for specialized scent work, detection work or tracking in law enforcement. These standards include performance objectives for the police officer handler and the police officer-police dog team. To qualify for operation as a K-9 patrol team or specialty team in New Jersey law enforcement, the established standards must be demonstrated to the satisfaction of a K-9 trainer or supervising K-9 trainer meeting the criteria set forth herein.

The performance objectives represent the intended outcome or goal of the training and should be used to evaluate and qualify police officer handlers and police dogs upon completion of training.

The performance objectives established for basic training and qualification are intended to represent the minimum skills and training to be completed. Additional training may be incorporated in the basic K-9 training and is, in fact, encouraged.

All basic K-9 training programs should include a segment on the importance of K-9 policy and procedure. This training should discuss the significance of written policy and procedure, the purpose of such policy, as well as the general types of information to be included and issues to be addressed in such policy.

A detailed schedule and lesson plan should be developed for all basic training programs conducted for K-9 patrol teams or K-9 specialty teams. Copies of both the schedule and lesson plan along with initial training evaluation and qualification records should be maintained at the training facility, as well as the employing agency of the K-9 team.

K-9 patrol team and K-9 specialty team training should be conducted by a K-9 trainer or supervising K-9 trainer who satisfies the criteria set forth herein. K-9 trainers or supervising K-9 trainers would be responsible for the overall K-9 training program, in particular, those areas which involve or pertain to the police officer-police dog team training. However, specialists in fields such as veterinary medicine and canine care, law, and tracking or scent work should be utilized, as appropriate, to conduct training in their respective field. Training by specialists should be at the discretion of the K-9 trainer, supervising K-9 trainer, or agency executive.

K-9 training should be conducted at a training site as described herein or a law enforcement agency outside this state, and should take place under conditions which are similar to those which will exist in the field during actual assignment or when otherwise deployed or utilized.

To be eligible for participation in K-9 officer training, the trainee must be a certified law enforcement officer, employed by a law enforcement agency. Approval to participate in training must be granted by the agency executive and the officer should be assigned full-time to training for the duration of the training program.

Specific training requirements and performance objectives are listed in the New Jersey Attorney General's Guidelines regarding K-9 training (K-9 Training Standards and Qualification Requirements for New Jersey Law Enforcement).

Recall Command Reinforcement

Police canines that are trained to effect physical apprehensions shall be trained for recall on verbal command of their handler. All canines used by the Mahwah Police Department must be certified every six months on their absolute obedience to verbal recall command by their handler. Police canine handlers with canines trained to effect physical apprehensions must reinforce obedience commands on a daily basis.

E. MAINTENANCE

The canine handler is responsible for:

1. Regular vet visits, vaccinations and emergency care of the canine.
2. Daily feeding, care, housing and maintenance of the canine on a 24 hour basis..
3. All related equipment and the marked patrol vehicle, if provided.
4. Maintenance of the vehicle.

F. EQUIPMENT

The canine handler will be responsible for maintaining the equipment necessary to deploy and control the canine during patrol operations, tracking and training situations.

Operating equipment would normally consist of the following:

1. Six (6) foot police lead.
2. Grooming equipment.

3. Muzzle.
4. Agitation Collar.
5. Tracking Harness.
6. Fifteen (15) foot lead.

Training equipment would consist of the following:

1. Bite sleeve.
2. Scratch Pants.

G. ANIMAL CONTROL

When the canine is placed in the departmental vehicle, only the canine handler will operate the vehicle unless the canine is properly secured and the handler is present.

H. CONDUCT OF POLICE PERSONNEL

The following guidelines shall govern the conduct of departmental personnel in the presence of or participating in the utilization of a K-9 Unit.

1. There shall be no unorthodox behavior or horseplay.
2. There shall be no unnecessary noise created.
3. There shall be no sudden movements or motion toward the handler or K-9.
4. No person shall approach a K-9 without the consent of the handler.
5. The vehicle containing a K-9 without its handler shall never be closely approached or entered, with the exception of an emergency situation.

I. RENDERING APPROPRIATE MEDICAL AID

Anytime there is an application of force and a person (suspect or otherwise) is injured as a result of the force applied, the involved officer(s) shall render medical aid to the injured and/or arrange for medical aid (i.e., squad, paramedics, etc.) as soon as practical. The medical aid supplied/arranged for shall be directly related to the extent of the injury.

A suspect may sustain numerous injuries/bits during a struggle with the canine if the suspect does not comply with instructions.

If the injured person is under arrest, the person will remain handcuffed during medical treatment, unless otherwise directed by medical personnel. Also, the arresting/designated officer will remain with the prisoner during medical treatment, whether it is at the scene or in a hospital.

J. DOCUMENTATION OF THE APPLICATION OF FORCE

In instances of a bite by a police canine, a K-9 Activity report must be filed by the canine handler with the Canine Supervisor as soon as possible. In addition, a Mahwah Police Department Use of Force Report will be completed and forwarded to the Canine Supervisor. Both documents will be forwarded by the Canine Supervisor to the Chief of Police. In the event of a canine bite, the Canine Supervisor will be notified immediately by either the canine handler or squad supervisor.

When the K-9 is on lead, there may be situations (i.e. tracking, locating, apprehending) when the canine comes in contact with a subject prior to the handler actually observing the subject. If an unwarranted bite occurs and/or a bite occurs before an appropriate warning can be given, a K-9 Activity Report and all documentation explained in the previous paragraph must be filed.

K-9 Activity Report shall include the following:

1. A complete detailed description of all the facts and circumstances surrounding the incident.
2. A through explanation why the canine was deployed.
3. Whether a warning commanding submission by the subject was given by the canine handler and if not, why not.
4. The exact language of a warning given to the subject, as well as their response .
5. Whether canine was on or off lead when apprehension occurred.

6. The approximate time elapsed between the warning or warnings given and the release off lead of canine.
7. If the canine was taken off lead, the approximate time elapsed from the release of the canine until the canine confronted the subject, and the approximate time from canine's release to canine officers arrival at the place of the apprehension.
8. In the event of a chase, did the canine officer maintain visual contact with the canine and subject throughout the chase.
9. A specific description of the manner in which the canine was holding the suspect.
10. A complete description of the injuries.
11. What medical treatment was rendered to the suspect and by whom.
12. The number of photographs taken of the injury and the name of the officer taking the photographs.
13. If transported to a hospital the name of the hospital and by what emergency medical ambulance company.

K. USE OF FORCE REVIEW

1. The canine supervisor shall review all incidents involving the application of force via the use of a K-9 by agency personnel. Said review will determine the justification/non-justification of this use of force.
 2. The canine supervisor shall submit a report on its findings directly to the Chief of Police. Included in the report will be relevant facts and circumstances surrounding the incident and a conclusion as to whether the use of force violates any agency policy.
 3. The canine supervisor will annually analyze the previous year's reports on incidents involving the application of force to identify any patterns or trends that could indicate training needs and/or policy modifications.
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M. PATROL TRAINING

- a. It is required that all sworn personnel undergo bi-annual training in the K-9 policy. This training shall occur as part of the annual recertification and in-service training.
- b. Each officer is issued a policy manual that contains all Department policies/rules & regulations. Should any changes occur to any policy, the policies will be re-issued to each officer and the officers will be instructed in the changes prior to the next regularly scheduled re-certification period. If the nature of the changes is drastic and immediate, training will be arranged as soon as practical.

Mahwah Police Department – Policies and Procedures		Number 095:05:22
Subject Traffic Control Trailer Guidelines		
Issue Date 12162002		Effective Date 12162002
Revisions: a. 12282011 CaptRS, b. Reviewed 2/2015 LtSC		
Page 1 of 2.	Accreditation Number 41.1.3	

I. BACKGROUND

Traffic Control Trailers (TCTs) are used to augment the Department's speed enforcement actions. The Patrol division may have the TCT deployed as necessary or at the request of Township residents.

II. POLICY

It is the policy of this Department that all members be familiar with the use, benefits and deployment options of the TCT.

III. ACTION

A. PURPOSE

1. Public education: Often people become preoccupied while driving and fail to pay attention to area speed limits. Sometimes people travel a particular route so often they become comfortable and disregard the speed limit. The TCT would be used in areas with a high traffic rate or in hazardous areas (School Zones) to remind vehicle operators of the speed limit.
2. High accident area monitoring: When the Department has become aware of a high accident area that is related to speed violations, the Traffic Officer can place the TCT in that area to inform operators of the speed limit and make them aware that the police are monitoring excessive speed violations.
3. Complaint verification: The Department receives complaints of excessive speed violations from Township residents. Sometimes there is a speed problem and at other times the complainant may be misjudging the actual speed of the vehicles. The TCT shows vehicle operators their actual speed and should result in a reduction of excessive speed complaints. The TCT would also give the complainant the opportunity to actually see the speed of vehicle operators in the area as opposed to guessing the speed of the motorist.

B. DEPLOYMENT

The TCT would be in place for five (5) to seven (7) days. After that time selective enforcement in the area may be conducted and citations may be written for speed offenses. By placing the TCT in the area for a period of time prior to issuing citations, the Department has:

1. Educated the public about the speed limit in that area;
2. Notified violators that the Department is aware of a problem in the area and is giving opportunity to correct the problem without enforcement; and,
3. Negated any complaints that the offender was not aware of the posted speed limit.



The TCT is capable of recording and storing data that relates to data, time, speed and type of vehicle. This information once obtained can be downloaded and analyzed to determine if, in fact, there is a speeding problem and when it is occurring. Based on this data the Traffic Officer can assign radar details during problem time periods.

The location and times will be recorded whenever the TCT is deployed within the Township.

C. PLACEMENT

The TCT will be placed only by trained and qualified officers of the Traffic Bureau. Any member of the Department who is aware of an appropriate placement location should consult with the Traffic Officer on scheduling its placement

Citizens can request deployment of the TCT on the Department's web site. This allows input from the community on what they consider may be a traffic problem within their neighborhood.

D. MAINTENANCE

The Traffic Officer will be responsible for maintenance and care of the TCT. Any damage or problems with the Speed Trailer should be reported to the Traffic Officer as soon as possible by the Patrol Division when the trailer is deployed. Such problems would include loss of power, collision damage or vandalism.

E. VARIABLE MESSAGE OPTION

Some TCTs have the capability to display text informational messages that can inform the public on a variety of issues. Topics can include, but are not limited to, detours, road conditions, public emergencies and community information. Information deemed inappropriate shall not be displayed on the variable message sign of any TCT. All messages displayed shall be approved by a supervisor.

Subject **Call Response—Emergency and Routine**

Issue Date 02252002

Effective Date 02252002

Revisions: a. Reviewed 12/2011 RC, b. Revised 2/2015 Sgt. TO, c. Reviewed 07/2018 D.Lt.GB

Page 1 of 6.

Accreditation Number 41.2.1

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1. *Journal of Management Studies*, 1990, 27, 1, 1-13.

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1. *Journal of the American Medical Association*, 2000; 284: 1039-1044.

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Mahwah Police Department – Policies and Procedures		Number 095:10:30
Subject Missing Persons/Runaway Investigation		
Issue Date 02132001	Effective Date 03012001	
Revisions a. 03012001, b. 10232008, c. 12302011 LtJD d.03022015 LtGB e. 05/25/2018 JNB		
Page 1 of 5.	Accreditation Number 41.2.5a-g	

I. BACKGROUND

To insure the proper handling of Missing Persons/Runaway investigations, specific guidelines and procedures have been set forth to guide local, county, and state authorities.

II. POLICY

It is the policy of this Department that all members adhere to the following guidelines and procedures.

III. ACTION

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A person may be declared “missing” when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.

A. MISSING PERSON/RUNAWAY

1. The Police Department is responsible for conducting both the initial investigation as well as the follow-up investigation of any reported Missing Person. Paperwork required for all investigations into missing persons include the following:

- a. Incident Report that should include the following information:
 1. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 2. Time and place of last known location and the identity of anyone accompanying the subject.
 3. The extent of any search for the subject.
 4. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 5. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.

6. The current physical condition of the subject and whether the person is currently on prescription medication.

If the missing person is a child, inquiry should also determine if the child

1. Is or may be with any adult who could cause him/her harm;
2. May have been the subject of a parental abduction; in which case the investigating officer should refer to S.O.P. 95:10:31 Amber Alert to review criteria for a possible activation.
3. Has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.

b. Missing Persons Report/Written Authorization Form (double sided form that must have all boxes completed to assist with NCIC/SCIC entry);

c. NCIC/SCIC Entry Information Sheet; and the information entered in the Mahwah Police NCIC/SCIC Log.

The Police Department is also responsible for initiating prompt action in order to locate any reported missing person. Any follow-up investigative action will more than likely determine the scope and direction of the search for the missing person.

2. Once the information is obtained and the reports are completed, the Police Department must IMMEDIATELY enter the person into the NCIC/SCIC computer if they qualify for entry.



3. TELETYPES/BROADCASTS: A Missing Persons Teletype (File 8 NJLETS) must be sent out on the missing person. This broadcast will be sent out statewide, expanded to encompass an area beyond state lines if the case justifies expansion. In juvenile cases, the Missing Person Teletype (File 8 NJLETS) is to indicate one of the following categories that is applicable to the particular case:

- a. Runaway;

- b. Parental abduction;
- c. Familial abduction;
- d. Stranger abduction;
- e. Lost;
- f. Circumstance unknown.

(If "circumstance unknown" is utilized in the initial File 8 (NJLETS) message, it shall be clarified by entering one of the first five designations when a File 9 (NJLETS) Cancellation is sent. All File 8 and File 9 messages are automatically routed to the Bergen County Sheriff's Communications Center.

B. PRELIMINARY INVESTIGATION

The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:

1. Complete description of the subject and a recent photograph.
2. Details of any physical or emotional problems identified in items B-1-e and f of this policy.
3. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
4. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
5. Indications of missing personal belongings, particularly money and other valuables.
6. Any suggestions of foul play or accident.
7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
 - a. The presence of behavioral problems;
 - b. Past instances of running away;
 - c. Signs of an abusive home environment or dysfunctional family situation;
 - d. Whether the child is believed to be with adults who may pose a danger; and
 - e. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
8. When possible, officers should gain permission to search a missing child's home and school locker, as appropriate.
9. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made in state and national information databases in accordance with established procedures (e.g.: NCIC and The National Center for Missing and Exploited Children).
10. In the case of persons designated as "missing- critical," a supervisory officer may direct that
 - a. The dispatcher broadcast to all persons on duty all information necessary to identify the missing person, and
 - b. Request that the shift commander authorize mobilization of resources necessary for an area search.
11. Search to include the area where the person was last seen (home, school,

athletic fields, etc.); a secondary area expanding from the primary area (neighborhood, housing complexes, etc.); areas of "interest" (strip malls, restaurants, etc.)

12. The investigating officer will include the addition of any special considerations applicable to critically missing or at-risk persons to the preliminary report and any broadcasts to teletypes, ie. Illnesses, medication, physical/mental limitations, handicaps or other conditions.

13. Assemble information and a recent photo for the distribution of a TRAK message.

C. ONGOING INVESTIGATION

Ongoing investigations of missing persons should include but should not be limited to the following actions and activities:

1. Request release of dental records and any fingerprints available.
2. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
5. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
6. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief executive and the missing person's family.
7. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.
8. After two (2) days the Bergen County Sheriff's Department, Detective Bureau, Missing Persons Unit should be notified.

D. RETURNED/RECOVERED/LOCATED MISSING PERSONS

1. A cancellation of the Missing Person Teletype (File 9 NJLETS) shall be sent promptly when the missing person is located. This cancellation shall have a statewide broadcast request on the message.
2. Any entries into the NCIC computer network shall also be canceled using the proper procedures.
3. An entry in the Mahwah Police NCIC/SCIC Entry Information Log shall also be completed providing the appropriate information.
4. A supplemental report shall be taken with the appropriate information or the information will be added to the original report.
5. Contact should be made with the reporting person and follow-up information regarding the return/recovery/location of the missing person should be added to the initial incident report.
6. Competent adults, having left home for personal reasons, cannot be forced to

return home. Officers locating such individuals shall

- a. Advise them that they are the subject of a missing person investigation;
 - b. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - c. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
7. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
 8. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
 9. In cases involving juveniles, officers shall ensure that
 - a. The juvenile receives medical attention if necessary in a timely manner;
 - b. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor, and
 - c. That parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
 10. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated to include a follow up TRAK message which should be distributed indicating the missing person has been located.
 11. Where indicated, follow-up action shall include filing of an abuse and neglect report with the state youth service agency.
 12. The case report shall include a complete report on the whereabouts, actions and activities of children while missing.
 13. Where indicated, criminal charges shall be filed with the prosecutor's office.

E. UNIDENTIFIED PERSONS

1. In cases of an unidentified deceased person, the Detective Bureau Commander shall be immediately notified.
2. When an unidentified person is located, in addition to the Incident Report an "NCIC UNIDENTIFIED PERSON REPORT" shall be completed.
3. In the case of unidentified persons, living or deceased, NCIC entry shall be made as soon as the individual's identifying characteristics become available.
4. In addition to the NCIC entry, a Teletype (File 11 NJLETS) TT, with all pertinent information regarding the unidentified person will be broadcast concurrently with the entry into NCIC. This broadcast will be statewide, and expanded to encompass an area beyond state lines if the case justifies expansion.
5. The "Unidentified Person File Data Collection Entry Guide" should be used to organize data collection and to collect additional information from other appropriate sources during the investigation.
6. When an unidentified person is identified:
 - a. The NCIC entry shall be immediately cleared. The Detective Bureau will be responsible for notifying, if appropriate, the Prosecutors Office and the Medical Examiners Office.
 - b. A Teletype message (File 12 NJLETS) shall also be immediately broadcast canceling the original message regarding the unidentified person.

7. A ViCap data entry should be made through the Detective Bureau.

Mahwah Police Department – Policies and Procedures		Number 095:15:37
Subject Mobile Data Terminals, Security and Use		
Issue Date 09272001		Effective Date 05051998
Revisions: a. 01072012 LtSB b. 022615Lt.JD, c. Revised 07/2018 D.Lt.GB		
Page 1 of 2 .	Accreditation Number 41.3.7	

I. BACKGROUND

With the implementation of Mobile Data Terminals it has become necessary to establish a uniform method of operations for a Mobile Data Computer System. The purpose of the Police Department's MDT system is to enhance the police officers' capabilities of retrieving, sending and inquiring about information contained within the DMV, NCIC, NLETS and CAD files from a remote location. This information ultimately increases officer safety by electronically forwarding valuable information to the patrol officer in an expedient manner.

II. POLICY

The mobile data system is a significant tool available to assist officers to perform their job of crime prevention and detection. As with any other tool available to the police, it shall be the policy of this department to provide service to the community in a fair, impartial and unbiased manner.

III. ACTION

A. SYSTEM SECURITY

1. All information received through the CJIS system is confidential. Only authorized criminal justice agencies may request and receive this information. The access/dissemination of SCIC/NCIC records is regulated by Federal Law, Title 28, Code of Federal Regulations and as such is to be used for Criminal Justice purposes only. Criminal Justice employees risk their career and possible criminal prosecution for the improper access/dissemination of this information.
2. Every message or inquiry that goes through the MDT system is electronically recorded and is discoverable for court purposes. The transmission of the data shall be limited to official police related matters.
3. Only officers and dispatchers who have been trained on its use shall use the MDT system.
4. Each officer and dispatcher shall be assigned his/her own password or number to log in. All transactions recorded shall be tagged with the user ID. Officers and dispatchers should safeguard their user ID and password to ensure the system integrity. Upon completion of his/her shift, the user shall properly logoff the MDT system.
5. **No officer shall add, modify or delete any software packages or hardware configurations, even on a temporary basis.**
6. Supervisors shall periodically review electronic transmissions in order to ensure that the MDT system is being utilized appropriately.

B. CARE AND MAINTENANCE OF THE MDT

1. The MDT is an expensive and sensitive electronic device. Fluids, dirt and other foreign materials will have an adverse effect on the operation of the MDT.
2. Officers are responsible to assume that the MDT is in good working condition at the beginning of the shift. This will require the officer to sign on the MDT at the beginning of every tour to ensure it is working properly. Supervisors will check the "status **screen**" at the front desk within the first hour of the tour to make sure officers have signed on.
3. Officers shall immediately notify a supervisor of any damage to the MDT or related items. An incident report shall be submitted detailing the circumstances of the damage.
4. Officers shall not place anything on the MDT such as food, beverages, clipboards, paper clips, etc.
5. The laptops are permanently mounted **in the vehicles**. Officers **shall be able to** move the position of the laptops **minimally, so as to not** damage the power cord.
6. To prevent damage, the power to the laptop shall be turned off if an officer is "jump starting" another vehicle or having his vehicle "jump started".

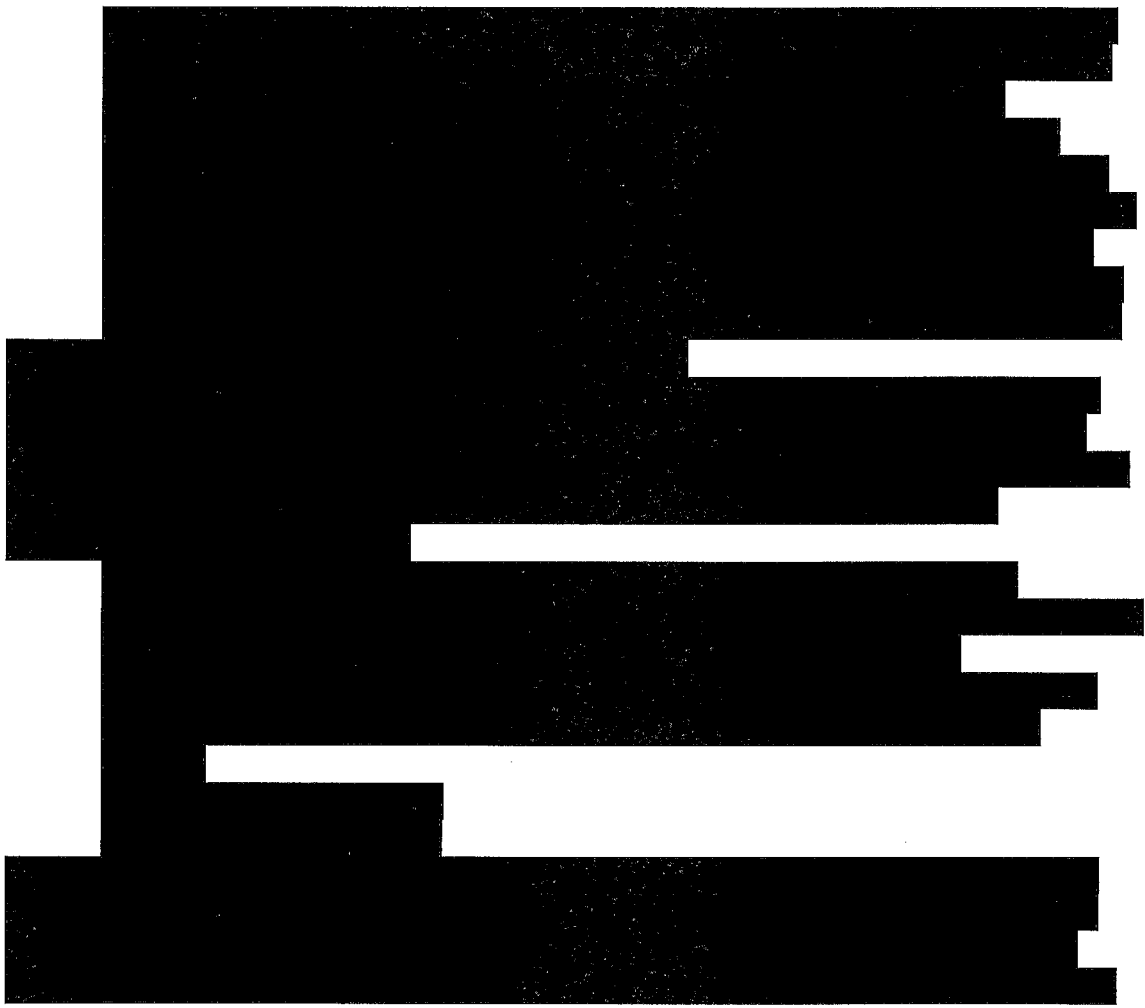
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Mahwah Police Department – Policies and Procedures		Number 095:10:46
Subject Burglary Alarm Response—Residential and Business		
Issue Date 01012003		Effective Date 01012003
Revisions: a. reviewed 12/2011 RC		
Page 1 of 2.	Accreditation Number 81.2.13	

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Mahwah Police Department – Policies and Procedures		Number 095:15:20
Subject Uniforms, Equipment and Appearance		
Issue Date 11082002		Effective Date 12152008
Revisions a. 12152008, b. 01062012 CaptRS, c. 02262015 SgtTO, d. 07/2018 D.Lt.GB		
Page 1 of 10.	Accreditation Number 41.3.4, 22.2.8, 26.1.1	

I. BACKGROUND

In an effort to promote and maintain uniformity within the Department, uniform and equipment specifications have been established. Members should recognize that clothing and appearance are normally the first thing everyone notices upon meeting a person. Clothing and appearance are frequently used to judge a person's professionalism, character and competence. Command presence is of utmost importance for members of the law enforcement community and consists of many variables. Among the most important is the employee's appearance in both dress and grooming. The following standards are established recognizing these precepts.

II. POLICY

It is the policy of this Department that all members maintain uniforms and equipment in accordance with Department specifications.

III. ACTION

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A. UNIFORM OF THE DAY

The respective Patrol Tour Commander shall establish the uniform of the day. The Tour Commander is to ensure that all officers under his/her command are in the approved uniform of the day for that Patrol Tour, to the extent practical, inclusive of relief Tour officers. The uniform of the day, designated by the respective Patrol Tour Commander, shall be established with the following considerations.

- Most appropriate for existing temperature and weather conditions for that Tour, on a Tour by Tour basis;
- The Patrol Tour Commander will strive to maintain uniformity among Patrol Officers in the field;
- Patrol Tour Commanders may exercise much discretion in applying the above stated guidelines, but the uniform of the day must be consistent with the provisions of this directive, unless otherwise directed by the Chief of Police;
- Officers shall maintain both Class A and Class B uniforms at the Police Department to provide for the flexibility of change.
- Command Officers may wear the Class A uniform all year, if desired.

B. CLOTHING

1. WINTER JACKETS

MAKE: Taylor Leather, Gore-Tex Avalanche, or Blauer lined cloth/nylon
COLOR: Police blue with standard shoulder patch on left sleeve and American Flag on right sleeve
POSITIONS: All Ranks
NAME TAG: Pin Type Name Tag on right breast

RANK DESIGNATIONS: Lieutenants and above will utilize the large pin on style brushed gold rank insignias on the shoulder epaulets of the jacket. Sergeants will have gold Chevrons on both sleeves. All Supervisors/Commanders will have gold colored State of N.J. buttons on the pockets and epaulets.

All Officers will have the silver colored State of N.J. buttons on the pockets and epaulets.

2. RAINCOAT

MAKE: BLAUER MODEL #9690.
COLOR: Reversible fluorescent yellow and black nylon raincoat. When utilized during inclement weather for traffic control functions, regardless of time of day, it is mandated that the fluorescent yellow side to be worn on the outside.

POSITIONS: ALL RANKS

3. HATS

MAKE: Police Hat, Standard Issue
Color - Navy Blue

POSITIONS: ALL RANKS

4. SHIRTS

MAKE: Elbeco Tex-Trop, 100% Polyester, Long Sleeve

COLOR: French blue heather with standard shoulder patch on left sleeve, and American Flag on right sleeve.

POSITIONS: Chief, Captains, Lieutenants, Sergeants, Patrol Officers

RANK DESIGNATIONS: Lieutenants and Captains will wear the designated collar brass and Sergeants will wear the gold chevrons on each sleeve, and the designated collar brass.

MAKE: Elbeco Tex-Trop, 100% Polyester, Short Sleeve

COLOR: French blue heather with standard shoulder patch on left sleeve.

POSITIONS: Captains, Lieutenants, Sergeants, Patrol Officers

RANK DESIGNATIONS: Lieutenants and captains will wear the designated collar brass and Sergeants will wear gold chevrons on each sleeve, and the designated collar brass.

5. PANTS

MAKE: Blauer Style #8810 or #8821, 100% Polyester

COLOR: Police blue with French blue heather piping on outside of each legging extending from waist to cuff)

POSITIONS: Sergeants and Patrol Officers (gold piping for lieutenants and above)

6. SWEATERS

OPTIONAL -

Jack Young, Model "Commando" V Neck Sweater, Navy blue pull over style

SWEATER RESTRICTIONS: RANK DESIGNATION, BADGE, OR NAME PLATE TAB ALLOWED.

7. TURTLENECK SWEATERS

Blauer, 92% Cotton, Style #8100, Color Police Blue

Insignia- on left side of collar

"MPD" Gold thread- Sergeant and above

"MPD" Silver thread- Patrol Officers

8. TIES

COLOR: Navy Blue clip on tie

POSITIONS: ALL RANKS

9. SOCKS

WHEN WORN WITH SHOES: Navy blue or black

WHEN WORN WITH COMBAT/JUNGLE BOOTS: choice of sock color

10. FOOTWEAR

SHOES: Leather Dress, low-quarter type or Trooper-type

COMBAT STYLE BOOTS: Full leather, ankle height

11. GLOVES

Regular Duty: Any make/model black leather or black wool-general service.

Ceremonial: White

Traffic Control: Orange reflective gloves

C. RANK DESIGNATIONS:

1. HATS:

CHIEF - Light gold braid strap with scrambled gold bullion on visor.

CAPTAINS - Light gold braid strap.

LIEUTENANTS - Light gold braid strap.

SERGEANTS - Gold "snake" (expansion) strap.

PATROLMEN - Black strap.

2. SHIRTS:

COLLAR BRASS:

CHIEF - Gold stars

CAPTAINS - Dual gold bars with smooth finish

LIEUTENANTS - Small single gold bars with smooth finish

SERGEANTS - Gold Chevrons

(All collar rank designation shall be metal either clip or pin type; no embroidered or embossed.

SHIRT SLEEVES - SERGEANTS ONLY:

3 chevrons, gold, edged with blue, all on a black background-point to touch the bottom of the shoulder patch.

D. YEARS OF SERVICE HASH MARKS {Long Sleeve Shirt & Jackets only}

One sleeve hash mark (gold in color) for every four (4) completed years of service to the Mahwah Police Department. The hash mark have a blue background worn on the left side are at a 45 degree angle, four (4) inches from the cuff.

E. MAHWAH POLICE SHOULDER PATCH

Mahwah Police Department patch on left shoulder seam, no other emblem except as authorized by directive of Chief of Police. (Shoulder patch to be sewn 1/4" to 1/2" down from shoulder seam.)

F. SUMMER UNIFORM

Chief, Captains, Lieutenants, Sergeants & Patrol Officers:

Uniform hat, short sleeve french blue uniform shirt, departmental supplied navy blue tee-shirt (only top most button of shirt to be left undone, blue uniform pants, gun belt with holster/firearm, magazine pouches/two magazines, handcuff case/handcuffs, (Lt.s, Sgt.s and P.O.s) O.C. spray w/ black leather holder, night stick/PR-24/ASP baton w/holder.

G. WINTER UNIFORM

Chief, Captains, Lieutenants, Sergeants & Patrol Officers:

Uniform hat, long sleeve french blue uniform shirt with tie, blue uniform pants, sweater (optional), gun belt with holster/firearm, magazine pouches/two magazines, handcuff case/handcuffs, O.C. Spray with holder. (Lt.s, Sgt.s and P.O.s) Asp Baton with holder.

Option A: Approved turtleneck with long sleeve shirt, and top most button undone.

The uniform winter coat and the approved sweater will be worn when dictated by the elements at the officer's discretion.

H. CLASS "B" UNIFORM

The Class "B" uniform will consist of navy blue BDU-type pants and a french blue stripe for Patrol Officers (gold stripe for Captains and Lieutenants) and the issued Blauer long sleeve or short sleeve Class B shirt depending on weather or discretion of Tour Commander. The required headgear will consist of the Mahwah Police baseball-style hat. This uniform will be utilized when performing off-duty traffic functions or similar on-duty functions at the discretion of the Chief of Police. The full compliment of required equipment will be carried while wearing this uniform on duty.

I. CEREMONIAL UNIFORM

The ceremonial uniform worn by all officers for occasions such as parades, award ceremonies, funerals and the like will consist of leather dress shoes, standard issue pants and long sleeve shirt (color determined by rank) and dress blouse with police hat. The uniform belt will be worn over the blouse with holster and firearm, handcuff case and magazine pouches. White gloves will be worn with the ceremonial uniform.

The Mahwah Police Ceremonial Honor and Color Guard will utilize a similar uniform that will be determined by the Honor Guard Commander. Only members of the Honor Guard will utilize this uniform while in the performance of approved functions.

J. SPECIAL PURPOSE UNIFORMS

The specified uniform of the day may be altered by written order by the Chief of Police. Such events that may dictate such alteration include, but are not limited to, parade ceremonies, funereal detail, etc.

K. LEATHER EQUIPMENT

1. PANTS BELT: "Garrison Belt" 1 3/4" plain black leather.
2. GUN BELT: basket weave black.
3. HOLSTER: basket weave black
Detective Holster: basket weave black leather.
4. HANDCUFF CASE: basket weave black
5. ASP HOLDER
6. KEEPERS: black basket weave composite.
7. MAGAZINE POUCH: Double magazine pouch, basket weave black
8. O/C HOLDER: black basket weave composite.
9. RADIO HOLDER: black basket weave composite.
10. KNIFE POUCH: basket weave black, Velcro flap (optional piece of equipment)
11. FLASHLIGHT RING: Streamlight (optional piece of equipment)
12. FLASHLIGHT HOLDER: for mini-mag (optional piece of equipment)
13. LATEX GLOVE POUCH: Safariland, single glove pouch (optional piece of equipment).

L. GENERAL EQUIPMENT

1. FLASHLIGHTS:

- a. Standard Issue: Streamlight Fixed beam, three (3) cell, D size batteries.
- b. Optional "Mini-Mag" (worn on gun belt) or any other flashlight, if carried on authorized ring.

2. HANDCUFFS: Peerless or Smith and Wesson nickel-plated.

3. ASP BATON: 27 inch extended model and carrier, when required training is completed.

4. NAME TAG:

FOR SHIRTS: Silver nameplate with black lettering with officer's first initial, (middle initial is optional) and full last name. Sergeants and above will have a gold colored nameplate with black lettering. Nameplate is to be worn with post inserted at top ridge of right breast pocket.

FOR JACKETS: Same as above

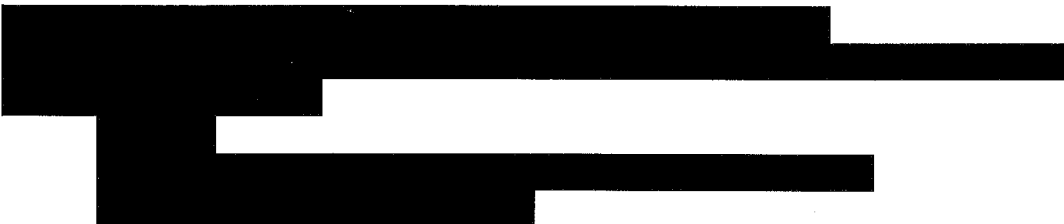
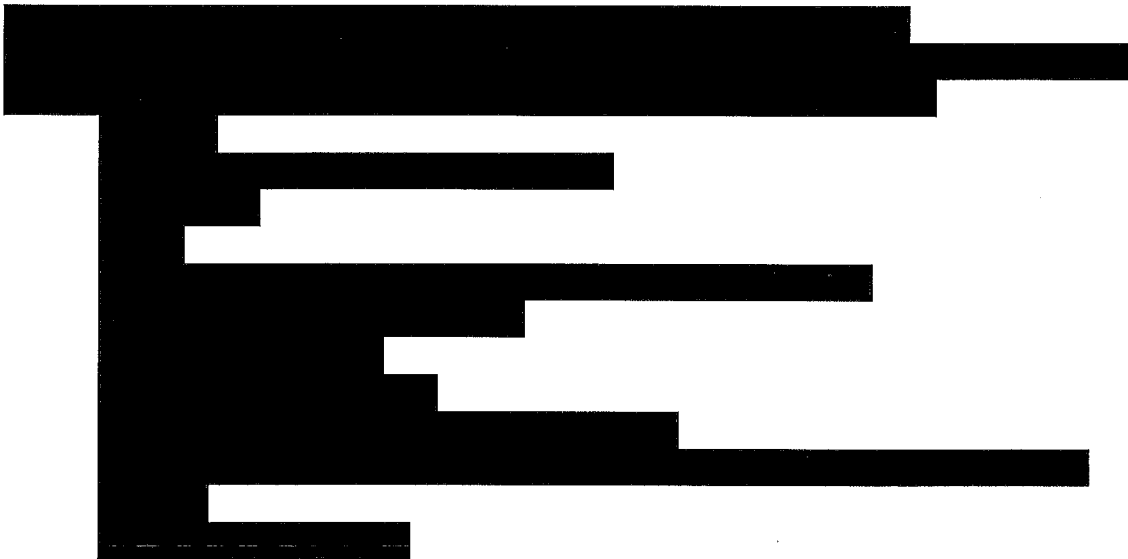
5. AWARDS: Only those approved by the Chief of Police.

6. BUTTONS: All State of New Jersey metallic, gold colored for Chief, Captains, Lieutenants, Sergeants; silver colored for Patrol Officers.

On jackets, they will be on the epaulets and breast pockets.

7. BODY ARMOR: Minimum of NIJ .06 Standard Level III A vest, combination with a 5" x 8" trauma plate. Navy blue cover supplied by the Department.

8. KNIVES: If carried on belt, any knife with a maximum blade length of four (4) inches.



O. CIVILIAN CLOTHING--MANNER OF DRESS:

Male members and employees permitted to wear civilian clothing during a tour of duty shall wear business casual attire, department issued collared shirts with 5.11 type pants, or business suits if preferred. Sneakers/sneaker type footwear is not permitted as normal footwear, unless authorized by a Commanding Officer. Commanding officers may prescribe other types of clothing when necessary to meet a particular Police objective. Female members and employees permitted to wear civilian clothing shall wear clothing that conforms to standards normally required of office personnel in private business firms, unless otherwise directed. All articles of clothing shall be of a conservative nature. Blue jeans, shorts, non-collared shirts, and athletic shoes are not permitted as casual business attire clothing.

NOTE: THE CHIEF OF POLICE PERMITS NO VARIATIONS ON UNIFORM OR EQUIPMENT CODE WITHOUT PERMISSION.

P. UNIFORM & EQUIPMENT STANDARDS FOR EDUCATION/SEMINARS

Members shall wear such clothing as required by the particular institution attended. If no dress code exists, then at a minimum a member is to wear casual business attire as described above and appropriate shoes (no athletic shoes) during classroom/seminar times, except when prior authorization to deviate from this dress code is authorized by the appropriate Division Commander, on a case by case basis. When a member is scheduled as a speaker or instructor, and a uniform is not appropriate, the dress code is the same as the Regular Dress Code for Investigators.

Q. UNIFORM, APPAREL STANDARDS FOR COURT APPEARANCES

Uniform personnel may wear the appropriate seasonal uniform to court off-duty officers shall wear their uniform, business suit, or sport coat with tie. On-duty Detectives may wear their uniform of the day.

R. MAINTENANCE OF COMPLIMENT OF UNIFORMS:

It is the responsibility of each and every sworn member of this Department as well as Communications Operators to maintain a compliment of uniforms that meets all Department standards/specifications. This requirement applies to all personnel, regardless of current assignment.

S. JEWELRY

Sworn Personnel:

While on duty, jewelry or body adornments shall comply as follows;

1. Chains and necklaces may be worn but not visible outside of the uniform or clothing, due to safety reasons the Department discourages the wearing of such;
2. Earrings shall not be worn for safety reasons;
3. The wearing of faddish, unusual, or ornamental jewelry (including body-piercing jewelry) is prohibited for safety reasons.

Rings are limited to no more than one conservative ring (gold or silver) on each hand, including wedding rings. A conservative watch may be worn on the wrist or carried in a pocket (no chains or fobs).

The Chief of Police based upon the nature of the assignment may exempt Plainclothes officers from this rule. Plainclothes officers may also wear a conservative tie tack, cuff links, or collar stays. Belt buckles shall also be conservative. Symbols associated with any particular organization are not allowed. This does not prohibit the wearing of school or military rings.

T. APPEARANCE & GROOMING

1. While on duty, unless expressly authorized by competent authority, all members of the Department will be well groomed and clean. Dyed hair must be a natural human color. All members will conform to the following standards of appearance:

A. Hairstyles - male/sworn:

1. Hair will be neat, clean and styled to present a groomed appearance.
2. The length of the hair on the side of the head may not extend outward beyond the outermost edge of the top of the ear, must be affixed in a manner that does not cover any part of the ear, and the hair may be trimmed to allow the hair to be combed or brushed over the top and behind the ear.
3. Hair will be evenly trimmed with length not to exceed one and one half inches and will be tapered proportionately along the sides and the back of the head. The hair will not extend at any point below the shirt collar at the back of the neck or protrude onto or over the ears.
4. Sideburns will not extend below the bottom of the ear. The maximum width at the bottom of the sideburns will not exceed one and three-fourths inches. Sideburns will not cover any part of the ear and will present a groomed appearance.

B. Facial hair:

1. Members will be clean shaven, except for mustaches, which must be neatly trimmed and will not extend more than one-half inch beyond the corners of the mouth nor more than one-fourth inch below the corner of the mouth nor cover any part of the lip. No other facial hair will be allowed.
2. Beards and goatees will not be permitted except for other specialized assignments authorized by the Chief of Police.

C. Hairstyles - Female/Sworn:

1. Hair will be neat, clean and styled to present a groomed appearance.
2. Hair in front will be styled so that it does not fall below the eyebrows.
3. Hair style will be at the discretion of the individual officer. The length of hair for female officers while in uniform will not extend downward beyond shoulder length. Hair ornaments may be worn to confine the hair as long as a neat and professional appearance is maintained and the accessories conform to the uniform or plain clothes attire.

D. Hairstyles -male/female non-sworn:

1. Male and female members who have contact with the public are required to follow the same guidelines as sworn members.

2. Members who do not have contact with the public (Dispatch Operations) may deviate from these guidelines at the discretion of their Division Commander. The final authority in these matters is the Chief of Police.
- E. Sworn members will maintain a maximum 1/4" nail length beyond the finger tip.
- F. Nail polish may be worn only by female officers and should be of a conservative color.

G. TATTOOS/BRANDS/BODY MAKE-UP/ART:

1. Members who have tattoos, brands, and/or body ornamentation that is visible while in uniform or plain clothes attire on duty (and while operating or otherwise utilizing Department motor vehicles or equipment while off-duty) shall ensure that said tattoo(s), brand(s), or body ornamentation shall not be disruptive, adversely impact proper discipline, impede the performance of law enforcement duties, or otherwise interfere with the regular operation of the Department consistent with the prohibitions below:
 - a. Members- visible tattoo(s), brand(s) and/or body ornamentation shall not depict, describe, or otherwise refer to sexual conduct, acts, organs, or preferences.
 - b. Members- visible tattoo(s), brand(s) and/or body ornamentation shall neither depict, describe, nor refer to intolerance of, or discrimination against, any race, religion, gender or national origin, nor shall any member have any tattoo(s), brand(s), and/or body ornamentation commonly associated with organizations or groups which advocate such intolerance or discrimination.

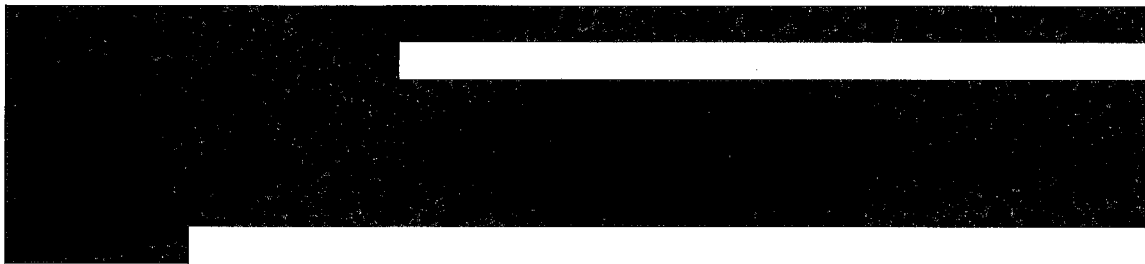


- attending or participating in parades;
- special functions;
- athletic events;
- attending or participating in funerals;
- directing traffic;
- conducting or assisting traffic crash investigations (when applicable); and
- recognition as a police officer is required: i.e.,
 - warrant service,
 - follow-up investigations,

No member is to wear or use any unauthorized or non-standard item.

[REDACTED]

[REDACTED]



Mahwah Police Department – Policies and Procedures		Number 155:20:05
Subject Transport Vehicles		
Issue Date 02072001		Effective Date 09062002
Revisions a. 09062002, b. 08/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 70.4.1 -4.2	

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



G. TRAINING

Training for personnel with responsibility for detainees in temporary custody will occur during the field-training phase of indoctrination. Detainee custody is also covered at the Police Academy. Retraining will occur at least once every three years.

H. INSPECTIONS

The interview rooms will be inspected weekly, along with the jail cells and this inspection noted on the Weekly Jail Inspection Report. The interview room inspection will be for cleanliness and to determine if any unsafe conditions exist. Any problems or deficiencies should be noted on the inspection report and brought to the attention of the Patrol Division Commander.

I. ADMINISTRATIVE REVIEW

An administrative review of temporary detention areas and procedures will be completed by the office of professional standards, or the Chiefs designee, annually.

Mahwah Police Department – Policies and Procedures		Number 157:25:05
Subject Processing and Temporary Detention		
Issue Date 10012008		Effective Date 10012008
Revisions		
Page 1 of 1 .	Accreditation Number 71.5.1	

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 160:10:05
Subject Physical Plant-Minimum Conditions		
Issue Date 11012002		Effective Date 11012002
Revisions: Reviewed 08/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 72.2.1	

[REDACTED]

[REDACTED]

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Issue Date 11012002

Effective Date 10012007

Revisions a. 10012007 b. Revised 05/30/2018 JNB

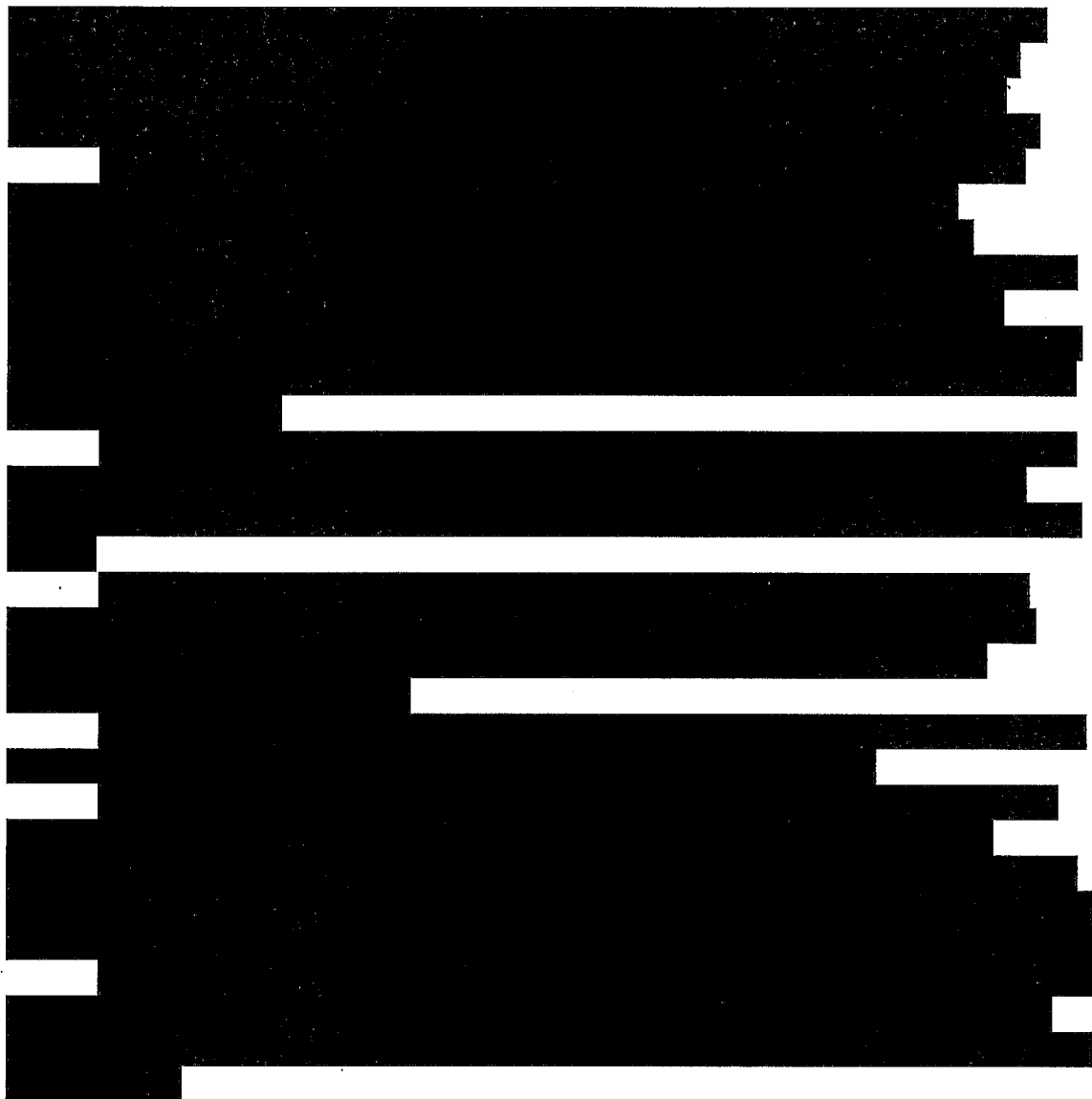
Page 1 of 2.

Accreditation Number 72.3.1, .2, .3

1000

[illegible]

[REDACTED]



C. SANITATION INSPECTIONS

Inspections of the cell area shall be performed on a weekly basis by the Tour Commander and any deficiencies noted for repair/replacement. The toilet/sink shall be tested for operation and proper sanitation. In the event of pests or vermin the Operations Division Commander shall be notified for treatment or capture by a qualified expert. The expert retained by the Department shall clean or fumigate the facility if necessary.

Effective Date 10012007

Revisions a. 10012007 b. 12292011LtPt c. 02262015 Sgt. SC d. 04192016 Ofc. K Stewen, e. 09/2018
D.Lt.GB

Accreditation Number 72.4.1-.11

[illegible]

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[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 160:25:06
Subject Security of Detainees—Elevator Use		
Issue Date 7/10/2008		Effective Date 7/10/2008
Revisions		
Page 1 of 2.	Accreditation Number 70.1	

[REDACTED]

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Accreditation Number 72.8.1-5

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Mahwah Police Department – Policies and Procedures		Number 165:05:05
Subject Court Security		
Issue Date 11132001	Effective Date 11132001	
Revisions a. 01052012 Capt RS b. 02262015 Sgt. MB, c. 09/2018 D.Lt.GB		
Page 1 of 4.	Accreditation Number 73.1.1; 2.1; 3.1, 3.2; 4.1-.2	

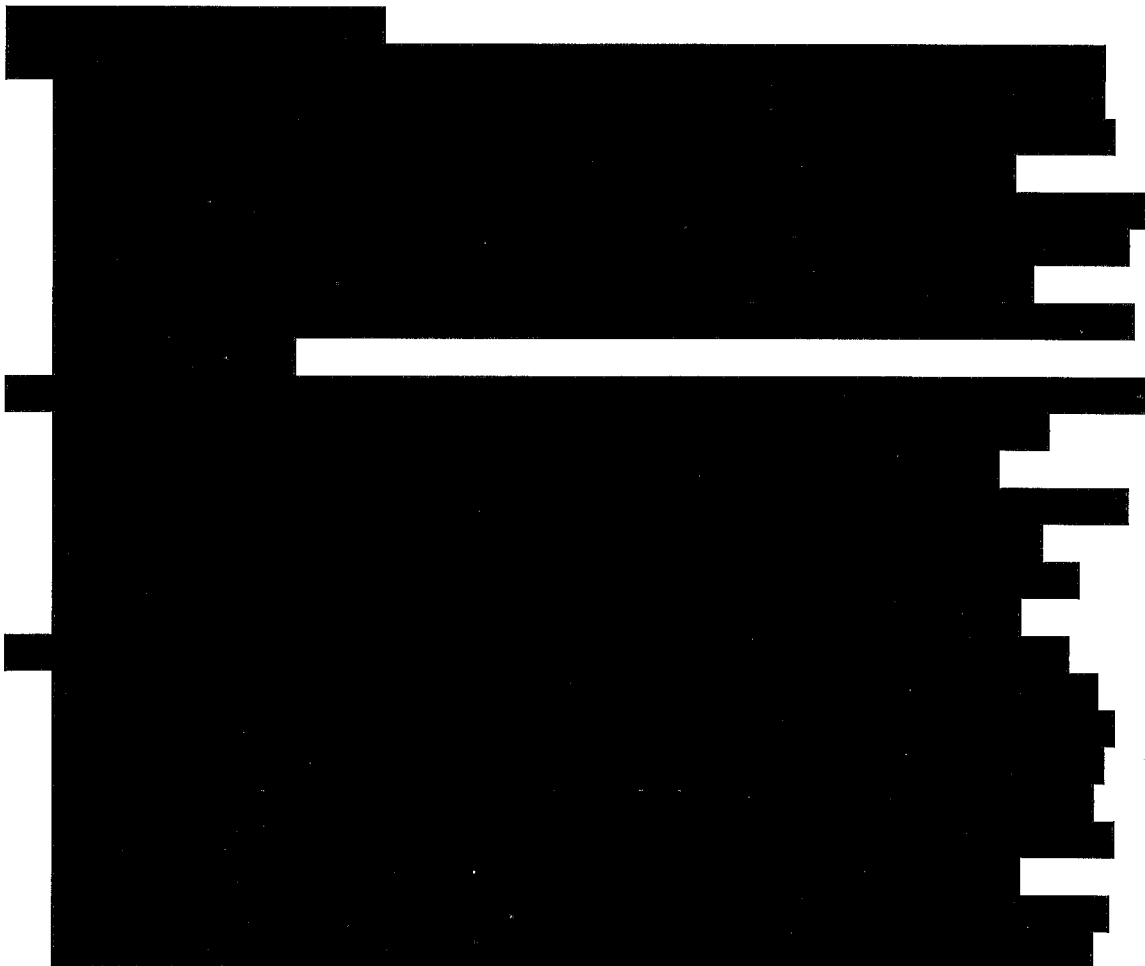
I. BACKGROUND

Courtroom security is the function of the Police Department and as such it is important that all members assigned as court officers perform their required duties in a uniform manner. All members should be familiar with the responsibilities commensurate with the court officer function.

II. POLICY

It is the policy of this Department that all members adhere to the below listed guidelines regarding the court officer function.

III. ACTION



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 175:15:20
Subject Multichannel Radio Equipment		
Issue Date 12062002	Effective Date 12062002	
Revisions: 09/2018 D.Lt.GB		
Page 1 of 1.	Accreditation Number 81.3.3	

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 005:15:40
Subject Removal from Line Duty Assignment		
Issue Date 09062002		Effective Date 12112005
Revisions a. 12112005, b. Reviewed 12/2011 Sgt.RC, b. Reviewed 3/2015 DetGB		
Page 1 of 3.	Accreditation Number 1.3.8	

I. BACKGROUND

Due to the extreme nature of officer involved use of lethal force, any member of the Department involved in a critical or traumatic incident, not limited to shootings, involving the death or serious physical harm of another person will be removed from the line of duty pending investigation and counseling.

II. POLICY

It is the policy of the Mahwah Police Department to attempt to strike a balance between the rights of the community and those of the individual officer involved in a use of force incident or other critical incident involving serious physical harm or death to any person.

III. ACTION

Table of Contents		
A.	Psychological Services	p. 2
B.	Legal Representation	p. 2
C.	The Civil Rights Investigation	pp. 2-3

When death or serious physical injury has resulted from the use of force or other actions by an employee, that employee will, as soon as practical, be released from line duty by the supervisor pending a full investigation into the incident by the Department.



[REDACTED]

Administrative leave and administrative assignment in these situations requires the approval of the Chief of Police.

[REDACTED]

B. LEGAL REPRESENTATION

[REDACTED]

C. THE CIVIL RIGHTS INVESTIGATION

The department will respect the rights of the Federal Government to conduct an independent investigation to identify any Civil Rights violations that may have resulted due to an officer's use of force. [REDACTED]

Mahwah Police Department – Policies and Procedures		Number 005:15:25
Subject Medical Aid After Use of Force		
Issue Date 11012001		Effective Date 11012001
Revisions: Reviewed 12/2011 Sgt.RC, Revised 2/2015 OFC. KS, c.Revised 06/2018 D.Lt.GB		
Page 1 of 2.	Accreditation Number 4.1.5	

I. BACKGROUND

When an officer finds it necessary to use force to affect an arrest, or for any other purpose, the officer will determine whether or not the person is injured, and arrange for appropriate medical treatment of any injury. In addition, the officer will notify the Tour Commander or Officer-in-Charge that force was used, and if any injuries resulted from the use of force. Any time a person in custody is injured through no fault of the officer, the officer shall notify the Tour Commander or Officer-in-Charge as soon as circumstances allow. When any person complains that an officer has injured him or used unnecessary force against him, the officer is to immediately notify the Tour Commander or Officer-in-Charge, who will in turn notify either the Detective Captain or the Patrol Captain.

II. POLICY

It is the policy of this Department that any time a person has visible injuries or non-visible trauma, complains of being injured, or alleges he/she was injured as a result of force used against him/her by an officer, the officer must take appropriate actions to provide medical care for the injured person. This includes, but is not limited to, administering first aid, transporting the person to a hospital or other medical facility, requesting a rescue squad, or arranging for other transportation to a hospital or emergency medical facility.

III. ACTION

If the person refuses treatment at the hospital, the name of the attending physician, nurse or other hospital employee to whom the refusal was made shall be recorded in the police records narrative report. Additionally, other witnesses to the refusal (police officers, etc.) shall be listed in the report. If the injured person was offered, but refused treatment at a location other than the hospital the names of witnesses (police officers, civilians, rescue squad personnel, etc.) to this refusal shall be included in the report. If the injured person is unconscious or unable to either consent to treatment or refuse permission for treatment as a result of injuries received in a use of lethal or less-than-lethal force, the person shall be deemed to have not refused to give consent for the treatment of any injury.

Officers involved in or witnessing "Use of Force Incidents" will complete and submit required reports. The primary officer involved in the use of force shall submit a "Use of Force Report." This "Use of Force Report" shall be in accordance with the requirements set forth in this SOP.

Any time a person has visible injuries, complains of being injured, or alleges he/she was injured as a result of force used against him/her by an officer, the Tour

Commander or Officer-in-Charge will respond to the appropriate location (scene, police department, hospital, etc.) as soon as possible. In such cases the Tour Commander or Officer-in-Charge will, where warranted, take necessary photographs of the person's injuries and attach those photographs to the Use of Force Report.

Treatment for Persons [REDACTED]

An individual exposed to OC Pepper will be treated as soon as he/she becomes manageable, according to the following procedures:

- The general treatment for exposure [REDACTED] is the application of copious amounts of fresh air, and flushing with plain water. Officers and other persons exposed to the irritant should avoid the application of any creams, oils, or soaps to affected areas as irritation may continue, causing the skin to blister. The exposed individual should be taken to a secure location and permitted to thoroughly wash his/her face and eyes with cold or cool water for several minutes to neutralize the effects of [REDACTED]. Under no circumstances will warm or hot water be used, since this will intensify the symptoms. If water is not available, the person(s) should be exposed to fresh air;
- An officer will not remove contact lenses from the eyes of a person who has been [REDACTED]. The person exposed should not remove the contact lenses themselves. If a person exposed is wearing contact lenses, and they are still intact after the exposure, an ambulance shall be dispatched and the contacts should be removed by appropriate medical personnel. This should be documented in the incident report. The subject must be informed that the contact lenses are no longer usable and placing them in the eyes will result in a return of the symptoms. The officer shall indicate in his/her report that the owner was so informed. If the subject requests, the contacts will be packaged and held until they can be returned to the subject.
- Persons who have been sprayed with the aerosol self defense spray are to be taken to the hospital emergency room for treatment if they so demand;
- The Mahwah Rescue Squad shall be called immediately for medical assistance if the individual exposed exhibits breathing difficulties, blistering, if the symptoms of exposure persist, or if the officer determines that medical treatment appears necessary.

Mahwah Police Department – Policies and Procedures		Number 005:15:22
Subject Criminal Arrest Fingerprinting Requirements		
Issue Date 03082001	Effective Date 03082001	
Revisions: a.122011 SgtRC, b.02262015 LtJD		
Page 1 of 2.	Accreditation Number None (1.3.4a)	

I. BACKGROUND

Certain situations require that fingerprints be taken from a person who is arrested. Fingerprinting of persons arrested is considered a seizure and applies only to certain offenses/crimes. The following guidelines have been promulgated by the Records and Identification Section of the New Jersey State Police to clarify those situations when fingerprints must be taken.

II. POLICY

It is the policy of this Department that all officers follow the below listed guidelines as they pertain to the taking of fingerprints.

III. ACTION

A. CRIMINAL ARREST FINGERPRINT REQUIREMENTS

1. Criminal justice agencies must fingerprint and forward electronically via LiveScan to the State Bureau of Identification without delay in the following circumstances:

- a. When an adult is arrested for an indictable offense.
- b. When an adult is arrested for a violation of any state law relating to narcotics or dangerous drugs, whether indictable or otherwise.
- c. Within a reasonable time after the filing of a complaint summons by a law enforcement officer charging the adult defendant with an indictable offense.
- d. When an adult is arrested for shoplifting or prostitution.
- e. When an adult is convicted of a non-indictable offense and the identity of the person convicted is in question (note the disposition and the sentence and date).
- f. When an adult is charged in an indictment/accusation and has not been arrested or fingerprinted for the charges (note the indictment/accusation number).
- g. When an adult is arrested and believed to be wanted for an indictable offense or believed to be a habitual criminal.
- h. When a person is sentenced to a penal institution as the result of a conviction for a crime, shoplifting, prostitution or drug offense.

B. DOMESTIC VIOLENCE

must be fingerprinted.

[REDACTED]

Mahwah Police Department – Policies and Procedures		Number 005:10:45
Subject Biased Based Profiling		
Issue Date 11052001		Effective Date 11052001
Revisions a. 10012007, b. 10222008, c. Reviewed 12/2011 Sgt. RC, d. 12/18/19 Revised GB		
Page 1 of 3 .	Accreditation Number 1.2.9	

I. BACKGROUND

A fundamental right guaranteed by the Constitution of the United States is equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agencies as guaranteed by the Fourth Amendment. Citizens are free to walk and drive our streets, highways, and other public places without police interference so long as they obey the law. They are also entitled to be free from crime and other acts of criminal, and to drive and walk our public ways safe from the action of careless and reckless drivers.

Nothing in this directive prohibits consideration of such factors the officer is acting upon a specific and credible report of criminal activity where such factors are part of a suspect's physical description contained in the report

This law enforcement agency is charged with protecting these rights, for all regardless of race, color, ethnicity, national origin, or sexual orientation.

Police action which is biased is illegal and violates the equal protection clause and the Fourth Amendment of the Constitution. It also alienates citizens, fosters distrust of the police and undermines legitimate law enforcement actions.

The nature of our business requires law enforcement officers to be observant, to identify unusual occurrences and law violations, and to act upon them. Proactive enforcement keeps our citizens free from crime and our streets and highways safe to drive upon.

Criminal profiling is a legitimate tool in the fight against crime. Criminal profiling is an investigative method in which an officer through observation of activities, environment and training identifies suspicious behavior by individual(s) and develops a legal basis, consistent with the Fourth Amendment, to stop them for questioning.

However illegal profiling refers to a decision by an officer to stop, detain, interact, or search an individual based upon the race, color, ethnicity, national origin or sexual orientation. This Department explicitly prohibits and will not condone illegal profiling as a law enforcement tactic and will not tolerate its use by any of our members.

II. POLICY

The purpose of this SOP is to ensure that race, ethnicity, age, gender or sexual orientation of an individual shall not be the sole basis for the detention, interdiction or other disparate treatment of that individual by any member of the Mahwah Police Department.

It shall be the policy of this Department to prevent and prohibit the practice of bias based profiling and any other discriminatory practice by members of the Mahwah Police Department.

III. ACTION

A. DEFINITION

Bias-Based Profiling – The stop, detention, interdiction, search or differential treatment of an individual based on race, color, ethnicity, national origin, or sexual orientation of such individuals.

Detention – The act of stopping or restraining an individual's freedom to leave or walk away, approaching and questioning an individual beyond a consensual encounter, or stopping an individual suspected of being involved in criminal activity.

Stop – The restraining of an individual's liberty by physical force or their submission to a show of authority.

B. BIAS BASED POLICING/DISCRIMINATORY PRACTICES

1. Bias Based policing of individuals is strictly prohibited by members of the Mahwah Police Department except as defined in NJ Attorney General Directive 2005-1, 2.a Coduct Constituting Racially Influences Policing.

“A sworn officer or civilian employee of a police agency acting under the authority of the laws of the State of New Jersey shall not consider a person's race or ethnicity as a factor in drawing an inference or conclusion that the person may be involved in criminal activity, or as a factor in exercising police discretion as to how to stop or otherwise treat a person, except when responding to a suspect specific or investigation specific “Be on the Lookout” (BOLO) situation as described both in this Directive and in training materials developed by the Division of Criminal Justice pursuant to section 3a of this Law Enforcement Directive”.

2. Bias Based policing of individuals is strictly prohibited by members of the Mahwah Police Department except as defined in Law Enforcement Interactions with Transgender Individuals – Attorney General Directive NO. 2019-3, specifically section I. A and B.
EFFECTIVE JUNE 1, 2020.

C. AUTHORITY AND RESPONSIBILITY

1. Each Tour Commander or supervising officer will continually examine all areas of police action under his/her purview in an effort to discover any bias based profiling or discriminatory practices.
2. Any employee who believes there is, or is made aware of, any violation of this SOP shall immediately contact his/her immediate supervisor.
3. All complaints of bias based profiling or discriminatory practices shall be received, documented, and investigated in accordance with SOP 130:05:05, “Internal Affairs”. No person shall be discouraged, intimidated, coerced, or otherwise turned away from filing such a complaint or discriminated against because he/she has filed such a complaint.

D. TRAINING

1. All Police Department members shall receive training on the harms of bias based profiling and discrimination, including the review of this policy and any legal aspects.

Training should include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination and community support. Annual training on biased based policing will be conducted.

2. Additional diversity and sensitivity training shall be designated for members with sustained biased based profiling or other sustained discrimination complaints filed against them.

3. Law Enforcement Interactions with Transgender Individuals – Attorney General Directive NO. 2019-3, training will commence on/ or after March 1st, 2020 and will be provided by the Division of Criminal Justice through NJ Learn System.

E. DISCIPLINARY PROCEDURES

2. Failure to report any observed or known violations of this SOP by any member of the Department shall result in disciplinary action.

F. ANNUAL REVIEW

An annual administrative review of agency practices including citizen concerns will be undertaken by the Internal Affairs Unit and a report will be submitted to the Chief of Police upon completion of the review.

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.