

- d. In control of a prisoner (includes traveling to or returning from) (Title 49 CFR, Section 1544.221)

C. No officer may:

1. Board an aircraft while armed if the officer had consumed an alcoholic beverage within the previous eight hours.
2. Consume any alcoholic beverage while onboard an aircraft operated by an aircraft operator.

D. [REDACTED]

E. [REDACTED]

F. The Chief of Police shall prepare an original letter of authority for the personnel who will be flying armed. This original letter of authority must:

1. Be on official FLPD letterhead and be signed by the Chief of Police;
2. Confirm the need to travel armed; it is important to articulate to the aircraft operator the need to be armed on a specific flight segment and not merely provide the authorization to fly armed.
3. Contain a detailed flight itinerary.

G. The aircraft operator may or may not ask to see the letter of authority.

H. On the day of travel, notify the aircraft operator at least one hour prior to your flight departure, or in an emergency, as practicable.

I. Officers must check-in with the airline ticket counter, provide identification and present the original letter of authority from the Chief of Police. Officers must complete the Notice of Law Enforcement Flying Armed form provided by the airline and will proceed to the Armed LEO Screening Checkpoint.

1. Identification must contain:
 - a. Clear, full face picture; and
 - b. The officer's signature; and
 - c. Signature of authorizing official, or
 - d. Official seal of the Fort Lee Police Department.
 - e. A badge, shield or similar device alone cannot be used, or accepted by the aircraft operator as the sole means of identification.

J. At the Armed LEO Screening Checkpoint, officers will [REDACTED]
[REDACTED] display their badge, credentials, boarding pass, a

second form of government identification, and required airline paperwork, commonly referred to as Person Carrying Firearms (PCFA) forms.

- K. Officers will complete the LEO Logbook and proceed to the boarding gate. At the boarding gate officers will provide the airlines armed traveler paperwork and inform the gate agent of his/her presence and status. Officers will then meet with the pilot in command, federal air marshals, federal flight deck officers, and/or other law enforcement officers onboard the flight as directed.
1. Present the form to the flight crew upon boarding the aircraft for every segment of the flight itinerary. (A common error is for a law enforcement officer to present his/her Notice of Law Enforcement Officer Flying Armed form for only the first segment of a multi-segment flight resulting in subsequent flight crews being unaware of the armed officer's presence.)
 2. An aircraft operator's Ground Security Coordinator (GSC) or Customer Service Supervisor (CSS) may be the best person to assist personnel regarding issues at the ticket counter or the boarding gate.
 3. The aircraft operator has the final say regarding denial of boarding with a weapon.
 4. If denied boarding with a weapon, have a back-up plan in advance, consider involving the aircraft operator's GSC or other supervisor, or be prepared to place the weapon and ammunition in checked baggage
- L. At all times when traveling onboard an aircraft while armed, officers must keep their weapon concealed and out of view. Further:
1. Officers must maintain complete control of their weapon(s) at all times;
 2. Officers shall not place a weapon in an overhead storage bin;
 3. Officers shall not carry OC spray, or similar self-defense sprays containing an irritant, or incapacitating substance through a security checkpoint or in the cabin of a commercial aircraft;
 4. Only one self-defense spray (pepper), not exceeding 118ml (4 fluid ounces) by volume that incorporates a positive means to prevent accidental discharge, may be carried in checked baggage.
- M. The discharge of a firearm onboard an aircraft may cause:
1. Possible damage to hydraulic, fuel and electrical systems
 2. Possible fire
 3. Damage to the aircraft's engines
 4. Serious injury or death to innocent bystanders
- N. Know the location of all other law enforcement officers onboard the aircraft.

1. The Pilot-in-Command is the In-Flight Security Coordinator and is the final authority onboard the aircraft. The Pilot-in-Command can refuse to allow armed personnel to board the aircraft due to safety reasons.
 2. The aircrew has been trained to handle most crisis situations.
 - a. Allow them to do their job
 - b. Assist if requested by aircrew
- O. If it becomes necessary to place the weapon and ammunition in checked baggage:
1. Be prepared and properly equipped when you arrive at the airport.
 2. The weapon must be placed in a hard-sided, locked container.
 3. Declare the weapon and ammunition when the container is checked.
 4. The weapon should be unloaded.
 5. Be prepared to place ammunition in factory or similar packaging.
 6. You maintain the key or combination to the hard-sided, locked container.
 7. If the hard-sided, locked container is inside a piece of checked baggage, the aircraft operator generally will place a Firearm(s) Unloaded Declaration form inside the checked baggage proximate to, but not inside of, the hard-sided, locked container.
 8. If the firearm is not inside another piece of checked baggage, the aircraft operator generally places the Firearm(s) Unloaded Declaration form inside the hard-sided, locked container.
 9. Contact the aircraft operator well in advance if:
 - a. You are transporting shoulder weapons (for competition or tactical training, for example), or
 - b. You plan to ask that weapons be transferred from a vehicle on the airport operating area (tarmac).
 - c. Be sure to understand the aircraft operator's procedures.
 - d. There are limitations to the amount of ammunition that can be transported on commercial aircraft. Contact the aircraft operator well in advance to discuss requirements and procedures.

XVI. CARRYING FIREARMS & AMMUNITION ABOARD AMTRAK TRAINS

- A. For purposes of this subsection only, the term checked baggage refers to baggage that is accessible only to select Amtrak employees.
- B. Under the provisions of Section 159 of the Consolidated Omnibus Act of 2010 effective December 15, 2010, **AMTRAK** will accept reservations of firearms and

ammunition for carriage between Amtrak stations and on Amtrak trains within the United States that offer checked baggage service. The following policies are in effect:

1. Officers must notify AMTRAK no later than 24 hours before train departure by calling 800-USA-RAIL. Online reservations for firearms/ammunition are not accepted.
2. Officers must travel on the same train that is transporting the checked firearms and/or ammunition.
3. All firearms and/or ammunition must be checked at least 30 minutes prior to scheduled train departure. Some larger stations require that baggage be checked earlier. Please contact the appropriate departure station for more details.
4. All firearms (rifles, shotguns, handguns, starter pistols) must be unloaded and stored in an approved, locked hard-sided container not exceeding 62" L x 17" W x 7" D (1575 mm x 432 mm x 178 mm). The officer must have sole possession of the key or the combination for the lock to the container. The weight of the container may not exceed 50lb/23 kg.
5. Smaller locked, hard-sided containers containing smaller unloaded firearms such as handguns and starter pistols must be securely stored within a suitcase or other item of checked baggage, but the existence of such a firearm must be declared.
6. All ammunition carried must be securely packed in the original manufacturer's container; in fiber, wood, or metal boxes; or in other packaging specifically designed to carry small amounts of ammunition. The maximum weight of all ammunition and containers may not exceed 11lb/5 kg.
7. Officers are responsible for knowing and following all federal, state, and local firearm laws at all jurisdictions to and through which he or she will be travelling.
8. Firearms/ammunition may not be carried in carry-on baggage; therefore, checked baggage must be available on all trains and at all stations in the officer's itinerary.
9. At the time of check-in, officers will be required to complete and sign a two-part Declaration Form.
10. BB guns and Compressed Air Guns (to include paintball markers), are to be treated as firearms and must comply with the above firearms policy. Canisters, tanks, or other devices containing propellants must be emptied prior to checking and securely packaged within the contents of the passenger's luggage.

- C. Officers failing to meet the above-mentioned requirements for checking firearms will be denied transportation.

- D. There are currently no restrictions while riding on New Jersey Transit trains or buses.

**INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 12-19-2001	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 9					CHAPTER 5
ACCREDITATION STANDARD(S):	REFERENCE: V5C5					
SUBJECT: CIVIL DISORDERS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To ensure that proper procedures are followed when confronted with an incident which may lead to Civil Disorder, and to ensure that all proper actions are taken, notifications are made to command personnel and proper assisting agencies.

POLICY:

One of the more difficult problems confronting our department has involved the question as to the proper approach we should employ in dealing with situations potentially threatening to the community. Typically, officers are confronted with groups of people who are congregating in the street, who may be making loud noises, starting small fires and interrupting the flow of traffic. Officers face a very difficult task in trying to deal with this type of problem, as improper tactics may result in the development of a more serious situation. Officers are placed in the difficult position of trying to assess the situation from the perspective of preserving community order, as well as considering the nature of violation that may be occurring.

These guidelines have been developed in order that the department may better cope with the problems presented in situations such as those outlined above.

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

PROCEDURE:

I. DEPARTMENTAL OBJECTIVES

- A. The Department of Police has the following objectives to achieve to the best of its ability in a potentially threatening situation involving groups of people. These objectives reflect the relative importance of competing interests in disorderly situations and are rank ordered below.
1. **Protection of Life.** Officers have an obligation to protect the lives of **ALL** persons in the community. This is particularly true in situations of mass disorders where the lives of innocent persons are placed in jeopardy.
 2. **Maintenance of Order.** Officers should try to preserve the peace and decrease the likelihood that disorder may develop when dealing with potentially disruptive situations. Officers should determine appropriate responses to problems presented by such situations after having considered:
 - a. Will an enforcement action accelerate the likelihood of community disorder?
 - b. Will not taking enforcement action accelerate the likelihood of community disorder?
 3. Officers have an obligation to protect property and make apprehensions of persons violating property rights when it is possible to do so without placing the lives of innocent persons in danger of increasing the likelihood of public disorder.

II. PATROL

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. SUPERVISOR RESPONSIBILITIES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

E.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

d. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

INTERAGENCY PROCEDURES
CIVIL DISORDERS
VOL. V, CH. 5

Police for review

**INVESTIGATION
CLANDESTINE LABS
VOL. VIII, CH. 4**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 05-18-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VIII
VOLUME TITLE: INVESTIGATION	# PAGES: 3					CHAPTER 4
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: CLANDESTINE LABS						DISTRIBUTION
ISSUING AUTHORITY: _____						ALL EVALUATION DATE:
CHIEF THOMAS R. TESSARO						
ATTORNEY GENERAL:						Special Instructions
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To have procedures to follow when officers believe they have discovered a Clandestine Lab, so that injuries and liability can be kept to a minimum.

POLICY:

The federal government through a grant to the Bureau of Justice Assistance, has provided a nationwide system to deal with clandestine labs. The program is Operation ALERT (Active Laboratory Emergency Response Team.)

Alert works through the cooperation of the Statewide Narcotics Task Force, the New Jersey State Police, the U.S. Drug Enforcement Administration, the New Jersey Department of Environmental Protection and the 21 County Prosecutors' Offices. Its purpose is to ensure the safe and effective interdiction of clandestine narcotics laboratories throughout the state.

PROCEDURE:

I. DISCOVERY OF CLANDESTINE LAB

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] investigation.

II. SIGNS OF LABORATORIES

III. NEW JERSEY LAB LAW

- A. Except as authorized by P.L.1970, c.226 (C.24:21-1 et seq.), any person who knowingly maintains or operates any premises, place or facility used for the manufacture of methamphetamine, lysergic acid diethylamide, phencyclidine, gamma hydroxybutyrate, flunitrazepam, marijuana in an amount greater than five pounds or ten plants or any substance listed in Schedule I or II, or the analog of any such substance, or any person who knowingly aids, promotes, finances or otherwise participates in the maintenance or operations of such premises, place or facility, is guilty of a crime of the first degree and shall, except as provided in N.J.S. 2C:35-12, be sentenced to a term of imprisonment which shall include the imposition of a minimum term which shall be fixed at, or between, one-third and one-half of the sentence imposed, during which the defendant shall be ineligible for parole. Notwithstanding the provisions of subsection a. of N.J.S. 2C:43-3, the court may also impose a fine not to exceed \$750,000.00 or five

**INVESTIGATION
CLANDESTINE LABS
VOL. VIII, CH. 4**

times the street value of all controlled dangerous substances, controlled substance analogs, gamma hydroxybutyrate or flunitrazepam at any time manufactured or stored at such premises, place or facility, whichever is greater.

IV. SPECIAL WARNING

- A. DO NOT ENTER A SUSPECTED CLANDESTINE LAB UNLESS YOU ARE IN SAFETY CLOTHING AND HAVE RECEIVED LAB SAFETY TRAINING.**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. **CONTACT CAN BE DANGEROUS OR FATAL IF YOU ARE NOT ADEQUATELY PROTECTED AND TRAINED.**
3. **AT THE FIRST SIGN OF SUCH A LAB, CONTACT THE DETECTIVE DIVISION COMMANDER AND NARCOTICS SUPERVISOR, WHO WILL CONTACT COUNTY NARCOTICS TASK FORCE OR THE NEW JERSEY STATE POLICE.**

Transportation and disposal of toxic chemicals can be hazardous and expensive.

Contacting the ALERT Team to intervene in such removal and disposal can reduce your liability.

The ALERT Team can be reached at New Jersey State Police Headquarters, (609) 882- 2000.

THE COUNTY NARCOTICS TASK FORCE HOT LINE TO CONTACT IS:

Bergen County Narcotics Task Force Telephone: (201) 556-2500 Evenings and weekends through the Bergen County Police 646-2700

**ORGANIZATION
DETECTIVE BUREAU CALL OUT
VOL. II, CH. 17**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 05-18-02	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 3					CHAPTER 17
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: DETECTIVE CALL-IN PROCEDURES						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						
SOP 95-9						

PURPOSE

To ensure the proper and effective response of detective personnel to investigate serious criminal acts.

POLICY

The Police Department will have a set procedure for the call-in of Detectives as needed. Circumstances require that Detectives should be available on a 24 hour a day, seven days a week basis. To accomplish this goal this department should adhere to the following procedure. Compliance with this procedure should eliminate unnecessary call-ins while maintaining investigative coverage at times when efficiency demands the Detective Division go unmanned.

PROCEDURE

I. HOURS OF RESPONSIBILITY

A. General Investigation

[REDACTED]

[REDACTED]

**ORGANIZATION
DETECTIVE BUREAU CALL OUT
VOL. II, CH. 17**

B. Narcotics Bureau

[REDACTED]

[REDACTED]

C. Juvenile Bureau

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. AREAS OF RESPONSIBILITY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**ORGANIZATION
DETECTIVE BUREAU CALL OUT
VOL. II, CH. 17**

[REDACTED]

[REDACTED]

[REDACTED]

**COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 04-02-2007	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME III
VOLUME TITLE: COMMUNITY ASSISTANCE	# PAGES: 6					CHAPTER 10
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: DRUG ENFORCEMENT AND EDUCATION						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS RIPOLI						
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

POLICY:

On July 9, 1987, the 1986 Drug Reform Act became effective. The new law not only set forth stricter penalties for the distribution of drugs, but it also imposed additional penalties for distribution of drugs within one thousand (1,000 ft.) of a school. In 1993 it was upgraded to include community policing programs.

The Attorney General distributed a Statewide Action Plan for Narcotics Enforcement. The plan is quite comprehensive and calls upon all law enforcement agencies to actively enforce the Drug Reform Act.

The direction for the Borough of Fort Lee Police Department will be to follow the Attorney General's Drug Action Plan.

The suppression of narcotics activity and vice activities is the responsibility of every officer. Illegal narcotics use and its associated crimes such as narcotics sales, obtaining prescription drugs by fraud and money laundering are not limited to any one social group and can exist in any community. The Fort Lee Police Department will concentrate its efforts on illegal narcotics and vice activity under the Direction of the Detective Division Commander and the Narcotics Division Supervisor.

The Police Departments goal will be to identify and investigate potential suspects involved in illegal narcotics and vice activity. By establishing a Narcotic Bureau within the Detective Division, the following objectives are desired:

**COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10**

1. To increase the number of narcotic and vice related arrests using Narcotic Bureau personnel.
2. To aid and assist members of the department in narcotic and vice related arrests.
3. To establish and maintain a rapport with outside police and government agencies with pending investigations.
4. To aid and assist civilian/school agencies in educational training efforts, so that they may assist our department in combating illegal narcotics and vice activities.

PROCEDURE:

I. The Borough of Fort Lee Police Department shall develop programs that educate people about the danger of drugs.

- A. The D.A.R.E. program shall be implemented in our school system and community:
- B. The department's Crime Prevention Officer shall maintain membership in the following organizations:
 1. North Jersey Regional Crime Prevention Police Officers Association.
- C. The Community Policing and juvenile supervisors will provide the Chief of Police with a periodic update that depicts the progress of the school programs and the Community Crime Prevention programs.

II. Strict enforcement and patrol of Drug Free Safety Zones within 1,000 feet of a school. November, 1987. Procedures should be in strict accordance with the agreement between Education and Law Enforcement.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10

- G. Procedure for Arrests That Occur for N.J.S.A. 2C:35-7 (distribution, dispensing or possessing CDS on or within 1,000 feet of school property or school buses):

[REDACTED]

[REDACTED]

[REDACTED]

- III. The Investigative Division Commander is the intelligence gathering, enforcement and case coordinator for all narcotic violations. The Commander shall serve as the liaison to the Prosecutor's County Narcotic Task Force and the Statewide Narcotic Task Force.

See Narcotics division and Supervisor Policy Volume VIII, Chapter 16 for further.

- IV. The Operations Division Commander will ensure that the patrol officers enforce all narcotic laws. The Operations Division Commander is the enforcement and deterrence arm of the department. Personnel assigned to this division will, through routine patrol, deter narcotic offenses around schools and other target locations. Once probable cause exists to arrest, officers shall arrest anyone, adult or juvenile, who may be in violation of the Drug Reform Act.

Anyone not arrested must be reported, in writing, to the Investigative Division Commander. The circumstances and reasons as to why no arrest was effected will be thoroughly explained.

- A. The Operations Division Commander shall recommend officers for attendance in specialized Drug Enforcement Training Courses.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- F. Parking regulations within the school safety zones shall be strictly enforced.

**COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10**

Investigation Report

- A. The Investigation Report should describe the location of the criminal activity by street address or by reference to at least two street intersections or other identifying landmarks.
- B. The arresting officer should determine the distance from the location of the criminal activity to the nearest border of the applicable school property and should record this approximate measurement in the Investigation Report
- C. Where the offense is alleged to have occurred **in or on** school property, or where a school is visible from the location of the criminal activity, the Investigation Report should so indicate.

VI. (SNAP) Statewide Narcotics Action Plan Directives

In order that all members of the department fully understand the Attorney General's emphasis to achieve a comprehensive drug enforcement program, a list has been compiled that outlines those directives that are applicable to municipal law enforcement agencies.

SNAP Directive 2.1: Drug Enforcement is designated to remain the number one priority for every New Jersey Law Enforcement Agency.

SNAP Directive 2.2: All sworn law enforcement officers shall arrest any person who commits a controlled dangerous offense, including a disorderly persons offense, unless such action would jeopardize an ongoing law enforcement operation or there is a compelling public safety reason not to arrest.

SNAP Directive 2.3: Every law enforcement agency with five or more sworn officers shall designate at least one officer as their narcotics enforcement liaison and shall submit the name of this individual to the County Narcotic Task Force and to the Statewide Narcotics Task Force. This officer shall, at a minimum, represent that agency at the County task Force and shall also assist the task force, when possible, on major raids and in other enforcement activities. Consideration should be given to assigning this individual to the County Task Force, for a period to be determined by the municipal chief and the County Prosecutor, for the purpose of facilitating training and integration of task force methods of operation in enforcement activities.

SNAP Directive 2.5: All law enforcement agencies must comply with the regulations governing the distribution of forfeited property and proceeds. (see directive volume 2, chapter 13)

SNAP Directive 2.6: All law enforcement agencies must comply with the Attorney General's guidelines, issued periodically, addressing the acquisition, management, and disposition of forfeited property. (see directive volume 2, chapter 13)

SNAP Directive 2.7: A drug abuse resistance education program shall be introduced by local, county, and state law enforcement agencies in every municipality.

SNAP Directive 2.34: Municipalities shall identify local drug market locations and routinely patrol those areas and roadways. These locations and transportation corridors shall be reported to the County Narcotics Task Force for the purpose of support in targeting high drug crime areas.

**COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10**

SNAP Directive 2..35: Municipal police departments shall enforce school zone enforcement policies.

SNAP Directive 2..36: Municipal police departments shall ensure that school zone maps are redrawn and amended as necessary. The drug free school zone maps, along with the local ordinance adopting the map, must be current. In addition to reviewing the map and adopting a local ordinance, it is necessary to provide a copy of the school zone map and the engineer's certification, along with the pertinent police reports to the Intake Unit of the Prosecutor's Office whenever a charge of 2C:35-7, Distributing, dispensing or possessing with the intent to distribute an controlled dangerous substance on or within 1000' of school property, is lodged.

SNAP Directive 2..37: The chief municipal law enforcement officer shall carry out the mandates of the Drug Free School Zone Guide and revise as well as execute the Model for an Agreement Between Education and Law Enforcement Officials.

VII. Clandestine Laboratory Investigation Safety Procedures (See Volume VIII Chapter 4)

One of the most dangerous trends in drug enforcement is the emergence of clandestine drug laboratories. These illicit labs manufacture a variety of controlled dangerous substances which may pose a threat to the safety and health of lab enforcement officers. The following procedure must be followed in the event a drug laboratory is suspected or encountered.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**COMMUNITY ASSISTANCE
DRUG ENFORCEMENT AND EDUCATION
VOL. III, CH. 10**

- V. In order that all members of the department fully understand the attorney general's emphasis to achieve a comprehensive drug enforcement program, a list has been compiled that outlines those directives that are applicable to municipal law enforcement agencies.**
- VI. Effective June 28, 1988, Senate Bill S2026 was signed into law by Governor Kean. The Prosecutor clarified each section of the act to assist our department in complying with areas that affect our areas of responsibility.**

**INTERAGENCY PROCEDURES
EMERGENCY SERVICES UNIT UTILIZATION
VOL, 5. CH,14.**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 06-17-2003	REVISION DATE: 02-23-2009	PAGE # 2	SECTION: B, 8	APPROVED 05-12-2009	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 3					CHAPTER 14
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: EMERGENCY SERVICES UNIT UTILIZATION						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To ensure that proper procedures are followed in situations where Emergency Services Unit personnel should be utilized.

POLICY:

All supervisors should follow the procedures set forth in this policy when confronted with situations where Emergency Services Unit personnel are to be used. Specialized equipment in ESU inventory should only be utilized by ESU personnel trained to due so.

PROCEDURES:

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
EMERGENCY SERVICES UNIT UTILIZATION
VOL, 5. CH,14.

2.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
EMERGENCY SERVICES UNIT UTILIZATION
VOL, 5. CH,14.**

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 06-10-2009	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 16					CHAPTER 14-1
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: EMERGENCY SERVICES UNIT OPERATIONS AND DEPLOYMENT						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:		Our mission is to provide and maintain, as much as is practicable, and given all available resources, a feeling of security and safety among all persons within our legal jurisdiction. It is critical that all members understand and support this mission.				

PURPOSE:

To have procedural guidelines for ESU officers to implement in most situations where tactical deployment is essential.

POLICY:

The Fort Lee Police Emergency Services Unit should be deployed in all of the situations listed below. The procedures set-forth in this policy should be followed by ESU officers when being deployed or in training for such situations.

[REDACTED]

[REDACTED]

[REDACTED]

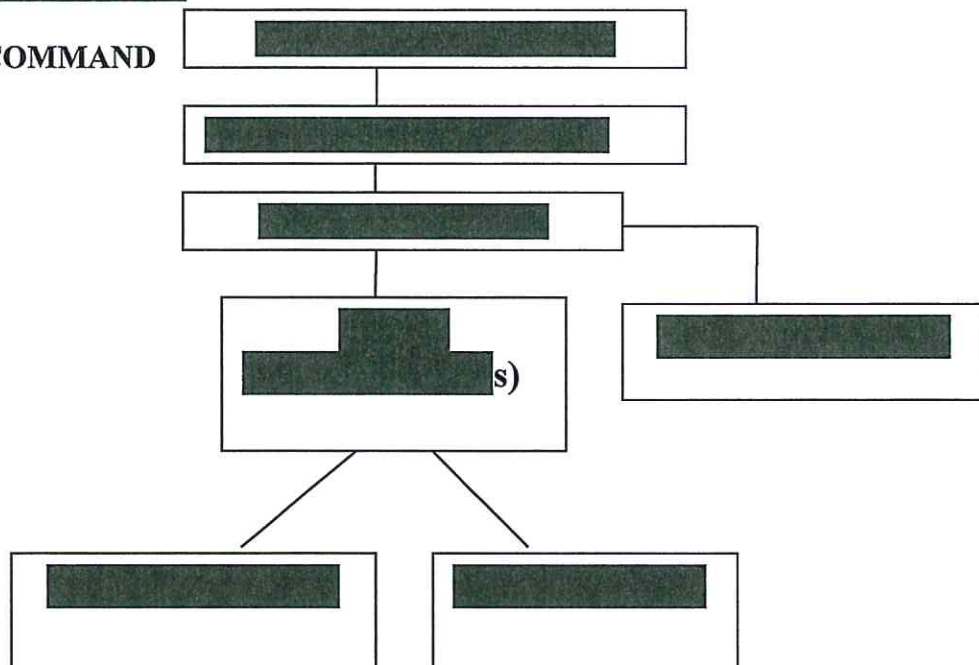
[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

I. ESU CHAIN OF COMMAND



II. ESU COMMANDER RESPONSIBILITIES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. TEAM LEADERS : (TL)

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

C. [REDACTED]

[REDACTED]

[REDACTED]

IV. SUPPORT TEAM:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

V. ESU MEMBERS:

[REDACTED]

[REDACTED]

[REDACTED]

VI. TRAINING:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VII. STANDARDS FOR ESU OFFICERS:

[REDACTED]

[REDACTED]

[REDACTED]

D.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Individual Tasks

[REDACTED]

[REDACTED]

Team Tasks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] g is recommended.

VIII. INITIAL RESPONSE :

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

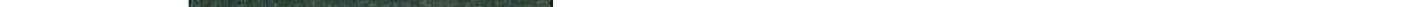
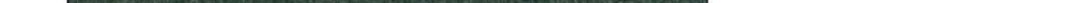
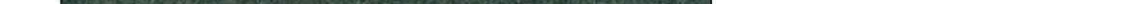
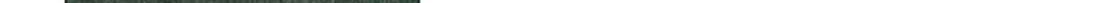
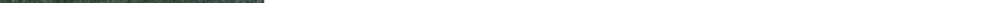
[REDACTED]

[REDACTED]

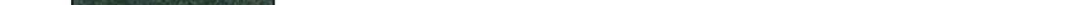
[REDACTED]

[REDACTED]

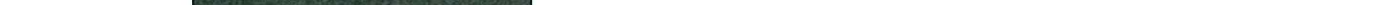
K. BRIEFING AND DEPLOYMENT :

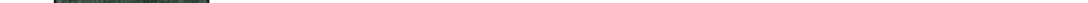
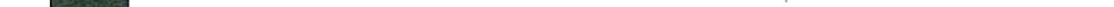


Downloaded from <http://ajph.org/> on November 10, 2015



[REDACTED]





INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

IV. FOLLOW-UP DEBRIEFING:

[REDACTED]

V. REPORT OF INCIDENT:

[REDACTED]

VI. TYPE OF DEPLOYMENT:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VIII. CHEMICAL MUNITIONS DEPLOYMENT:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

IX. SPECIALTY IMPACT MUNITIONS:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I. SNIPER/OBSERVER/COVER TEAM:

A. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. CONCEPT:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. DEPLOYMENT:

[REDACTED]

IV. OPERATIONAL FUNCTION:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
ESU OPERATIONS AND DEPLOYMENT
VOL. 5, CH. 14-1**

V. TACTICS:

[REDACTED]

VI. COMMAND AND SIGNAL:

[REDACTED]

[REDACTED]

[REDACTED]

VII. AFTER-ACTION/DEBRIEFING:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-26-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTER-AGENCY PROCEDURES	# PAGES: 10					CHAPTER 3
ACCREDITATION STANDARD(S):	REFERENCE: V5C3					
SUBJECT: FIRE SCENE RESPONSE						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ ACTING CHIEF BERNARD M. HART ATTORNEY GENERAL						EVALUATION DATE:
		Special Instructions				
PROSECUTOR'S OFFICE						
REFERENCE: SOP 81-3 & 87-3 (Op. Man. FI 1-4)						

POLICY:

In order to provide maximum efficiency when coordinating a call for fire and police assistance, it is necessary to establish specific areas of responsibility. It is recognized that one incident may require fire, first aid and police response simultaneously. This can result in confusion between all responding agencies. In order to prevent such confusion, clear guidelines have been established to delineate each individual agency's responsibilities.

PROCEDURE:

I. COMMUNICATIONS PROCEDURE:

- A. A fire company will be dispatched to any reportable fire / smoke call as dictated by Fire Department Dispatch Policy. This will include but may not be restricted to the following:
 - 1. Alarms

INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3

2. Odor of gas or fumes.
 3. Motor vehicle accidents involving entrapment.
 4. Chemical Spills
 5. Downed Wires
 6. Pump Outs
- B. When the responding fire company signs on the air, the dispatcher should relay whatever information is given to them by a police officer in reference to the fire response.
1. The dispatcher should advise the fire company of any unusual conditions that may exist along the response route.
 - a. Road construction or road closures
 - b. Serious traffic accident
 - c. Trees or wires down
 - d. Weather conditions (i.e. flooding, snow, icy roads)

II. PATROL RESPONSIBILITY

- A. The Police department's primary functions at a fire scene are to aid the injured then pedestrian and traffic control.
- B. Response
1. A patrol officer should be dispatched to the scene of a fire call where fire trucks are present or when requested by the fire department.
 - a. Police vehicles should not be parked directly in front of a fire scene, in fire-lanes, in front of hydrants, or in front of standpipe connections.
 - b. They should not be parked where they will be blocked in by fire trucks responding to the scene.
 2. Unless dispatched to a fire scene, officers will not respond unless they notify Comcen of their intentions.
 3. Officers should at all times yield the right of way to fire units.

INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3

4. Unless there is an immediate need to perform other duties, the responsibilities of the responding police officer(s) are to provide ingress to and from the fire scene for responding emergency vehicles in addition to traffic control.
 5. If conditions indicate the possibility of a working fire, a patrol supervisor should respond to the scene and:
 - a. Assume the role as Incident Commander until relieved by the Fire Incident Commander.
 - b. Assess the need for additional police personnel or equipment.
 - c. Coordinate and assign officers to establish traffic control.
 - d. Assign an officer to complete a report, if required.
 - e. Advise the next level in the Chain of Command of serious situations or displaced residents.
 6. Police officers should not undertake fire extinguishing or ventilation operations unless an imminent life hazard exists.
- C. Scene: Upon arrival at the fire scene, the officer(s) should:
1. Render aid to the injured.
 2. Observe the color of smoke, rapid spurt of flames, color of flames and pass all information on to the first arriving fire officer, who will become the Fire Incident Commander.
 3. Secure the scene.
 - a. Prevent onlookers from hampering firefighters, control traffic and aid in crowd control.
 - b. Protect scene and its contents from unauthorized entry or handling of potential evidence.
 4. No officer should recommend the cancellation of a fire department response. The officer may report the conditions he finds, but the final response decision is that of the fire department.
 5. Be observant for witnesses or potential suspects.

**INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3**

6. Aid the Fire Incident Commander with any reasonable request.
7. Responding officers should remain at the scene as long as fire units remain on a roadway, to protect firefighters and equipment from traffic, or to assist fire units in leaving the scene.

D. Vehicle Fires

1. Officers responding to vehicle fires are not to undertake using fire extinguishers to put out such fires unless:
 - a. There is imminent danger to persons who cannot be immediately removed from danger.
 - b. There is serious risk of hazardous exposures being ignited.
 - c. The fire is confined to a small area and can be easily extinguished.
2. Officers will turn over any attempts to extinguish a vehicle fire when the responding fire fighting apparatus arrives on the scene.
3. Towing of Fire Vehicles
 - a. It is the responsibility of this department to tow inoperable vehicles that have been involved in a fire. If the damage is minor, and the vehicle is legally parked, the owner may be allowed to call for his own tow truck, if it can respond in a reasonable amount of time.
 - b. Otherwise, the vehicle will be towed as be handled according to the Towing Policy Vol. 5 Ch. 8.

E. Rescue

[REDACTED]

[REDACTED]

[REDACTED]

**INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3**

4.

[REDACTED]

[REDACTED]

F. Evacuation

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

G. Traffic Duties / Crowd Control

INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3

1. When not needed to perform life saving and evacuation duties, assigned officers are to set up appropriate detours, ensuring the availability of ingress and egress of emergency equipment. Detours should be planned to alleviate traffic congestion wherever possible. Prolonged road closures should be handled according to the Traffic Incident Management Plan Vol. 9 Ch 19.
 - a. The supervisor on scene will evaluate the need for more manpower to cover traffic posts when other officers have been assigned evacuation duties.
2. Assigned officers should establish fire lines to keep spectators and unauthorized persons out of the inner perimeter, or fire ground. Persons who will normally be allowed within the fire lines, when requested and approved by the Fire Incident Commander. Approved personnel may include:
 - a. Emergency response personnel
 - b. Mutual Aid fire departments and VAC personnel
 - c. Members of the governing body
 - d. Other borough agencies
 - e. Members of the press, with press credentials
3. If any question arises regarding the admittance of persons into the inner perimeter, the Fire Incident Commander is to be consulted.
4. Should persons other than emergency response personnel put them selves into obvious danger, or interfere with fire fighting or rescue efforts, they should be removed from the inner perimeter. If this occurs, the officer should when practical, make a written report to document justify such actions.

NOTE: If the fire scene commander declares that the scene is a disaster, limited disaster, or major event, the Borough of Fort Lee Emergency Operation Plan will become operational and specific responsibilities and duties will be assigned to various personnel.

H. Scene Security

1. The inner perimeter security at a fire scene will be the responsibility of the fire department, unless assistance is specifically requested by that agency.
2. General scene security is the responsibility of the police department, and the officers assigned to crowd control.

INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3

3. If the fire department leaves the scene, and it cannot be secured in the absence of the owner/occupant, a police unit should remain at the scene to ensure its security.
4. Whenever any arson investigator, either locally or from the Bergen County Arson Squad, is responding, and the fire department is not going to remain at the scene until the investigator's arrival. The officer shall remain on the scene to protect the area as a crime scene until relieved by the Arson Investigator. During this time no person will be allowed entry into the fire area. The scene should be handled according to the Arson Policy Vol. 8 Ch. 3.

I. Death Investigation

1. Upon learning that a death has occurred at a fire scene, or a victim found who is critically injured, the patrol supervisor should request the fire department to disturb as little as possible, and to make no unnecessary overhaul.
2. A police department's Arson Investigator will be contacted to respond to the scene. If no Arson Investigator is available, the Bergen County Arson Squad will be contacted directly. The scene should be handled according to the Arson Policy Vol. 8 Ch. 3.
3. All notifications will be undertaken, as in any sudden death pending the approval of the Arson Investigators.
4. All deaths at fire scenes will be treated as homicides until cleared through investigation.

III. REPORTING PROCEDURES

- A. No report will be required on fire calls where no violation of criminal codes, local ordinances or administrative codes have been violated, as a fire report is generated by the fire department.
- B. A report should be prepared by the officer assigned by the patrol supervisor in charge of the police operations at any major fire scene. The report should document the police actions taken at any major fire scene or where there are indications of a violation of the law at any fire scene where an officer is on the scene, or for any of the following reasons.
 1. Fatality or serious injury to a civilian police officer, firefighter or other official.
 2. Explosions.

INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3

3. Major working fires involving a nursing home, church, school, office or apartment complex, shopping mall, government building or other multiple structure.
 4. Structure fires of incendiary or suspicious origin.
 5. Fires of undetermined or suspicious origin where the victim claims damage or losses in exceeds of \$10,000.
 6. All structure fires regardless of cause where the victim claims damage or losses in exceed of \$25,000.
 7. All fires when a vehicle is less than 4 years old and damage exceeds 75% of vehicle.
 8. All suspicious brush fires, including public parkland or extensive woodland damage.
 9. An involved officer should prepare a report if:
 - a. Rescue or evacuation attempts are performed.
 - b. Any officer is injured.
 - c. Any death or serious injury occurs.
 - d. Any police department or officers equipment or property is lost damaged, or destroyed.
 - e. Any crime or other suspicious activity is discovered.
 - f. Any investigation into the cause and origin is begun.
 - g. Any displacement of residents from their home.
- C. Disputes or communications problems between an officer of the police department and a fire officer should be handled through their respective chain of command. No further exchanges between the officers are to take place at the scene.
1. An attempt to resolve problem may be made after the fire at either headquarters.

**INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3**

2. If not rectified, the situation should be brought to the attention of the police and fire chiefs.

IV. NOTIFICATION OF PROPER AUTHORITY

- A. The following authority will be notified for any part of Section III., B.1-3:

1. Chief of Police
2. Operations Division Commander
3. Borough Administrator

Note: This can be accomplished by utilizing the group page 545-0821 and enter 911.

- B. Bergen County Arson Squad: The assigned investigator will contact the Bergen County Arson Squad as per priority schedule, Section III., B.1-8. See Arson Policy (Vol. 8 Ch. 3) for additional guidelines.

- C. Other Authorities may be notified by the Fire Incident Commander as per Fort Lee Fire Department procedures, including but not limited to:

1. Borough of Fort Lee OEM
2. Department of Environmental Protection and emergency (DEPE)
3. Gas Utility Company
4. Electric Utility Company
5. Fires involving food establishments: Borough of Fort Lee Health officer.
6. Fires involving the removal of deceased, injured or live animals: Duty Animal Control Officer/or deputy.
7. Department of Social Services.
8. Building Code enforcement Official
9. Fire Code Official
10. Red Cross

**INTER-AGENCY PROCEDURES
FIRE SCENE RESPONSE
VOL. V, CH. 3**

V. AUTHORITY AT THE SCENE OF A FIRE

A. N.J.S.A. 40:14-54.1

1. "The Fire Chief or other superior officer is specifically charged with the duty of supervising and directing the operations at the fire scene and is to be the sole authority at the scene of a fire and within such fire lines such authority shall supercede that of any municipal police authority."

VI. MISCELLANEOUS PROCEDURES

- A. Testing: A fire home paging unit test will be conducted as per Fort Lee Fire Department procedures.
- B. Malfunctions: Whenever there is a malfunction of the communications system base, failures shall be reported to the Administrative Division Commander, Chief of Police, Fire Chief and Radio Communications for immediate repair.
- C. Power Failures: Whenever there is a power failure within Borough of Fort Lee, the Fire Chiefs are to be notified. Alternate communications may then be set up.
- D. Cancellation of Fire Calls: The Fire Company may be canceled only by the Fire Chief or other fire officer.

**INTER-AGENCY PROCEDURES
HANDLING HAZARDOUS MATERIALS
ACCIDENT SCENES
VOL. V, CH. 10-1**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 06-26-2003	REVISION DATE: 08-04-05	PAGE #: 3 and 4	SECTION: A, B	APPROVED	VOLUME V
VOLUME TITLE: INTER-AGENCY PROCEDURES	# PAGES: 5					CHAPTER 10-1
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: HANDLING HAZARDOUS MATERIALS ACCIDENT SCENES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To ensure uniform and proper police responses at collision scenes involving the spillage of hazardous materials (Haz-Mat), including typical automotive type fluids.

SCOPE:

This procedure shall cover all motor vehicle collision responses involving a Haz-Mat spill, but shall define and differentiate between minor and major spills.

[REDACTED]

[REDACTED]

**INTER-AGENCY PROCEDURES
HANDLING HAZARDOUS MATERIALS
ACCIDENT SCENES
VOL. V, CH. 10-1**

[REDACTED]
pertinent [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

PROCEDURES:

I. Initial Response

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

INTER-AGENCY PROCEDURES
HANDLING HAZARDOUS MATERIALS
ACCIDENT SCENES
VOL. V, CH. 10-1

II. Collisions Involving Minor Haz-Mat Spills

A.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTER-AGENCY PROCEDURES
HANDLING HAZARDOUS MATERIALS
ACCIDENT SCENES
VOL. V, CH. 10-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**INTER-AGENCY PROCEDURES
HANDLING HAZARDOUS MATERIALS
ACCIDENT SCENES
VOL. V, CH. 10-1**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**OPERATIONS
EAVY WEAPONS SIGN-OUT PROCEDURES
VOL. IV. CH 18**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 06-23-2003	REVISION DATE: 09-16-2008	PAGE #: 2	SECTION: II, A	APPROVED	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 3					CHAPTER 18
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: HEAVY WEAPONS SIGN-OUT PROCEDURES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS O. RIPOLI ATTORNEY GENERAL:						EVALUATION DATE:
PROSECUTOR'S OFFICE:		Special Instructions				
REFERENCE: 83-4a						

PURPOSE:

To provide uniform guidelines and procedures for the deployment of heavy weapons and the proper documentation of said deployment.

I. DEFINITIONS:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

OPERATIONS

EAVY WEAPONS SIGN-OUT PROCEDURES

VOL. IV. CH 18

II. PROCEDURES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

OPERATIONS
EAVY WEAPONS SIGN-OUT PROCEDURES
VOL. IV. CH 18

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
HOSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 09-02-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTER-AGENCY PROCEDURES	# PAGES: 7					CHAPTER 11
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: HOSTAGE/BARRICADE SITUATIONS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:						Special Instructions Reissued 05-18-2009
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

It is the purpose of this policy to provide general guidelines for handling hostage/barricaded subject situations.

POLICY:

In hostage/barricaded subject situations it shall be the policy of this agency to consider the lives of the hostages, civilians and officers involved to be of the utmost importance. In hostage situations, to make every reasonable effort to effect the safe release of the hostages.

Whenever possible, enhance the prospects of peacefully resolving the incident through communication with the suspect, and to continually develop and maintain the ability to use alternative approaches to resolve the incident should communications fail.

A barricaded subject call may be defined as any involving a person or persons who have secured themselves in a location and are believed to be armed with any dangerous weapon, and/or one who presents any degree of danger to himself or any other person.

PROCEDURE:

[REDACTED]

1. [REDACTED]

INTERAGENCY PROCEDURES
OSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
OSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
OSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

INTERAGENCY PROCEDURES
HOSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
HOSTAGE/BARRICADE SITUATIONS
VOL. V, CH. 11

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURE**ANINES****VOL. V, CH. 9****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 12-18-2001	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: AUTHORITY	# PAGES: 9					CHAPTER 9
ACCREDITATION STANDARD(S):	REFERENCE: V5C9					
SUBJECT: K-9 SERVICE UNIT						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL: K-9 Standards Rev.7/95		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

I. PURPOSE:

The purpose of this departmental directive is to establish a comprehensive policy outlining all permissible uses of police canine teams and to simultaneously define any prohibited uses and activities of such teams. With those parameters established, the guidelines contained herein, along with the applicable standards promulgated by the state and county, as well as the training and expertise of the canine unit officer, shall govern the use and deployment of canine teams in the Fort Lee Police Department.

II. STANDARDS:

The Fort Lee Police Department shall maintain the current New Jersey Attorney General's Guidelines on the training and qualification of police canine units, and the Bergen County Prosecutor's Office Directives on the use and training of police canine teams as its minimum standards of training and qualification in the deployment and maintenance of all its police canine teams.

III. PROCEDURES:**Deployment and Utilization (general):**

All Police canines in the Fort Lee Police Department shall be trained, deployed, and used only in strict accordance with the provisions contained in this directive. Subject to the specific provisions of this directive, properly trained police canine teams may be used:

INTERAGENCY PROCEDURE

ANINES

VOL. V, CH. 9

- To conduct building and secured area searches for criminal offenders;
- To assist in the arrest or prevent the escape of criminal offenders;
- To protect police officers or citizens from the imminent risk of death or serious bodily injury;
- To track criminal suspects;
- To locate lost or missing persons;
- To search for evidence, including hidden instrumentality of crime controlled dangerous substances, accelerants, and explosive devices.

B. Prohibitions:

The use of any police canine by the Fort Lee Police Department for crowd control or civil disturbance control purposes is absolutely prohibited. If a civil disturbance develops during the course of, or as a result of, any use of a police canine, the police canine team shall be removed from the scene of the disturbance expeditiously.

Fort Lee Police canine units shall not be deployed or used in circumstances that would be reasonably likely to intimidate, coerce, or instill fear in law-abiding citizens.

The only exception to the above would be in the case of an emergent, life threatening situation where the deployment of the canine unit would be in response to the imminent threat to a police officer or citizen of death or serious bodily injury. The standard employed here would be the same as that used in the employment of deadly force. In the event that the canine is deployed for such a reason, the handler officer shall, as immediately as possible, provide a detailed report to his commanding officer and the Chief of Police explaining the circumstances of the life threatening emergency which necessitated the use of the police canine, setting forth the reasons why no other tactic or type of force would have satisfactorily prevented the imminent death or injury, and describing the use of the canine team.

Fort Lee Police Canine teams shall not be used off lead to search for missing persons.

Fort Lee Police canines shall not be used during any interrogation of a criminal suspect, at headquarters or in the field.

Fort Lee Police canine units shall not be employed in the transportation of prisoners or civilians.

Fort Lee Police canine handlers shall not become the primary investigating or reporting officers if the canine has been employed during the course of the investigation.

Canine units shall not be employed in searches for borough ordinance, petty disorderly, disorderly persons, or motor vehicle offenses. They will not be employed to search abandoned buildings solely for trespassers.

Fort Lee Police canines will not be employed in any manner not specifically authorized by this

INTERAGENCY PROCEDURE

ANINES

VOL. V, CH. 9

policy nor in any manner contrary to the training received by the animal's handler.

C. Supervisor's Responsibilities:

The Road Supervisor on Duty shall respond to all calls where the canine unit is actively involved. This includes any type of canine team activity such as tracking, drug enforcement, and any other appropriate application for which the team is qualified.

Upon arrival at the scene of any canine team job, the supervisor will consult with the requesting officer and the canine unit officer and determine the appropriate course of action. In matters on any canine unit job related to the specific expertise of the canine handler, the supervisor will defer to the expertise of the handler in those matters.

Once the canine related activity is under way, the supervisor will coordinate as usual the activities of all involved units so as to optimize the canine team's effectiveness. The supervisor shall ensure that all personnel involved heed any advice of the dog handler to this effect.

Upon Completion of the canine unit activity, the supervisor shall ensure that all appropriate measures are taken by the involved personnel and that any appropriate reports, including a canine incident/involvement report is completed.

D. Patrol Officer's /Detective's Responsibilities:

Any patrol officer's or Detective's request to initiate a canine unit job must be made through comcen or the police desk, and the officer shall also request the road supervisor or detective supervisor (as the case may be) to respond. **The officer will not make a direct unit to unit request for a canine unit.**

Upon arrival of the canine unit and the road supervisor at the scene, the officer shall confer with them and the supervisor will decide the appropriate course of action to take, deferring to the expertise of the dog handler in matters specifically relating to the use of the canine.

The officer initiating the activity that resulted in the canine unit request shall be the arresting/reporting officer in any activity that results in the canine unit effecting the apprehension of an actor. The initiating officer, with the exception of any reports specifically being the responsibility of the canine officer or the supervisor shall prepare all appropriate reports.

E. Canine Officer's Responsibilities and Procedures:

General:

Police canine handlers shall have the authority to refuse to deploy their animal if, in the judgement of the handler, the canine is not suited to individual assignment or the canine cannot be safely deployed in a controlled manner, in accordance with the law and the provisions of this directive. This is in direct recognition of the handler's particular intimate knowledge of his or her canine's capabilities and limitations. Situations such as this should be limited to:

- The issuance of an illegal order by the supervisor to deploy the canine;
- The issuance of an order contrary to this procedure, the attorney general's guidelines,

INTERAGENCY PROCEDURE

ANINES

VOL. V, CH. 9

prosecutor's directives concerning canine deployment, or any other governing document, policy or procedure;

- **Those in which articulable risks to the safety of civilians, police officers or the canine exist.**

In the event that the handler's refusal to deploy a canine is contrary to an order issued by a supervisor, the handler shall first attempt to confer with that supervisor and fully explain his refusal to deploy the canine, articulating the specific and particular reasons as to why the order cannot be carried out.

If the supervisor, after hearing the canine handler's specific and articulated reasons for not deploying the canine, still refuses to rescind the order, the highest ranking officer available shall be consulted. This officer shall also recognize and defer to the expertise of the handler in making any decision on whether the order should be carried out. If, after all possible alternatives to the disobedience of an order are exhausted, and the canine handler has no reasonable alternative, he or she may disobey the order. In all such cases, the handler shall, as immediately as possible, prepare a report to the Chief of Police and his/her commanding officer specifically explaining the reasons why the order was defied.

In all situations as described above, the supervisor shall also submit a report to the Chief of Police explaining his actions and specifically outlining the reasons why the order was not rescinded after considering the canine officer's reasons for not deploying the animal.

In all cases, the Chief of Police shall be the final authority in determining whether the disobedience of the issued order was justified.

It is fully expected that the canine officer and the supervisor will work together to the fullest extent possible before resorting to the disobeying of any order.

All canines on patrol and canines trained to effect physical apprehensions shall be maintained by only one handler. If the canine's handler is sick or unavailable for duty, that canine shall not be used by another handler or the department for any purpose.

All Fort Lee Police canines must reside with, and be cared for, by their officer handler. The handler is responsible for his or her assigned canine while both on and off duty and at all times when the canine is in the care and custody of the officer handler.

Fort Lee Police Canines, while on duty, shall be kept on lead except when necessary to effect an apprehension of a criminal suspect, to conduct a building or secured area search, or to prevent imminent death or serious bodily injury to a police officer or citizen.

Fort Lee Police canines shall not be used to physically apprehend a suspect for non criminal offenses. Before deploying the canine, the officer handler must first have probable cause to believe that the subject has committed a crime, and the handler must reasonably believe that the use of force, in the form of the trained canine, is both necessary and justified to effect the apprehension.

After the canine has effected a physical apprehension, the animal must be recalled or commanded to disengage as soon as the suspect is either subdued or readily complies with the handler's directions.

INTERAGENCY PROCEDURE
CANINES
VOL. V, CH. 9

Chase Apprehensions:

Police canines trained to effect physical apprehensions may be used to apprehend escaped criminals, as well as to apprehend criminals where the officer handler has probable cause to arrest the subject and where the use of force is justified.

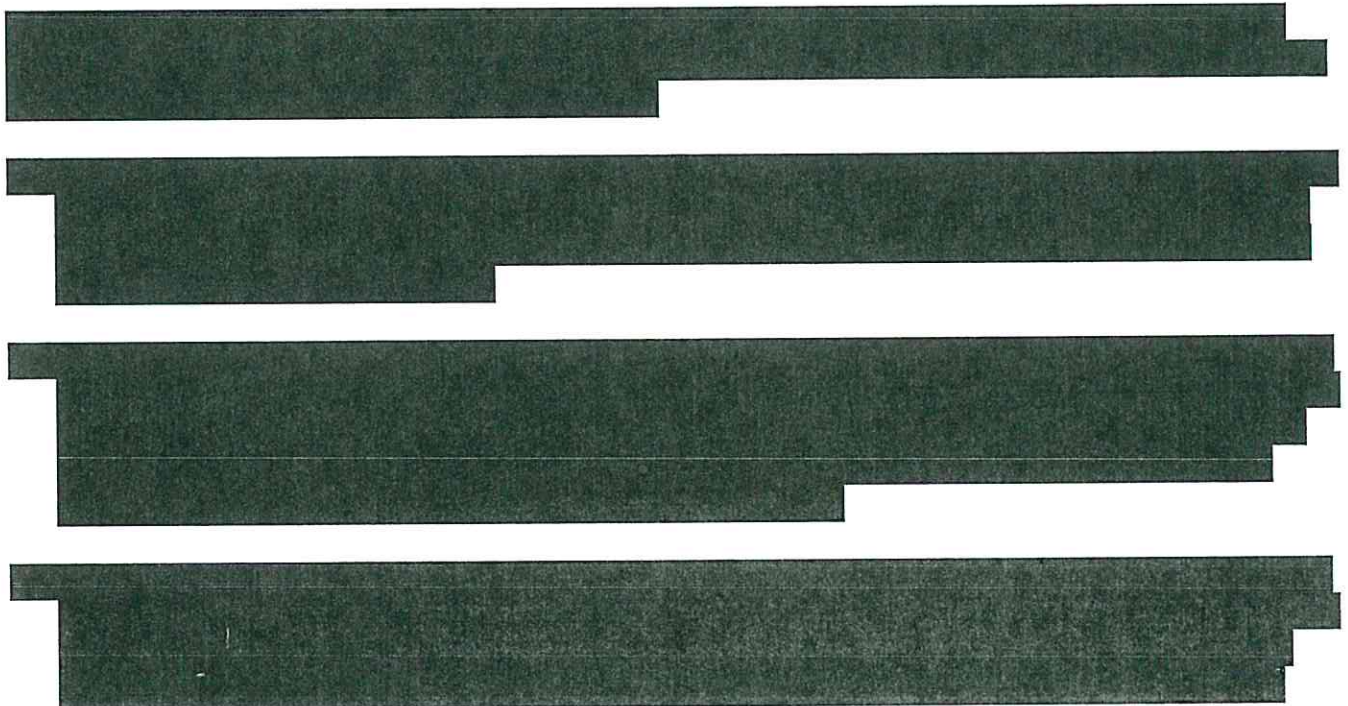
Off Lead Apprehensions:

The chase apprehension may be conducted with the canine off lead only under the following circumstances:

1. There are no other persons who will be endangered by the release of the canine, and;
2. An appropriate warning is given prior to release of the canine identifying the presence of the police and the canine, and which also announces to the subject that he or she is under arrest and is commanded to comply with the officer's directions lest the canine will be released, and;
3. The police officer handler will ensure that the canine has had the opportunity to see the subject intended for arrest, and;
4. The officer handler is able to maintain visual contact with the canine throughout the chase. If, during the chase, the officer handler loses visual contact with the canine, the officer will immediately recall the canine.

Trained police canine teams may also be used with the canine on lead to search for missing persons and evidence of criminal offenses, in accordance with the training qualifications of the respective team.

Building and Secured Area Searches:



INTERAGENCY PROCEDURE

ANINES

VOL. V, CH. 9

6.

Follow Up and Reporting:

In the event of a bite during a canine apprehension, or in case of an accidental bite, the officer handler, with proper assistance, will take the following steps:

- 1. The supervisor will be summoned to the scene of the apprehension or bite;**
- 2. The handler officer will thoroughly examine the injury to make a determination of its seriousness;**
- 3. Proper first aid and medical treatment will be rendered to the bitten person as immediately as possible, including transportation to a medical facility for treatment;**
- 4. In the event that the person bitten is a prisoner, proper security measures and/or officer accompaniment will be taken;**
- 5. Any other injuries occurring to anyone as a result of the canine deployment will be tended to as immediately as possible (i.e. officer's injuries etc.);**
- 6. Color photos should be taken of any bite related injuries, both before and after treatment if possible;**
- 7. If the subject refuses medical treatment, written verification of this should be obtained via the EMS run sheet**
- 8. The canine unit commander should be notified of the incident as soon as possible.**

Reporting:

In instances of any bite by a police canine, the dog's handler must forward a complete report of the incident to the Chief of Police as soon as possible. Information contained in said report shall include the following:

- 1. A complete and detailed description of all the facts and circumstances surrounding the incident;**

INTERAGENCY PROCEDURE

ANINES

VOL. V, CH. 9

2. A thorough explanation as to why the canine was deployed;
3. Whether a warning commanding submission by the subject was given by the handler, and if not, why;
4. The exact language of the above warning, and what the subject's response was, if any;
5. Whether the canine was on or off lead when the apprehension occurred;
6. The approximate time elapsed between the warning given and the release of the canine off lead;
7. The approximate time elapsed between the release of the canine off lead and the animal's confrontation with the subject, as well as the time elapsed between the release of the canine to when the officer arrived at the place of apprehension;
8. The approximate distance of the track/chase, whether visual contact was maintained with the subject and the canine;
9. A specific description of the manner in which the canine was holding the subject, and how this related or was not related to any injuries the subject had;
10. Subject's complete pedigree;
11. Description of subject's injuries, specifically including those not related to the canine's apprehension of subject;
12. The number of photos taken of the injuries and location of the original photos;
13. Description of medical treatment rendered and by whom;
14. Names of any witnesses to refusal of medical treatment.

The department's Operations Officer shall review all canine incident reports.

A monthly report of all individual canine unit activities, including an accounting of expenses submitted for payment or reimbursement shall be submitted to the department's administration as soon as possible after the end of each month.

IV. ADMINISTRATION, TRAINING, AND QUALIFICATION:

The qualification and training standards employed by the Fort Lee Police Department in the administration of its canine patrol units shall be identical, and in full compliance with the New Jersey State Attorney General's Guidelines on K-9 Training standards and Qualification Requirements for New Jersey Law Enforcement, its addenda, revisions, and appendices, as well as the directives and updates of the Bergen County Prosecutor's Office concerning canine training and qualification standards.

INTERAGENCY PROCEDURE

CANINES

VOL. V, CH. 9

A. Eligibility Requirements:

1. Members of this department wishing to be considered for canine training and unit assignment shall have at least three years law enforcement experience with a satisfactory work, disciplinary, and medical leave records. In all cases, The Chief of Police shall have final authority in assigning personnel to the canine unit.
2. The canine unit candidate must be willing to commit to remain with the unit for a minimum of five years, or the working life of his/her canine partner.
3. The canine unit candidate must exhibit a strong desire to work with canines in a law enforcement setting and be specifically willing to take all measures necessary to maintain his/her and the canine's proficiency in their respective specialty at the highest possible level.
4. The candidate must be willing to care for and house the canine at the officer's residence, which must have a secure outdoor area or home kennel for the canine. Other members of the officer's family must also be willing to have the canine housed at their residence.
5. The candidate must be able to exhibit a degree of physical fitness commensurate with the requirements of training, caring for, and using a canine in police work.

B. Selection:

The Chief of Police or his designee, will make the selection of candidate for police canine handler.

1. In evaluating the candidate, the Chief shall review the candidate's work record, medical leave record, samples of the candidate's work product, as well as consider any awards, citations, or work related achievements of the candidate.
2. The Chief will review and consider the candidate officer's internal affairs record, noting the frequency and nature of civilian complaints against the officer. Particular attention will be paid to the interactive demeanor of the officer with the public, as well as any complaints related to the possible use of excessive force.
3. The candidate's most recent supervisor will be solicited for his/her opinion on the candidate's recent work record and suitability for canine unit assignment.
4. The Chief will also consider in the selection of canine unit officers, the candidate's history of abuse or careless handling of department issued equipment.

C. Training:

New police canine handlers shall complete a certified canine training course of duration specified by the applicable training standards. Each canine team must successfully complete all course requirements prior to being deployed in the field.

D. Enforcement of Directive:

Every police canine handler acknowledge in writing that he or she has received and read a copy of

INTERAGENCY PROCEDURE

MANINES

VOL. V, CH. 9

this directive. The provisions of this directive shall be strictly enforced, and violations of the policies and procedures herein will not be tolerated.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 3	CHAPTER: 22	# OF PAGES: 35	
SUBJECT: MISSING & UNIDENTIFIED PERSON INVESTIGATIONS			
BY THE ORDER OF: Keith M. Bendul Chief of Police		ACCREDITATION STANDARDS: 4.5.4, 4.5.5, 4.5.6	
Effective Date: June 12, 2015		Supersedes: All Previous V3Ch3 Missing and Unidentified Persons V3Ch3.1 Missing and Unidentified Persons/Missing Persons Child Investigations/ Amber Alert	

PURPOSE The purpose of this policy is to codify this department's procedures concerning missing/unidentified person investigations.

POLICY It is the policy of the Fort Lee Police Department that all reports of missing persons be given full consideration and attention. It is further the policy of this department to diligently and thoroughly investigate these instances in compliance with New Jersey State Statutes and New Jersey Attorney General Guidelines and Directives, where applicable, and with any directives issued by the Bergen County Prosecutor.

Missing/unidentified person investigations pose particularly difficult problems for law enforcement agencies. Missing/unidentified children investigations pose even greater danger to the child and require a swifter, more coordinated response by the law enforcement community, including media outlets. It is imperative that these investigations be given the appropriate degree of priority treatment. The investigation and all ancillary public safety activities must be timely and comprehensive.

All available support service shall be made available to the family of the victim. The missing person's family (or reporting person) will be kept informed of the progress of the investigation.

PROCEDURES

I. General Provisions

- A. This policy applies to all investigations of missing and unidentified adults and children, including abducted, abandoned, runaway, or other missing children.
 - 1. Often, missing person investigations are initiated when a person does not arrive at a destination as expected, e.g. juvenile or young adult at a school function, concert, social event, etc.
 - 2. This policy cannot anticipate every potential scenario and establish special procedures for what may be a temporarily overdue person.
 - 3. Officers must be guided by common sense and an evaluation of the facts and circumstances of each instance when undertaking a missing person investigation and invoke those sections of this policy that are required.
- B. To initiate a successful investigation, the first responding personnel must focus on quickly gathering as much factual information as possible and safeguard potential evidence.
- C. The accurate and comprehensive collection of information and personal descriptors entered in a timely manner into the NCIC database generally facilitates a successful resolution to the missing and unidentified person investigation.
- D. Questions concerning parental custody occasionally arise in relation to missing children/adolescent incidents. Even under circumstances where custody issues have not been formally established or resolved, this department will accept and investigate all reports of missing children/adolescents, including cases where it can be shown that the child/children/adolescent(s) have (has) been removed, without explanation, from his/her/their usual place of residence. Reporting persons shall be encouraged to obtain clarification of legal custody as soon as possible to assist in the investigation.
- E. Whenever it is suspected that a person may have been abducted or kidnapped from the Borough of Fort Lee, officers will conduct an investigation accordingly and:
 - 1. Immediately notify the on-duty detective. If no one is on duty, recall a detective.
 - 2. Notify the Division Commander;
 - 3. Notify the Chief of Police and the command staff.
- F. All interference with custody cases shall be screened by an Assistant Prosecutor (Juvenile Unit) prior to signing a complaint.

II. Definitions & Resources

- A. **AMBER Abducted Child Alert System** is a cooperative effort between law enforcement and the broadcast media in the event of child abduction. Activation of the system provides immediate emergency broadcasts of descriptive information to the public through a multitude of media outlets.
- B. **Alzheimer's Disease** is a progressive, degenerative disease of the brain in which brain cells die and are not replaced. It results in impaired memory, thinking, and behavior.
- C. **Autism/Autism Spectrum Disorder (ASD)** is a biologically based disorder that affects the development and functioning of a person's verbal and non-verbal communication skills, social interactions and patterns of behavior. Autism affects people of all races, ethnicities and socio-economic groups and is found throughout the world. Autism is four times more prevalent in boys than girls. Some signs and symptoms associated with ASD include, but are not limited to:
1. No babbling, pointing or meaningful gestures by 1 year of age;
 2. No single words by age 16 months;
 3. Loss of language or other skills at any age;
 4. Little or no eye contact;
 5. Lack of pretend, imitative and functional play appropriate to developmental age;
 6. Stereotypical and repetitive behavior;
 7. Failure to develop peer relationships appropriate to developmental age; and
 8. Unusual or inappropriate fears.
- D. **Critical Reach** is also referred to as MCAS (Missing Child Alert System) and TRAK (Technology for the Recovery of Abducted Kids) and is a statewide computer system that enables the rapid production and dissemination of photographic informational bulletins to all law enforcement agencies in the State of New Jersey.
- E. **Family Reference Sample Collection Kit** is a standardized collection kit that provides a safe and effective, noninvasive means for obtaining DNA reference samples from appropriate family members of a missing person. Family reference samples are entered into the FBI's Missing Persons DNA Database Program for comparative purposes.
- F. **High Risk Missing Person** is a person whose whereabouts are not currently known and the circumstances of the person's disappearance suggest that the person may be at imminent or likely risk of injury or death. The circumstances that indicate a person is a high risk missing person include, but are not be limited to:

1. The person is missing as a result of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary;
2. The person is missing under known dangerous circumstances or is believed to be with others who could endanger his/her welfare;
3. The person is a potential victim of foul play or sexual exploitation;
4. Is absent under circumstances inconsistent with established patterns of behavior;
5. Is absent from home for more than 24 hours before being reported to law enforcement as missing;
6. The person has already been designated as a high-risk missing person by another law enforcement agency;
7. The person (regardless of age) who has not been located within 48 hours;
8. There is evidence that the person is at risk because:
 - a. The person is in need of medical attention or prescription medication such that it will have a serious adverse effect on the person's health if he or she does not receive the needed care or medication (e.g., diabetic, heart patient, epileptic, etc.);
 - b. Is drug dependent, including prescription and/or illicit substances;
 - c. The person has a physical disability or handicap;
 - d. The person is suicidal;
 - e. The person does not have a pattern of running away or disappearing;
 - f. The person missing may have been abducted by a non-custodial parent;
 - g. The person missing is mentally impaired or has diminished mental capacity;
 - h. The person is under 13 years of age;
 - i. The person missing is between 12 and 21 years of age, whose whereabouts are unknown to the parent/guardian or responsible person and whose absence is inconsistent with past patterns of behavior;
 - j. The person is out of their zone of safety for a person of his/her age, developmental stage, and/or physical condition;
 - k. The person missing has been the subject of past threats or violence;

- 9. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person is considered vulnerable;
 - 10. Any other factor that may indicate, in the judgment of the department that the missing person may be at risk.
- G. Human Remains Collection Kit is a standardized collection kit that provides a safe and effective means for obtaining DNA samples from human remains.
- H. Lead Law Enforcement Agency is the law enforcement agency with primary responsibility for investigating a missing or unidentified person case.
- I. Long Term Missing Person is any person that has remained the subject of a missing person investigation for over thirty (30) days.
- J. Long Term Unidentified Person is any person, living or deceased that has not been identified through investigation for over thirty (30) days. All human remains that have been recovered and not identified are included in this definition.
- K. Missing Child is any person 17 years of age or younger (except where otherwise noted in this policy) whose whereabouts are unknown to their parent, guardian, or responsible party. Under 42 USC 5779(c), any missing person under the age of 21 is considered a missing child for NCIC entry purposes.
- L. Missing Persons and Child Exploitation Unit is the Missing Persons & Child Exploitation Unit in the New Jersey State Police and provides analytical and investigative support related to missing person and unidentified person investigations.
- 1. Main telephone 609-882-2000, extension 2893.
 - 2. During other than normal business hours, contact the Regional Operations and Intelligence Center (ROIC) at 609-963-6900.
- M. National Center for Missing and Exploited Children – NCMEC is located in Alexandria, Virginia and provides technical assistance to investigators; provides a 24-hour hotline to receive reports and sightings of missing children; a worldwide CyberTipline for on-line reporting of the sexual exploitation of children; nationwide distribution of photographs and descriptions of missing children; preparation of age-enhanced photographs of long-term missing children; and analysis of case information and leads. (1-800-THE-LOST)
- N. National Center for Missing Adults – NCMA is a division of National Missing Children Organization, Inc. (NMCO) - a non-profit organization working in cooperation with the U.S. Department of Justice's Bureau of Justice Assistance, Office of Justice Programs. NCMA operates as the national clearinghouse for missing adults, providing services and coordination between various government agencies, law enforcement, media, and most importantly, the families of missing adults. NCMA also maintains a national database of missing adults determined to be endangered or otherwise at-risk. (1-800-690-FIND)

- O. Personal/Direct Reference Sample Evidence Registration Form is an evidence submission form to be utilized when sending personal samples from the missing person to the National Missing Persons Program for DNA profile analysis and subsequent upload into the FBI's Missing Persons DNA Database Program. The registration form is located within the Family Reference Sample Kit, which is supplied by the NJSP.
- P. Project Lifesaver International locates and rescues missing persons through proven radio technology and a specially trained search and rescue team. Administered by the Bergen County Sheriff, Project Lifesaver program clients wear a personalized wristband that emits a tracking signal.
- Q. Safe Return Program is a nationwide identification, support, and enrollment program working at the community level, which assists in the safe return of individuals with Alzheimer's or a related dementia who wander and become lost.
- R. Silver Alert is much like Amber Alerts for missing children. Silver Alerts are intended to enlist the assistance of the media to broadcast descriptive information to the public to help locate people believed to be suffering from dementia or other cognitive impairment.
- S. Unidentified Deceased Persons Remains are human remains that have been discovered while conducting a death investigation in which the identity of the human remains are currently unknown.
- T. VICAP is the Violent Criminal Apprehension Program database established by the FBI as a nationwide data information center designed to collect, collate, and analyze a variety of violent crime information. VICAP provides all law enforcement agencies reporting similar patterns of violent crimes with information necessary to initiate and coordinate multi-agency investigations.
- U. Zone of Safety represents an area in which a missing person is known to frequent; feels a sense of comfort, and is not believed to be exposed to any unusual risk.
1. Each person's zone of safety is specific to that individual, based upon his/her normal lifestyle and areas where the person feels a sense of belonging/comfort.
 2. While department personnel (first responders and investigators) will ultimately determine the zone of safety and base their response on it, they shall seek and take into consideration input from the people who are familiar with the missing person's habits/lifestyle to assist in making a determination as to what an appropriate zone of safety is for the missing person in the particular case at hand.
- V. To be classified as a missing person, an individual must meet one of the following criteria:
1. Disability (EMD): A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

2. Endangered (EME): A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger. NOTE: Child Abduction (CA) or an AMBER Alert (AA) flag as appropriate.
 3. Involuntary (EMI): A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping. NOTE: Child Abduction (CA) or an AMBER Alert (AA) flag as appropriate.
 4. Juvenile (EMJ): A person under the age of 21 who is missing and does not meet any of the entry criteria set forth in subsections 1, 2, 3, or 5 of this section. Juveniles who run away from an institution shall be further classified as RI (Runaway from an Institution).
 5. Catastrophe Victim (EMV): A person of any age who is missing after a catastrophe.
 6. Other (EMO): A person aged 21 and older not meeting the criteria for entry in any other category, who is missing and for whom there is a reasonable concern for his/her safety.
- W. In order to be classified as an unidentified person, an individual must meet one of the following criteria:
1. Deceased (EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
 2. Living (EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
 3. Catastrophe Victim (EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

III. General Investigative Standards

- A. Due to the potential complexity and diverse nature of missing and unidentified person investigations, this type of incident demands swift and effective action by this department.
 1. They key to success is the rapid development of information to disclose the circumstances under which the person is missing or unidentified to determine whether foul play or suspicions are in evidence. This facilitates an efficient, logical approach to the investigation.
 2. The potential for tragedy demands that supervisors continually monitor the progress of these investigations and be ever vigilant to take command of the situation if the need arises.
- B. Immediately upon receiving a report of a missing person or unidentified person, a patrol unit shall be assigned and a preliminary investigation shall be conducted.

1. There is no requirement that the reporting person wait for any period of time to report the missing/unidentified person.
2. Missing persons can be reported in any municipality, regardless of where the missing person permanently resides or where the missing person was last confirmed to have been.

C. No missing person report will be denied on the basis that:

1. The missing person is an adult;
2. The circumstances do not indicate foul play;
3. The circumstances suggest that the disappearance may be voluntary;
4. The person reporting the missing person does not have personal knowledge of the facts;
5. The missing person is a visitor to Fort Lee;
6. The reporting person cannot provide all of the information requested;
7. The reporting person lacks a familial or other relationship with the missing person; or
8. For any other reason, except where there is direct knowledge that the person is in fact not missing and the exact whereabouts and welfare of the missing person are known at the time the report is being made.

D. Communications personnel shall ensure that the following minimum steps are taken:

[REDACTED]

Formatted: Highlight

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Formatted: Highlight

[REDACTED]

[REDACTED]

- E. The Fort Lee Police Department will remain the lead law enforcement agency in charge of the investigation unless another law enforcement agency assumes primary responsibility over the investigation. Included in this investigation is the responsibility for completing all report forms, populating and updating all appropriate databases, and coordinating any initial search.
- F. The patrol supervisor shall be notified of a preliminary missing person investigation. Patrol supervisors and a detective shall respond to all missing person investigations when:

[REDACTED]

Formatted: Highlight

- G. Initial responding officer's responsibilities include:

[REDACTED]

Formatted: Highlight

Formatted: Highlight

3. Upon arriving at the scene, officer(s) should make every effort to put the family at ease.
4. Interview the reporting person.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Formatted: Highlight

5. Obtain the following information and provide it without delay to communications:
 - a. Name, including aliases;
 - b. Date of birth;
 - c. Photograph, videotape, or electronic image of the missing person for inclusion in the NCIC entry;
 - d. Identifying marks, such as birthmarks, moles, tattoos and scars (if photos of any of these are available, collect them as well for inclusion in the NCIC entry;
 - e. Height and weight;
 - f. Gender;
 - g. Race;
 - h. Current hair color and true or natural hair color;
 - i. Eye color;
 - j. Prosthetics, surgical implants, or cosmetic implants, circumcision;
 - k. Physical anomalies;
 - l. Blood type, if known, and whether the missing person has ever donated blood;
 - m. Any medications the missing person is taking or needs to take;
 - n. Driver's license number, if known;
 - o. Social security number, if known;

- p. ATM and/or credit card account numbers, if known;
- q. Fingerprint classification, if known and available;
- r. A description of the clothing the missing person was believed to be wearing at the time of disappearance;
- s. A description of notable items and jewelry that the missing person may be carrying or wearing;
- t. Information regarding the missing person's electronic communications devices, such as cell phone number or e-mail addresses and carrier or Internet service provider;
- u. The reasons why the reporting person believes that the person is missing;
- v. The name and location of the missing person's school or employer, if known;
- w. The name and location of the missing person's dentist and primary care physician, if known;
- x. Any circumstances that may indicate that the disappearance was not voluntary;
- y. Any circumstances that indicate that the missing person may be at risk of injury or death;
- z. A description of the possible means of transportation of the missing person, such as make, model, color, registration, and VIN number of a motor vehicle;
- aa. Any identifying information about a known or possible abductor or the person last seen with the missing person including, and provide it without delay to communications:
 - 1) Name;
 - 2) Physical description;
 - 3) Photograph of the possible abductor or person last seen for inclusion in the NCIC entry and any press / media releases;
 - 4) Date of birth;
 - 5) Identifying marks, such as birthmarks, moles, tattoos and scars (if photos of any of these are available, collect them as well for inclusion in the NCIC entry and any press / media releases;
 - 6) Description of possible means of transportation;
 - 7) Known associates;

- 8) Megan's Law classification status, if applicable;
- 9) Any other information that can aid in locating the missing person; and
- 10) Date of last contact.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Formatted: Highlight

6. Ensure that everyone at the scene is identified and interviewed separately and properly record the information. Note name, address, and phone numbers of each person. Determine relationship to the missing person and ask where they believe the missing person may be. Obtain information of potential associates to aid in future investigation.
 - a. Confirm a child's/adolescent's custody status, if relevant;
 - b. Determine missing person's state of mind, mental capacity or defect, if known;
 - c. Determine whether the missing person has been known to disappear in the past;
 - d. Determine where the missing person could possibly be headed, or where he/she has re-appeared in the past, if applicable.
7. Identify the circumstances of the disappearance. Interview the individual(s) who had last contact with the missing person. Develop a list of known family members, friends, classmates, co-workers, and associates for interviews.
8. If a child or person with diminished mental capacity is involved, identify a zone of safety commensurate with their age and developmental stage. If the child/person was out of this safety zone, ascertain potential reasons.

9. Relay detailed descriptive information necessary for the investigation to communications for broadcast to all patrols and applicable law enforcement entities.
10. Ensure available photo(s) are relayed to detectives for the creation of a Critical Reach bulletin, Amber Alert, or Silver Alert, as appropriate.
11. Contact the Port Authority of NY/NJ if there is suspicion that the missing person may have been swept away in the Hudson River.
12. Request additional personnel and resources if circumstances require.
13. Consideration should be given to immediately requesting detective personnel to the scene and implementing the Incident Command System. The NJSP Missing Persons and Child Exploitation Unit may be contacted to provide investigative guidance and resources.
14. Treat the area as a potential crime scene.
15. Utilize a crime scene entry/exit log, when necessary.
16. Request voluntary assistance from the family or reporting party in obtaining items of investigatory value belonging to the missing person.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Formatted: Highlight

[REDACTED]

Formatted: Highlight

H. Investigator / Detective responsibilities include:

[REDACTED]

Formatted: Highlight

- I. The road supervisor is the Incident Commander until relieved by a higher authority. The road supervisor's responsibilities include:
1. Respond in a timely manner to the scene. If busy with other assignments, consider making the missing person investigation a priority.
 2. Conduct a debriefing of the first responding officer, investigators, and other agency personnel at the scene. Obtain pertinent written reports.
 3. Determine if additional personnel or services are needed to assist in the investigation including, but not limited to:
 - a. K-9 Unit
 - b. Emergency Services Unit
 - c. Lighting (fire company)

- d. Rescue and Recovery
 - e. Ambulance
 - f. State Police Missing Person Unit
 - g. State Police Air Unit
 - h. BCPO Child Abduction Response Team
4. Apprise the division commander of the need for:
 - a. Additional staffing
 - b. Additional notifications
 - c. Special Services
 5. Ensure that all required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
 6. Determine whether the person reported missing is to be designated a high risk missing person.
 - a. If the initial determination of a person reported missing does not warrant designation of that person as high risk, it shall not preclude a later determination, based on further investigation or the discovery of additional information, that the missing person is high risk.
 - b. If a missing person is classified as high risk, this status will be maintained until information to the contrary is obtained and confirmed.
 - c. If a missing person is classified as high risk, immediately expand the investigation to encompass the use of all available resources and activating emergency interagency response procedures including Amber or Silver Alerts, when warranted.
 - d. If a missing person is classified as high risk, immediately contact the Bergen County Prosecutor's Office.
 - e. Upon a determination that a missing person investigation involves a high risk missing person or a missing child, the State Police Missing Persons and Child Exploitation Unit shall be contacted to determine whether the circumstances warrant a cooperative effort.
 - f. If it is determined that a cooperative effort is warranted, the NJSP Missing Persons and Child Exploitation Unit shall coordinate the deployment of additional State Police resources in support of the investigation.
 - g. The road supervisor shall ensure that during an investigation involving a high risk missing person all law enforcement agencies in

the State, and if necessary, law enforcement agencies in adjacent states that may aid in the prompt location and safe return of the high risk missing person are promptly notified and provided with as much descriptive information as possible.

7. When warranted, notify and activate the local and County OEM; establish a command post.
 8. Ensure that all required notifications are made; designate a public information officer to manage media relations, when warranted.
 9. Utilize media outlets to assist in search efforts, when necessary, throughout the duration of the case.
 10. Ensure that all policies and procedures are in compliance.
 11. Establish and maintain liaison with the missing person's family and other involved public safety agencies.
 12. Cause a criminal history check on any principal suspects and participants in the investigation, where applicable.
 13. Be available to make any decisions or determinations as they develop.
 14. Maintain communications with appropriate personnel from the BCPO & BCSO.
- J. If a person is developmentally disabled or emotionally disturbed, they may have difficulty communicating with others about their needs, their identity, or their address. The disability may place the person in danger of harm.
1. Mentally impaired may also include adults suffering from Alzheimer's.
 2. When a child is developmentally disabled or emotionally disturbed, they may also have difficulty communicating with others about their needs, their identity, or their address. A mentally impaired child may be in danger of exploitation or other harm.
 3. If the missing person is not located during the current shift all available information shall be given to the relieving shift until the person is found.
 4. Personnel shall be guided by the Attorney General's Law Enforcement Directive 2005-3 and training material, which establishes a statewide policy on the Safe Return Program to recover lost individuals with Alzheimer's disease and related disorders.
 - a. It is particularly important to find a person with Alzheimer's disease within the first 24 hours to ensure safety and survival.
 - b. The Safe Return Program has been designed to assist both the caregiver of persons with Alzheimer's disease or a related dementia disorder, and law enforcement officials with the safe return of these persons.

- c. The program includes a nationwide participant registry that contains the full name of the registrant, a photograph, identifying characteristics, medical information, and emergency contact information, which enables personnel to easily identify a person with Alzheimer's disease.
 - d. Safe Return identification provides the first name of a person bearing this ID, indicates that they have memory impairment, and gives the 24-hour toll-free number for the Alzheimer's Safe Return Program.
 - e. The Safe Return Program can also be used to send an alert to area agencies such as shelters or hospitals that a person with Alzheimer's disease is missing. This may help recover a person with Alzheimer's disease faster.
 - f. Personnel receiving a report of a missing person who is believed to have Alzheimer's disease or a related disorder, shall immediately contact the Safe Return Hotline at 800-883-1180 and a photograph and/or description, if available, should be disseminated to all officers working the current shift.
 - g. When approaching a person believed to have Alzheimer's disease, ask for identifying information. Persons who are registered with the Safe Return Program shall have a bracelet, necklace, lapel pin, key chain, or label inside their clothing collar.
- K. If a missing person is reported to this department and the person being reported missing does not permanently reside in this jurisdiction, then the assigned detective shall ensure that a copy of the investigative report and NCIC Missing Person's Entry are sent to
- 1. The law enforcement agency that has jurisdiction over the missing person's resident address; and
 - 2. All law enforcement agencies having jurisdiction of the missing person's intended destination(s), if applicable.

IV. Reporting Procedures

- A. Without delay, the investigating officer shall prepare the necessary reports and complete appropriate forms made necessary by the investigation. These reports and forms include, but are not limited to:
- 1. A standard Fort Lee Police Department investigation report and a supplemental narrative, if necessary;
 - 2. A missing person report form for entry into NCIC and to send a NJLETS file 6 teletype message with all pertinent information to be broadcast concurrently;
 - 3. New Jersey State Police Missing Person Report;
 - 4. An affidavit from the reporting party, per State Police guidelines.

- B. In the case of a missing juvenile, copies of all reports shall be forwarded to the Youth Bureau upon completion.
- C. The tour commander will review and forward all rough reports to Communications for data entry.

V. Ancillary Procedures – Missing Persons

- A. All obtained information shall be forwarded to Communications who shall ensure its entry into all appropriate databases. Under no circumstances shall the entry of this information be delayed. These databases include:
 - 1. NCIC - The NCIC Entry will generate a NIC Number and a NLETS Message (File 08) to the State Missing Persons Clearinghouse located within the Missing Persons and Child Exploitation Unit via CJIS.
 - 2. NJSP Website – Depending on the circumstances, the assigned detective may at any time, contact the NJSP Missing Persons and Child Exploitation Unit and request that the case be listed on the New Jersey State Police Missing Persons website/web page.
 - 3. NCMEC/NCMA – Depending on the circumstances, the assigned detective should give consideration in contacting and listing their case with the National Center for Missing and Exploited Children or the National Center for Missing Adults, when deemed appropriate.
- B. After entering the missing person, Communications will forward all paperwork back to the reporting officer, who will then note the date and time of the messages entry on his/her report and attach a copy of the message sent, to the finished copy of the report to be forwarded to the investigating detective.
- C. Whenever possible, detectives shall generate a Critical Reach bulletin with a photo of the missing person and particulars of the case. If the Critical Reach system is inoperative or disabled, contact the NJSP Missing Persons and Child Exploitation Unit for assistance.
- D. The person making the report, a family member, or any other person in a position to assist in the investigation shall be provided with the following:
 - 1. General information about the handling of the investigation or about intended efforts to the extent determined that disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance;
 - 2. Information advising the person that if the person remains missing they should contact this agency with additional information and materials that will aid in locating the missing person, such as credit or debit card and banking transactions and cell phone use;
 - 3. In those cases where DNA samples are requested, they are to be submitted on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose; and

4. If the person reported missing is a juvenile (age 17 or under), the person filing the report shall be provided with contact information for the National Center for Missing and Exploited Children. If the person reported missing is an adult (age 18 or older), the person filing the report shall be provided with contact information for the National Center for Missing Adults.
 5. Follow up contact with family members shall be maintained throughout the investigation.
- E. If the missing person remains missing for 30 days, and the additional information and material mentioned below has not been received, the assigned detective shall attempt to obtain:
1. DNA samples from biological family members and, if possible, from the missing person along with any needed documentation, including any consent forms, required for the use of State or Federal DNA databases;
 - a. Mechanics for submission of DNA samples:
 - 1) Once the article(s) has been properly documented, personnel shall utilize the Personal / Direct Reference Sample Evidence Registration Form.
 - 2) Contact appropriate biological family member(s) to ascertain if they are willing to provide a reference DNA sample for comparison purposes in the National Missing Persons Program federal database (CODIS MP) maintained by the Federal Bureau of Investigation. Such DNA samples are provided on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose.
 - 3) Personnel shall utilize the Family Reference Sample Collection Kit to obtain DNA samples. Personnel shall strictly adhere to the instructions as put forth in the collection kit. Kits may be obtained by contacting the County liaison officer or the NJSP Missing Persons and Child Exploitation Unit.
 - 4) Upon obtaining the DNA sample(s), personnel shall forward the kit to the National Missing Persons Program, University of North Texas Health Science Center, as directed in the kit instruction form. Strict attention shall be adhered to in the transmittal of the **Fax Back Sample Tracking Form** prior to the mailing of the kit.
 - 5) In addition to faxing the form to the National Missing Persons Program, officers shall fax the form to the Missing Persons & Child Exploitation Unit, Division Headquarters (609-882-2719) for case tracking purposes.
 - 6) Upon completion of the DNA sample submission process, the assigned investigator shall modify the existing NCIC missing person/ unidentified person entry to include that a DNA

sample pertaining to the investigation is available for comparison. Location of the sample and corresponding CODIS MP identification number should be included in this modified entry.

7) **Reference Sample Priority Sequence:**

Personal Item(s) from missing person

(Direct Reference Sample Evidence Registration Form)

- (1) Toothbrush
- (2) Clothing
- (3) Hairbrush
- (4) Any item capable of furnishing a DNA profile

Nuclear Family Members of Missing Person

(Family Reference Sample Collection Kit)

- (1) Biological Brother or Sister of Missing Person
- (2) Biological Parents of Missing Person
- (3) Biological Children of Missing Person

Maternal Biological Relatives of Missing Person

(Family Reference Sample Collection Kit)

- (1) Aunts / Uncles of Missing Person (**Maternal Side Only**)
- (2) Cousins (**Maternal Side Only**)
- (3) Half-Sisters / Half-Brothers (**Maternal Side Only**)

2. Dental information and x-rays, and an authorization to release dental or skeletal x-rays of the missing person. The resulting profile shall be coded and entered into NCIC by modification of the existing record.
 3. Any additional photographs of the missing person that may aid the investigation or identification. It is not required to obtain written authorization before releasing publicly any photograph that would aid in the investigation or identification of the missing person; and
 4. Fingerprints - The resulting profile shall be coded and entered into NCIC by modification of the existing record.
 5. Nothing in this section shall be construed to preclude this agency from obtaining any of the materials identified in this section before the 30th day following the filing of the missing person report.
- F. Information relevant to the Federal Bureau of Investigation's Violent Criminal Apprehension Program (VICAP) shall be entered as soon as possible.
1. Three offenses/incidents, listed in the Case Management Section of a VICAP report, may, in some instances, be closely associated with missing persons

investigations: kidnapping (fatal, with injury, or for ransom), missing persons with evidence of foul play and unidentified bodies where the manner of death is classified as homicide.

2. In those specific instances where investigation reveals that a missing person has been a victim of a violent act, the use of VICAP should be explored. The Investigative Division will utilize VICAP as may be appropriate.
 3. In cases where investigation reveals that a missing person or unidentified person has been a victim of a violent act, use of the Violent Criminal Apprehension Program (VICAP) will be explored.
- G. When kidnapping, abduction or interstate flight is suspected, the Federal Bureau of Investigation shall be notified and be kept informed of all developments.
- H. Where a crime or other unlawful act is suspected, the Bergen County Prosecutor's Office shall be notified and be kept informed of all developments.
- I. The New Jersey State Police implements the Amber Alert Plan. Amber Alerts are intended for serious cases of child abduction where the child's life is in imminent danger of serious bodily harm or death. Amber Alerts are not intended for all missing child incidents, runaways, or child custody situations. The following criteria are necessary to activate an Amber Alert:
1. The child must be under the age of 18;
 2. There must be some indication that the child is in imminent danger of serious bodily harm or death;
 3. There must be a short enough delay between the time the child was last seen and the time the child is reported missing to believe that an Amber Alert will help locate the child;
 4. There must be enough descriptive information to believe that an Amber Alert will help locate the child.
 5. Upon belief that an abducted child may fit the criteria for activating an Amber Alert, the local agency shall notify the New Jersey State Police Missing Persons & Child Exploitation Unit to authenticate and broadcast the alert.
 - a. Main number 609-882-2000, extension 2893
 - b. During other than normal business hours, contact the Regional Operations and Intelligence Center (ROIC) at 609-963-6900.
 6. NJSP Missing Persons & Child Exploitation Unit personnel will ordinarily respond to assist with the investigation until deactivation of the AMBER Alert.
- J. Under the provisions of Attorney General Directive 2010-3, when deciding whether to activate or request activation of an Amber Alert in cases involving family abductions, investigators should consider whether the reported abduction was done by a family member or someone acting on behalf of a family member. An Amber Alert should not be activated unless the Amber Alert criteria have been met.