

- K. In the case of a family abduction, investigators must consider the complexity of the circumstances of the reported abduction (*e.g.*, the manner in which it was committed and whether violence, threat of violence, a deadly weapon, or other dangerous behavior or circumstance was involved), as well as any available background information about the abductor and his/her relationship to the child and any history of prior abductions, custody disputes, domestic violence or child abuse. Furthermore, when assessing the totality of the known circumstances, law enforcement officials responding to a report of a family abduction may need to consider the possibility that the person reporting the abduction has a motive to overstate the risk of physical harm posed to the child in order, for example, to gain an advantage in ongoing or contemplated matrimonial or custody rights litigation.
- L. In family abduction cases, investigators should consider the following specific circumstances, when information about these circumstances is available:
1. Whether any threats of harm to the child were made by the abductor at any time before the abduction, or during the course of the abduction (including implied threats such as "if I can't have custody, then no one will");
 2. Any past history of violence by the abductor directed against the child, or abuse or neglect of the child, or any other child;
 3. Whether violence or threat of violence was used in committing the abduction, and whether force was used or directed against the child (*e.g.*, the child resisted or tried to escape), or put the child at immediate risk of harm, even if the force was directed against another (*e.g.*, the use or threatened use of a firearm or other weapon; assault by auto, motor vehicle eluding or reckless driving, etc.);
 4. Whether there is a family history of domestic violence or child abuse, or a history of custody disputes or past abductions;
 5. Whether the abductor has a past history of violence or weapons offenses;
 6. Whether the abductor is believed to be armed;
 7. Whether the abductor is believed to be under the influence of alcohol or drugs;
 8. Whether the abductor has a history of alcohol or other substance abuse;
 9. Whether the abductor has a history of mental illness;
 10. Whether the abductor was acting irrationally (*e.g.*, uncontrolled rage, desperation, or panic);
 11. Whether the child and/or abductor have pre-existing medical and/or health conditions, which, if unmonitored and/or untreated, could impact on the welfare of the child;
 12. Any other facts or circumstances that suggest that the abductor might intentionally or unintentionally harm the child, or expose the child to a dangerous situation.

- M. The New Jersey State Police have developed an Amber Alert Activation Worksheet to help identify and document the facts used to determine whether it is appropriate to activate an Amber Alert. (See Attachment A.)
- N. Officers may subscribe to Wireless Amber Alerts in order to receive a text message when an Amber Alert has been issued.
- O. The New Jersey State Police also implement the Silver Alert Plan. Specific health information about the missing person shall not be made public through the alert or otherwise.
1. Each of the following criterion shall be met before a Silver Alert may be issued:
 - a. The person believed to be missing is believed to be suffering from dementia or other cognitive impairment regardless of age;
 - b. A missing person investigation has been initiated;
 - c. The person believed to be missing may be in danger of death or serious bodily injury;
 - d. There is sufficient information available to indicate that a Silver Alert would assist in locating the missing person; and
 - e. Sufficient information is available to disseminate to the public that could assist in locating the person.
 2. Upon belief that a person may fit the criteria for activating a Silver Alert, notify the New Jersey State Police ROIC to authenticate and broadcast the alert.
 - a. Main number 609-963-6900;
 - b. Relay missing person information to the NJSP;
 - c. The NJSP will complete a checklist based upon the information provided;
 - d. ROIC personnel will fax the checklist to the NJSP Missing Persons Unit;
 - e. The NJSP Missing Persons Unit will determine whether a Silver Alert will be broadcast.
 3. The Missing Persons and Child Exploitation Unit in the Division of State Police, upon request, shall assist the lead law enforcement agency in the investigation of any Silver Alert investigation.
- P. When receiving a telephone call regarding the sighting of any subject in an Amber or Silver Alert activation, the person receiving the call shall:
1. Keep the caller on the line at all times;

2. If the call needs to be transferred, the operator shall not release the call until it is completed;
3. Immediately notify the shift supervisor of the call;
4. Notify the appropriate law enforcement jurisdiction of the sighting via SPEN or broadcast the location and information to Fort Lee units if within the Borough;
5. Do not hang-up on the caller until the situation has reached its logical end.

VI. Child Abduction Response Team (CART)

- A. For purposes of this section only, the term missing child means a person 13 years of age or younger whose whereabouts are not currently known. (NJSA 52:17B-212)
- B. Upon receipt of a report of a missing child, the road supervisor shall cause notification to the Bergen County Prosecutor's Office, Child Abduction Response Team (CART) Leader.
 1. This department will remain the lead-investigating agency until the Bergen County Prosecutor determines otherwise.
 2. CART leaders shall oversee all missing child investigations.
- C. When investigating a missing child, the Bergen County Prosecutor or the CART leader(s) may request law enforcement resources from this department to assist in the missing child investigation from any other law enforcement agency.
 1. Any reasonable request for such assistance shall not be denied. Reasonable assistance includes, but is not limited to:
 - a. Search teams;
 - b. Canine support;
 - c. Use of Fort Lee facilities for staging, command post, etc.
 - d. Mutual aid;
 - e. CID investigative resources.

VII. Search Procedures

- A. Depending on the age of the missing person and other factors that are learned during the preliminary investigation, a course of action may include a targeted area search, if warranted.
 1. An adult who is missing, under circumstances that are not criminal or potentially life threatening may not necessarily require an area search. An adult who has been diagnosed with Alzheimer's disease, dementia, or who is missing from an assisted care facility may require an area search.

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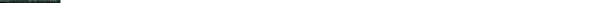
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(Name of) Police Department – Missing & Unidentified Person Investigations - Page 28 of 34

- A. Communications and Detective Bureau personnel must be continually aware of incoming NLETS messages, including but not limited to all \$Messages, \$M-Match, \$N-No Match, \$Locate, Hit Confirmations, etc. Communications and Detective Bureau personnel shall ensure that every teletype message is scanned for these messages and that action is taken on all pertinent messages.
- B. Reported Missing in Fort Lee -Returned/Located in Fort Lee:
 - 1. Upon the return of a person reported missing by this department, a patrol unit shall be assigned to verify the return and to obtain any supplemental information that may be helpful.
 - a. Notify the reporting person.
 - b. Medical and/or interventional assistance shall be offered, if indicated and appropriate.
 - c. The supplemental information includes, but is not limited to: physical appearance, reported physical condition, where they were, why they were missing, etc.
 - d. Arrange for the return of any missing child/adolescent who is not wanted on a warrant or other law violations to their parent/guardian.
 - 2. Communications personnel shall ensure that the NCIC database entry is cleared or canceled with the appropriate code, depending upon the circumstances.
 - 3. An NLETS Cancel Missing Persons Message (File 09) noting the returned missing person must be broadcast immediately following the NCIC transaction.
 - 4. All teletypes and supplemental files/documents must be filed with the investigation report.
- C. Reported Missing by Outside Agency-Located in Fort Lee:
 - 1. Upon locating a missing person reported missing from another jurisdiction, a patrol unit must be assigned or may likely be already involved in the investigation. The locate incident, along with any other supplemental information must be documented on an investigation report.
 - 2. Communications personnel shall ensure that the appropriate Hit Confirmation Request and Locate Message are sent to the originating agency. (The originating agency is responsible for clearing the NCIC database record and sending the File 9 Message.) A supplemental telephone call to the originating agency may speed the process.
 - 3. All teletypes and supplemental files/documents must be filed with the investigation report.
 - 4. The originating agency is responsible for advising this agency as to the ultimate disposition of the located missing person. The shift supervisor shall make the determination whether to provide additional assistance to that

agency which could include detaining the person, transporting the person to their residence, hospital, or to the originating agency.

5. Depending upon the circumstances, it may be necessary to take the returned missing person into protective custody. This is essentially the case involving runaway juveniles.

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- b. A detective may need to be notified or recalled.
- c. It may be necessary to notify the New Jersey Department of Children and Families in the event that the juvenile's return to their home or normal place of abode is delayed or impractical. Examples include:
 - 1) Runaways from out-of-state;
 - 2) Inability to contact family;
 - 3) Juvenile claims to have been sexually assaulted by a family member;
 - 4) Juvenile claims to have run away from abusive parent/family, etc.

D. Reported Missing in Fort Lee - Located by Outside Agency:

1. An outside agency that locates a person reported missing by this department will normally send a Hit Confirmation Request and a Locate Message to this agency.
2. Upon receiving a Hit Confirmation Request and/or the Locate Message, communications personnel shall ensure that the missing person record is verified and a Hit Confirmation Response File 14 is generated within the stipulated time mandated by NLETS.
3. A telephone call to the locating agency is permitted to supplement the Hit Confirmation Response, but shall not be placed instead of the required NLETS response. The telephone call can be used to obtain or provide supplemental information to assist in the investigation.
4. Once confirmed, communications personnel shall ensure that the NCIC database record is cleared with the appropriate NCIC code. Communications personnel shall also ensure that an NLETS Cancel Missing Persons Message is broadcast immediately after the NCIC transaction.
5. This agency is responsible for determining the ultimate disposition of the former missing person. In almost all cases, the family member who had originally reported the person missing will make the decision.
 - a. Detective Bureau personnel shall ensure that a family member is immediately notified of the returned person and given all pertinent information necessary for them to make a decision regarding the future status of the former missing person.

- b. This agency will offer all reasonable assistance to the family in reclaiming the person. This policy could not possibly provide detailed guidance to address every possible scenario. Common sense and good judgment will guide this department's action.
- 6. Depending on the circumstances of the original disappearance and subsequent finding of the missing person, it may be necessary to recall a detective to assist in the investigation.
- E. If an Amber or Silver Alert has been initiated, the tour commander shall cause immediate notification to the New Jersey State Police advising them to cancel the Amber or Silver Alert. NLETS messages, generated as a result of the located missing child/person, must also contain a request to cancel the Amber or Silver Alert, where applicable.
- F. Cancel any County Alert activation.
- G. Notify and/or update all other investigative resources and have them modify their databases, i.e. Critical Reach, NCMEC/NCMA, etc.
- H. Cancel any search efforts.
- I. Tour commanders shall ensure that a Supplemental Investigation Report detailing the located missing person including any supplemental information is completed. All supplemental files and teletypes shall be attached to the Supplemental Investigation Report.

IX. Parental Abduction out of the United States

- A. The potential for a parent to take a child out of the United States poses unusual and perplexing problems for law enforcement that may invoke international treaties.
 - 1. Reporting persons shall be encouraged to obtain clarification of legal custody as soon as possible to assist in the investigation.
 - 2. The international Hague Abduction Convention (see definitions under U.S. Department of State) only deals with abducted children who are age 15 or younger.
- B. If the parent removing the child/children from the United States is recognized as a bona fide custodial parent, there will ordinarily be no underlying criminal act and the reporting person will need to seek civil and/or diplomatic remedies through the appropriate court and/or foreign embassy or consulate.
 - 1. Reporting persons should be referred to the appropriate family court with jurisdiction and the United States Department of State.
 - 2. Municipal police officers lack the statutory authority to serve and execute civil process in these custodial matters and have no jurisdiction.
- C. Non custodial parent(s) who remove their children from the United States may be charged with a criminal act if the facts result in probable cause, specifically NJSA

2C:13-4 Interference with Custody in N.J. There are several Federal laws that can be applied, see <http://www.state.gov/documents/organization/86818.pdf> (page 12).

D. If a non custodial parent abducts a child (children) and there is evidence to suggest that the abductor intends to leave the country, the initial responding officer shall consider:

1. Immediate notification to a supervisor who shall make the determination to whether to contact an on-call detective.
2. Notification to the Bergen County Prosecutor's Office to make them aware of the incident.
3. Contact to area airports, train stations, bus depots, and other potential areas of departure to determine if the non-custodial parent is on any passenger manifests.
4. Contact to the NJSP to see if an Amber Alert can be broadcast. (Parental abduction normally does not qualify for an Amber Alert broadcast.)
5. Cause notification to the appropriate law enforcement agencies such as Port Authority of NY/NJ Police Department, New Jersey Transit Police Department, SEPTA Police, Amtrak Police Department, NJSP Missing Persons and Child Exploitation Unit, Federal Bureau of Investigation, etc.
6. Contact to the National Center for Missing & Exploited Children for assistance.

E. If a non custodial parent abducts a child (children) and it is determined that they have left the United States:

1. Immediately notify a supervisor who shall make the determination to whether to contact an on-call detective.
2. Contact the Bergen County Prosecutor's Office to make them aware of the incident.
3. Cause notification to the appropriate governmental agencies such as the NJSP Missing Persons and Child Exploitation Unit, Federal Bureau of Investigation, United States Department of State, etc.
4. Contact to the National Center for Missing & Exploited Children for international assistance.
5. Because of treaty obligations, US Department of State actions or remedies may supersede any local criminal investigation.
6. Because of Federal and international laws, the FBI may supersede any local criminal investigation.

X. Unidentified Persons

A. These procedures are not intended to replace prudent investigative techniques employed to identify an unidentified living person such as a walkaway from an assisted care facility. Instead, these procedures will supplement existing

investigative processes. Subsections VIII.B and VIII.C of this policy can be used as a guide when handling unidentified living persons

- B. Unidentified persons may be living or dead, adult or juvenile. The investigating officer should obtain as much individual identifying characteristics as possible concerning the unidentified person.
- C. The tour commander shall ensure that the individual identifying characteristics are entered into the NCIC Unidentified Persons File as soon as they become available. Communications personnel must be continually aware of any \$Messages.
- D. Communications or detective personnel shall ensure that a NLETS Unidentified Persons Message is broadcast immediately following the NCIC database entry. This message will be broadcasted on a statewide basis and expanded or narrowed, as the need exists.
- E. Unidentified Deceased Investigative Guidelines:
 - 1. After performing any death scene investigation, the human remains shall be delivered to the appropriate state or county medical examiner.
 - 2. Personnel shall not dispose of or engage in actions that will materially affect the unidentified human remains before the appropriate medical examiner obtains:
 - a. Samples suitable for DNA identification archiving
 - b. Photographs of the unidentified human remains
 - c. All other appropriate steps for identification have been exhausted
 - 3. Unidentified human remains shall not be cremated.
 - 4. Data relevant for the NCIC Unidentified Deceased/NLETS Unidentified Deceased (File 11) entries will be entered by this department as the lead law enforcement agency.
 - 5. DNA profiles and information shall be entered into the National DNA Index System (NDIS/CODIS/CODIS MP) within five business days after the completion of the DNA analysis.
 - 6. Information sought by the Violent Criminal Apprehension Program (VICAP) database as soon as practicable
- F. Once a previously unidentified person is identified, the NCIC database must be cleared using the appropriate code. A NLETS Cancel Unidentified Persons Message must be broadcast immediately following the NCIC database transaction noting the identification.

OPERATIONS

EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16-2

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-08-05	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 5					CHAPTER 16-2
ACCREDITATION STANDARD(S):	REFERENCE: V4C16-2					
SUBJECT: MOTORCYCLE USE, ASSIGNMENT AND MAINTENANCE						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS RIPOLI						EVALUATION DATE:
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PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To establish the conditions and guidelines for the use and care of the departmental motorcycles. It will also outline which officers will be assigned to the Motorcycle Unit and thereby granted permission to use the motorcycles in addition to the process under which officers will gain permission to use them.

POLICY:

The Administrative Division Commander is responsible for purchasing, supplying, repairing and maintaining equipment and supplies of the department. This includes buildings, vehicles, uniforms, firearms, specialized equipment, and various other supplies.

The Administrative Division Commander is responsible for issuing supplies and equipment and for formulating maintenance and operating instructions for such equipment.

Commanding officers are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property, which is issued or otherwise assigned to their command.

Individual employees are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property that is issued for their use.

Malfunctions discovered during the use of any equipment shall be promptly reported and the use of the equipment shall cease immediately when there is any reasonable cause to believe that further use may

OPERATIONS

EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16-2

damage the equipment itself; result in accidental damage or injury; and/or tend to produce evidence which would be detrimental to any criminal or civil defendant.

PROCEDURE

- I. Motor units should be used in every aspect of policing as any other marked department vehicle. The motor units will be assigned to the Traffic Bureau and be under the control of the Traffic Bureau Supervisor. Motor units shall be used primarily for traffic control, Community Policing, Public Relations and Patrol. Whenever possible, the motor units will be used as departmental representatives for funerals for fallen law enforcement officers and when an outside agency requests assistance with various types of escorts.
- II. Motor Unit Riding Status:
 - A. Requirements:
 1. For an officer to become eligible to obtain a level of riding status on a department Motor Unit (motorcycle), the officer must meet the following requirements:
 - a. Posses a valid New Jersey motorcycle license
 - b. Have completed and passed an approved motorcycle riding school course.
 - c. Posses the approved motorcycle uniform (See Uniform Vol. 1 Ch. 17).
 2. Permission
 - a. To obtain permission to ride a department Motor Unit, the officer must submit a written request to the Traffic Bureau Supervisor. Documentation as to the above requirements must be provided along with the written request.
 - b. Officers that are already members of the Motor Unit, either full-time or part-time, do not have to re-apply for permission. All officers in the Motor Unit should attend an approved police motorcycle riding school course
 3. There shall be two different riding status levels, Full time and Special Detail.
 - a. Full time Riding Status: Only officers who have completed and passed an approved police motorcycle riding course.
 - b. Special Detail Riding Status: Any officer from any other division in the department may obtain Special Detail Riding Status. Officers with Special Detail Riding Status will only ride motor units when on Special Details, unless authorized by the Traffic Bureau Supervisor. Prior to using a motor unit on a Special Detail, the officer is to get authorization and a vehicle assignment from the Traffic Bureau Supervisor. Authorization to ride must be received prior to riding for each detail.

OPERATIONS

EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16-2

III. Motorcycle Assignments

- A. All motor units shall be assigned to the Traffic Bureau and will be under the direction of the Traffic Bureau Supervisor. Officers with Full Time Riding Status shall be assigned a motor unit. However they may use an unassigned motor unit without requesting permission. Assigned motor units will not be used by other officer unless specific authorization has been granted by the Traffic Bureau Supervisor. Full Time officers shall have priority for use of any motor unit over Special Detail officers.

IV. Weather Restrictions

- A. At their discretion, a motor officer may use a department vehicle instead of their assigned motor unit. If a motor officer is uncomfortable riding their assigned motor unit under inclement weather conditions, they may choose to drive another vehicle. A motor officer should primarily use a Traffic Bureau vehicle. If none are available a patrol vehicle may be use with the Tour Commander's approval.
- B. Motor units will not go on the road or should be taken off the road when the following weather conditions exist:
 - a. Temperatures over 105 degrees F.
 - b. Temperatures below 15 degrees F.
 - c. During snow and rainfall.
 - d. When the roadway is snow covered prior to or during snow plowing.
 - e. During excessive inclement weather.
 - f. When the Traffic Bureau Supervisor deems it necessary.

V. Hours of Operation



VI. Maintenance

- A. Officers assigned to Full Time status are to be responsible to insure that routine maintenance of the assigned motor unit is completed. Full Time motor officer will also assure that the unassigned motor units are maintained. The motor unit shall be kept clean and polished. Motor Officer with Special Duty Status shall clean and polish units they use when on a detail and shall not leave a unit unkempt. Time will be provided at the end

OPERATIONS

EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16-2

of each tour for cleaning and maintenance of each unit. Routine maintenance may be performed by the assigned officer with reimbursement for the parts, with prior approval from the Traffic Bureau Supervisor. Factory recommended maintenance schedules are to be followed. Any malfunction of any motor unit shall be immediately reported to the Traffic Bureau Supervisor and documented on a Vehicle Inspection Sheet.

VII. Uniform (see Uniform Policy Vol. 1 Ch. 17)

- A. The following is the official uniform of the Fort Lee Police Department Motor Unit. Officers that have either Full Time or Special Detail Status shall possess the official uniform. No officer shall use a motor unit without having the official uniform. Officer with Special Detail Status shall be permitted to wear the Winged Wheel collar brass and patches identifying them as motor officers. Full Time officers shall be permitted to wear the Motor Unit uniform regardless of their temporary Uniform Division assignment.

B. Summer Uniform:

Hat: All officers will utilize the Trooper hat, with hat badge, when on regular duty.

Helmet: A half shell or $\frac{3}{4}$ helmet shall be worn whenever operating a motor unit. The helmet shall be white with a black outer band and a detachable black visor. The helmet may have the officer's badge number displayed on the rear in.

Face Protection: Motor officers shall be allowed to wear face protection in inclement weather or when the need arises at the officer's discretion. The face protection shall be made of either leather, cloth or neoprene material.

Glasses: Any type of department approved eye protection (glasses or goggles) may be worn.

Shirt: Patrolmen and Sergeants shall wear navy blue short sleeve shirt (same as Patrol Division). It shall have the department patch and Winged Wheel [Patrolmen] below facing forward with the wings perpendicular to the cuff on the left sleeve, Traffic Bureau patch (Full Time Officers) or American flag on the right sleeve. During cooler weather, motor officers may elect to wear the long sleeve uniform shirt, as long as uniformity with other motor officers is maintained.

Collar Brass: All motor unit officer shall wear the "FL" collar brass on the left collar with the Winged Wheel worn on the right collar. The collar brass shall always be worn parallel to the ground when worn with a tie. All motor officers may wear these insignias when in uniform as unit identification regardless of their current assignment. Patrolmen shall wear silver collar brass (tie tack and buttons). Sergeants and above shall wear gold collar brass (tie tack and buttons). Supervisory rank shall be displayed as all other uniformed personnel.

OPERATIONS

EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16-2

- Leather: The holster or gun belt shall be equipped for a "Sam Browne" type strap (across the body and over the weak hand shoulder). Breakaway clips may be worn on the "Sam Browne" strap for officer safety. The officer may set up their gun belt as to personal comfort.
- Pants: Navy Blue britches shall be worn (same color as Patrol Division). The britches shall be of tailored type. Patrolmen shall have a 1" French Blue stripe on each side. Supervisors shall wear a black stripe.
- Boots: Motor officers shall wear over-the-calf motorcycle boots. These boots should have a short set of laces in the front and have either a short set of laces or a strap and buckle on the top outside edge of each boot. No sneakers, shoes or combat boots are permitted, as they do not offer the same ankle and leg protection.
- Gloves: Black leather or water-resistant (Gortex type) should be worn at all times. The motor officer shall have discretion as to the type of gloves worn (i.e. fingerless, padded, full or gauntlet).
- Rain Gear: Rain gear shall be either one or two piece and approved by the department.
- Miscellaneous: During cool weather thermal or electric garments may be worn under the Motor Unit uniform.

C. Winter uniform:

Shirt: Patrolmen and Sergeants shall wear navy blue long sleeve shirt (same as Patrol Division). It shall have the department patch on the left shoulder and the "Winged Wheel" Motor Unit patch facing forward at the bottom of the sleeve at the cuff with the wings perpendicular to the cuff line. Traffic Bureau patch (Full Time Officers) or American flag at the shoulder on the right sleeve.

Jacket / Blouse:

Shall be a Navy Blue $\frac{3}{4}$ length "Trooper" style, single breasted dress blouse with installed hardware for the wearing of the equipment Motor Officer duty belt and "Sam Browne" strap over the blouse. Patches will be worn as described for the long sleeve uniform shirt. Department approved leather jacket may also be worn, however, all riders must be uniformly outfitted.

- D. Commanding Officer of the Traffic Bureau may make a recommendation for a change of the jacket / blouse specification with prior approval of the Chief of Police.

**INTER-AGENCY PROCEDURES
MUTUAL AID
VOL,V. CH,1.**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 11-20-2003	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTER-AGENCY PROCEDURES	# PAGES: 2					CHAPTER 1
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: MUTUAL AID						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To provide procedures for requesting or rendering mutual aid assistance to or from other municipalities.

POLICY:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

REQUESTING MUTUAL AID FROM OTHER AGENCIES:

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INTER-AGENCY PROCEDURES

MUTUAL AID

VOL,V. CH,1.

[REDACTED]

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II. MUTUAL AID RESPONSE TO OTHER AGENCIES:

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-05-2007	REVISION DATE: 01-27-2009	PAGE #: 6	SECTION: IV,C,4a	APPROVED 05-11-2009	VOLUME #VIII
VOLUME TITLE: INVESTIGATION	# PAGES: 11					CHAPTER 16
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: NARCOTICS DIVISION & SUPERVISOR RESPONSIBILITIES						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS RIPOLI						EVALUATION DATE:
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PURPOSE:

To ensure that proper procedures are followed by officers assigned to the Narcotics Division, and any supervisors also assigned to that unit.

POLICY:

On July 9, 1987, the 1986 Drug Reform Act became effective. The new law not only sets forth stricter penalties for the distribution of drugs, but it also imposes additional penalties for distribution of drugs within one thousand (1,000 ft.) of a school.

The Attorney General has 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 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 Bureau Supervisor.

INVESTIGATION
NARCOTICS / DIVISION/SUPERVISOR
FOL. 8, CH. 16

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NARCOTICS BUREAU

POSITION TITLE: NARCOTIC BUREAU SUPERVISOR

I. NARCOTIC BUREAU SUPERVISOR

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INVESTIGATION
ARCOTICS / DIVISION/SUPERVISOR
OL. 8, CH. 16
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INVESTIGATION
NARCOTICS / DIVISION/SUPERVISOR
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. POSITION TITLE: NARCOTICS DETECTIVE

POLICY:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III NARCOTICS BUREAU FUNCTION

[REDACTED]

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IV. INVESTIGATION

[REDACTED] A [REDACTED]
[REDACTED]

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INVESTIGATION
ARCOTICS / DIVISION/SUPERVISOR
OL. 8, CH. 16

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[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

V. DEPARTMENT COORDINATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VI. INTELLIGENCE GATHERING AND SURVEILLANCE OPERATIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

G.

[REDACTED]

VI. RAIDS

A.

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

INVESTIGATION
NARCOTICS / DIVISION/SUPERVISOR
POL. 8, CH. 16

b.

E. USE OF FORCE

VII COVERT, UNDERCOVER, AND CRIME DECOY OPERATIONS

[REDACTED]

[REDACTED]

C. UNDERCOVER OPERATIONS/CRIME DECOY OPERATIONS

[REDACTED]

[REDACTED]

[REDACTED]

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INVESTIGATION

ARCOTICS / DIVISION/SUPERVISOR

OL. 8, CH. 16

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ORGANIZATION**IJICS****VOL. II, CH. 21-1****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 06-30-2006	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 4					CHAPTER 21-1
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: NJ. INTEROPERABILITY COMMUNICATION SYSTEM						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

I. Purpose

The purpose of this general order is to establish policy and procedures to be utilized by Fort Lee Police Department personnel when activating and using the New Jersey Interoperability Communications System (NJICS).

The NJICS allows direct voice communications between participating agencies while engaged in handling both short and long-term incidents. The NJICS cross-connects different radio channels over various radio frequency bands throughout the Urban Area Security Initiative (UASI) region. This will enhance the safety and effectiveness of participating agencies through real time, field, unit-to-unit, direct voice communication capability.

II. Policy

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. General Information

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

IV. USE AND OPERATION OF THE NJICS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

V. MAINTENANCE

[REDACTED]

[REDACTED]

[REDACTED]

ORGANIZATION**TITLE DESCRIPTION: PATROL OFFICER****VOL. II, CH. 7****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-14-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 8					CHAPTER 7
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: PATROL OFFICER RESPONSIBILITIES						DISTRIBUTION ALL
ISSUING AUTHORITY: ACTING CHIEF BERNARD M. HART						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To establish a guideline for Patrol Officers to follow in the every day performance of their duties.

POLICY:

The below set of guidelines are standards which Patrol officers should adhere to whenever possible in the daily performance of their duties.

I. PATROL OFFICER RESPONSIBILITIES

[REDACTED]

[REDACTED]

ORGANIZATION

OB DESCRIPTION: PATROL OFFICER

VOL. II, CH. 7

[REDACTED]

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II. GENERAL DUTIES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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ORGANIZATION

JOB DESCRIPTION: PATROL OFFICER

VOL. II, CH. 7

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ORGANIZATION
JOB DESCRIPTION: PATROL OFFICER
VOL. II, CH. 7

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. HANDLING ASSIGNMENTS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

V. POLICE OFFICER - ESSENTIAL FUNCTIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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ORGANIZATION
JOB DESCRIPTION: PATROL OFFICER
VOL. II, CH. 7

[REDACTED]

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[REDACTED]

OPERATIONS
PREMISES CHECKS
VOL. IV, CH. 11

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 05-03-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 3					CHAPTER 11
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: PREMISES CHECKS						DISTRIBUTION ALL
ISSUING AUTHORITY: ACTING CHIEF BERNARD M. HART						EVALUATION DATE:
ATTORNEY GENERAL:						Special Instructions
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To ensure that proper procedures are followed in conducting premises checks of vacant houses and of businesses.

POLICY:

Premise checks shall be conducted as spelled out within this policy. Premise checks are conducted for the purpose of protecting property, deterrence of crime, and early detection of crime. One Vacant House book has been set up to record vacant house checks. Whenever possible business checks should be conducted during the hours that the businesses are closed.

PROCEDURE:

I. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

OPERATIONS
PREMISES CHECKS
VOL. IV, CH. 11

b.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. BUSINESS CHECKS

[REDACTED]

[REDACTED]

[REDACTED]

OPERATIONS
PREMISES CHECKS
VOL. IV, CH. 11

3

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**ORGANIZATION
PATROL SUPERVISORS RESPONSIBILITIES
VOL. II, CH. 6**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 12-18-2001	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 7					CHAPTER 6
ACCREDITATION STANDARD(S):	REFERENCE: V# II, C# 6					
SUBJECT: PATROL SUPERVISORS RESPONSIBILITIES, SERGEANTS & LIEUTENANTS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To ensure that Patrol Supervisors (Sergeants and Lieutenants) have a guideline which establishes what their responsibilities are in the supervision of their personnel.

POLICY:

The Patrol Supervisors overall responsibility is to promote the goals and objectives of the Police Department through policy and procedure and to encourage enthusiasm of their subordinates towards this end.

I. CONTROL AND SUPERVISION

- A. Supervisors shall have immediate supervision of officers on duty and officers assigned to special duty in their respective assignments.
- B. Supervisors will maintain working relationship with their subordinates and require a proper attitude by these subordinates to their position as supervisors.
- C. Supervisors should set an example to all subordinates in sobriety, dignity, courtesy, discretion, diligence and observance of proper discipline and shall, at all times, appear neatly attired, clean in person and equipment.

ORGANIZATION

ATROL SUPERVISORS RESPONSIBILITIES

OL. II, CH. 6

- D. Supervisors shall make themselves thoroughly acquainted with the capabilities of officers under their supervision and impartially report, in writing to their commanding officer, every case of misconduct, incompetency, neglect of duty or any violation of the rules and regulations on the part of such police officer, and his/her failure to so report, will be sufficient cause for disciplinary action.
- E. Supervisors shall particularly familiarize themselves with all subjects pertaining to the duties of an officer, and shall assist and instruct the officers under their supervision in the proper discharge of their duties and shall be held strictly responsible for their efficiency, discipline and general good conduct and appearance.
- F. Supervisors shall be charged with exacting the proper performance of police duties from members of the department assigned to his/her supervision; and he/she shall have such regular hours of duty as shall be prescribed by the Chief of Police.
- G. Supervisors shall be held responsible for the proper conduct and appearance of officers under their supervision and would be deemed guilty of neglect of duty when those under their command or supervision are habitually lax and indifferent in the performance of their duties.
- H. Supervisors shall, when on duty, unless otherwise ordered, constantly and faithfully patrol Borough of Fort Lee, visiting each sector or post as often as practicable; ascertain whether each officer is at his/her proper place, and aid in the enforcement of every duty.
- I. Supervisors shall not leave Borough of Fort Lee while on duty, except on official business connected with the department and, in such event, shall advise their commanding officer of the time of departure and return, and the nature of the business transacted.
- J. Supervisors shall constantly scrutinize and follow-up the activities of officers under their charge, with the view of ascertaining whether police duties are properly and efficiently performed, and instructions properly carried out.
- K. Supervisors shall, while on patrol, be charged with the enforcement of the law, the prevention of crime and arrest of offenders, observe and communicate with officers under his/her supervision as often as possible during his/her tour of duty.
- L. Supervisors are responsible to have a current knowledge and understanding of the department's policy and procedures. Supervisors will follow the guidelines of policy and procedure and, in turn, require his/her subordinates to adhere to policy and procedure.
- M. Supervisors will set the example for their subordinates.

ORGANIZATION

PATROL SUPERVISORS RESPONSIBILITIES

POL. II, CH. 6

II. ADMINISTRATIVE RESPONSIBILITY

- A. Supervisors shall frequently test and examine the personnel under their supervision to ascertain their knowledge in the rules and regulations and all other matters pertaining to their duties. When it appears that an officer is ignorant of his/her duties and after a reasonable period of instruction, he/she still shows no indication of improvement, or, if for any reason, a supervisor believes that an officer under his/her supervision is either mentally or physically unfit for patrol duty, he/she shall promptly inform his/her commanding officer, in writing, of his/her observation.
- B. Prior to the beginning of a shift, the supervisor will make his/her subordinates aware of any special orders and assign these subordinates accordingly.
- C. Supervisors are required to review all reports of their subordinates prior to the end of their tour of duty for accuracy and legibility.
- D. Tour Commanders are to review the daily activities of all personnel under their command utilizing the following procedure:
 - 1. Thirty minutes prior to the end of each respective tour, generate a daily activity report for each of the officers on duty at that time.
 - 2. The Supervisor will access Munipol in their computer by putting in their user name and password, they will then access CAD and put in a station number greater than 4 (6 or 7), they will then click on 11=officer report, put in the date and shift number (1=12x8, 2=8x4 and 3=4x12), by pushing the F5 key the computer will then print the report for all officers on the shift.
 - 3. The printed reports are to be reviewed, with particular attention being paid to sector responsibilities, completion of tasks assigned at the beginning of the tour and 10-89's. If deficiencies are noted, such as failure to adhere to sector guidelines, etc., the supervisor is expected to take the following action:
 - a. Make a notation on the officer's activity report indicating the deficiency.
 - b. Document on the report itself the supervisory action taken to correct the deficiency. This can be done in the supervisor's own handwriting.
 - c. Upon reviewing these reports, noting deficiencies therein and the action taken to correct them, the supervisor will then sign each report in the lower right hand corner, staple a copy of that tour's blotter to them, and place them in the Shift Supervisor's mail slot in the tour commanders office. In addition, a copy will be forwarded to their respective Shift Commander using an interoffice envelope and placing it in the report/mail box at the desk.

ORGANIZATION
PATROL SUPERVISORS RESPONSIBILITIES
VOL. II, CH. 6

4. Submitted reports will be reviewed administratively to ensure that first line supervisors are taking corrective action when officers fail to adhere to the aforementioned rules, regulations, policies, and procedures.
- E. Prior to the beginning of a shift, the supervisor will inspect his/her subordinates' uniforms and equipment as per department policy.
- F. Supervisors will complete other monthly reports and submit them to their Commanding Officer, as required.
- G. Supervisors will be required to perform any duty deemed necessary by their Commanding Officer or the Chief of Police.
- F. Supervisors will maintain proper shift coverage as authorized in department policy.
- G. Supervisors will insure that all property checks are conducted and documented as authorized in department policy.

III. GENERAL DUTIES OF PATROL DIVISION ROAD SUPERVISOR

- A. Patrol Division Road Supervisor
 1. The road supervisor will assist the tour commander in ensuring that the personnel on the shift perform their duties efficiently and completely.
 2. He will undertake the duties and responsibilities of the tour commander in that officer's absence.
 3. The road supervisor must be completely familiar with all standard operating procedures, so that he can assure proper compliance and when necessary give guidance.
 4. The road supervisor will, at the beginning of the tour, acquaint himself with all crimes which have occurred, items of special interest, and any other police information which shift personnel should be made aware of. This information should be disseminated to all personnel. At the conclusion of the shift, the road supervisor will brief the oncoming road supervisor of any occurrences of special interest or importance which the oncoming shift should be made aware of.
 5. The assigned road supervisor will ensure that all personnel are properly uniformed and equipped before going on the road. The inspection will include all assigned vehicles. The operation of the vehicle cameras will be checked during this inspection.

ORGANIZATION
TROL SUPERVISORS RESPONSIBILITIES
VOL. II, CH. 6

6.

[REDACTED]

[REDACTED]

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ORGANIZATION
TROOP SUPERVISORS RESPONSIBILITIES
VOL. II, CH. 6

2. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- C. When necessary, the road supervisor will render local discipline for minor infractions, making a record of the incident. If the incident is of a more serious nature, the supervisor will prepare an incident report, forwarding it for investigation.
- D. The road supervisor will note and report all incidents in which personnel, including dispatchers, perform above and beyond the norm, so that such actions can be reviewed and rewarded
- E. The road supervisor will be responsible for bringing suggestions, problems, and other items encountered among the officers assigned to work for him to the attention of their Commanding officer, who will then forward these to staff personnel for review.
- F. When the tour commander takes a meal break, or must leave headquarters for other reasons, the road supervisor will take his place at the desk.
- G. Unless an emergency or other unusual condition occurs, the desk is to be manned either by the tour commander or the road supervisor at all times.
- H. On a daily basis an e-mail will be sent to the Shift Commander and Shift Supervisor on his/her shift activities, which will include any inconsistencies in assignments and any disciplinary actions taken. A copy (cc) will also be sent to the Deputy Chief.

IV TOUR COMMANDER RESPONSIBILITIES

- A. The assigned tour commander, or desk officer, will be in overall command of the routine operations on his tour. His duties will include:
 - 1. Being completely familiar with all standard operating procedures and general and special orders of this department, so that he can immediately supply guidance and ensure that all S.O.P.'s and orders are properly followed;
 - 2. The notification of his/her Commanding Officer, if the normally assigned supervisor does not report for duty or calls in sick for the next tour.
 - a. If there is no Commanding Officer available, the tour commander will see that an appropriate replacement for the supervisor in question is found, all supervisors contacted should be noted and forwarded to the Commanding Officer.

ORGANIZATION
TATROL SUPERVISORS RESPONSIBILITIES
VOL. II, CH. 6

3. Conducting, or having the road supervisor conduct, a daily briefing for personnel, where all matters of importance will be discussed;
4. The assignment of personnel to daily routine and operational duties.
5. The entry of all personnel coming on duty into the blotter.
6. The entertainment of complaints and reports from persons appearing at the police desk;
7. The review of all reports and case jackets submitted by assigned officers;
8. Ensuring that all necessary entries are made into the tow log, cell log, and computer;
9. Overseeing the security of all equipment, including portable radios, unit keys, shotguns, etc.;
10. Overseeing the securing and cleanliness of headquarters.
11. Ensuring the safety and welfare of all prisoners;
12. Monitoring all radio communications to ensure proper demeanor and response;
13. The responsibility for notifying when necessary police, civilian, and official personnel, according to S.O.P.'s;
14. The supervision of all personnel while in headquarters;
15. The local disciplining of personnel for minor infractions;
16. Preparing incident reports as necessary, in accordance with the S.O.P.'s.
17. Completion of Tour Commander's relief log on a daily basis.
18. Submit daily e-mail on his/her activities to the Shift Commander and Shift Supervisor, a copy (cc) will also be sent to the Deputy Chief.

INTERAGENCY PROCEDURES
PUBLIC SAFETY MOBILE COMMAND CENTER
VOL, 5 CH 17

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 5/15/07	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 2					CHAPTER 17
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: PUBLIC SAFETY MOBILE COMMAND CENTER						DISTRIBUTION ALL
ISSUING AUTHORITY: THOMAS RIPOLI CHIEF OF POLICE/PUBLIC SAFETY DIRECTOR						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE: Uniformed guidelines for multi-agency procedures in the operation of the Public Safety Mobile Command Center.

DISCUSSION: The Public Safety Mobile Command Center has been purchased with a combination of homeland security funds (grant) and the police department's confiscated funds. Agencies within Fort Lee permitted to use the Mobile Command Center are: Fort Lee Police department, Fort Lee Fire Department, Fort Lee OEM and Fort Lee VAC.

[REDACTED]

DEPLOYMENT: [REDACTED]

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
PUBLIC SAFETY MOBILE COMMAND CENTER
VOL, 5 CH 17

I. PROCEDURES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. MOBILE COMMAND CENTER ACCESS:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. LOCATIONS WHERE MOBILE COMMAND CENTER CAN NOT BE OPERATED:

[REDACTED]

OPERATIONS
RADIATION PAGER DEPLOYMENT
Vol, IV. Ch, 20.

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 09-20-2003	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 12					CHAPTER 20
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: RADIATION PAGER USE and DEPLOYMENT						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE: Office of Counter Terrorism Protocol						

PURPOSE:

To establish procedures for the deployment of Radiation Pager, to detect, secure and report radioactive materials and contaminated products.

POLICY:

Assignment of Radiation Pager(s) will be determined by the Chief of Police. The following procedures, will be strictly adhered to for the detection, securing and reporting of radioactive materials and contaminated products.

PROCEDURES:

I. Deployment:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. DATA COLLECTION

A. [REDACTED]

III: OPERATIONAL SCENARIOS

A. Pedestrians

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Motor Vehicles

1. [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. Packages, Mail, and Other Objects

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

IV. Training

[REDACTED]

[REDACTED]

V. Maintenance:

[REDACTED]

OPERATIONS
RADIATION PAGER DEPLOYMENT
Vol, IV. Ch, 20.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix #1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

**TRAFFIC
RANDOM MOTOR VEHICLE STOPS**

OL. IX, CH. 25

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 02-01-2007	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IX
VOLUME TITLE: TRAFFIC	# PAGES: 3					CHAPTER 25
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: RANDOM MOTOR VEHICLE STOPS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:						Special Instructions
PROSECUTOR'S OFFICE:						
REFERENCE:						

POLICY:

The purpose of this policy is to establish guidelines for random stopping of motor vehicles on the roadways within Borough of Fort Lee.

DISCUSSION:

The stopping of motor vehicles generally requires probable cause, to meet the legal requirements for Random Stops at checkpoints such as DWI, the following procedures must be adhered to by every member of this department.

I. PROCEDURE:

A. STATIONARY SOBRIETY CHECKPOINTS

1. The Operations Division Commander Responsibilities

- a. The Operations Division Commander should be designated the locations where sobriety checkpoints will be conducted.
- b. The Operations Division Commander may have a Work Schedule and plan developed by a Patrol Division Supervisor, as the supervisor in charge of the operation.

TRAFFIC
RANDOM MOTOR VEHICLE STOPS
OL. IX, CH. 25

- c. The supervisor in charge will be responsible to prepare a news release two weeks prior to the operation and submit it to the Chief for approval. Once approved, one news release will be given to the local paper and the other to the local radio station. These releases must be published or announced one week prior to the operation.
- d. The supervisor in charge, when organizing the operation, will have at least one Breathalyzer Operator assigned with additional manpower needed for the sobriety checkpoint.

2. Patrol Supervisor's Responsibilities

- a. The supervisor will be responsible for the proper utilization of the D. W. I. Road Check signs and highway flares at the checkpoint.
- b. The supervisor will be responsible to ensure that officers assigned to the operation complete the Vehicle Check Report. At the completion of the operation, the report shall be completed and submitted to the Operations Division Commander. A copy will also be forwarded to the Administrative Division Commander.
- c. After completion of the operation, the supervisor will be responsible to complete the Supervisor Report and submitted to the Operations Division Commander. A copy will also be forwarded to the Administrative Division Commander.
- d. Supervisor is responsible to ensure that all the officers are properly entered in the blotter.

3. Sobriety Checkpoints

- a. D. W. I. Road Check Assignments:

[REDACTED]

[REDACTED]

[REDACTED]

- b. The predetermined sequence of vehicles that will be stopped will be determined based upon the traffic flow presented on the day selected.

[REDACTED]

- (1) Once a "stop sequence" has been determined for an evening, it shall be conducted until the conclusion of the operation.
- (2) Locations should be selected based upon:

TRAFFIC
RANDOM MOTOR VEHICLE STOPS
OL. IX, CH. 25

(a) Alcohol related accidents and arrests.

(b) Safety issues such as visibility, lighting and equipment.

- d. Proper lighting, signs, flares and other equipment should be utilized. Personnel shall wear their reflective Traffic vests.
- e. Officers making the stops should be courteous and it is imperative that they advise the motorist of the purpose of the stop.
- f. All attempts should be made not to delay traffic for any prolonged period of time. Ideal circumstances are to have no lines of stopped traffic other than a few cars to be checked.
- g. The plate numbers of all stopped and checked vehicles shall be recorded.
- h. Additional police vehicles may be positioned in the area to stop vehicles that either attempt to avoid or refuse to stop for the checkpoint.

B. Motor Vehicle/DOT Inspection Services

- 1. Should this department be contacted by the New Jersey Motor Vehicle Commission/DOT for assistance in a checkpoint, it must be approved by the Chief of Police.
- 2. Officers assisting with these checkpoints will follow MVC/DOT protocol in assisting them.

C. Checkpoints at certain times in relation to a crime that was committed are also permitted to obtain possible witness accounts of the incident, or suspicious activity that may have been observed during that time period. Stops may only be made in a systematic and non-discriminatory manner and must not be for a prolonged period of time, they must be as brief as possible.

D. Random stops having to do with Homeland security Issues will be approved by the Chief of Police and will follow protocol of DWI checkpoints.

E. Any other random stops that are not based on probable cause are not permitted.

NOTE: If a crime has occurred (abduction, kidnapping, homicide etc) that requires the stop of all vehicles coming from an area; these are not considered to be Random Motor Vehicle Stops.

ORGANIZATION**SCHOOL CONTACT PROCEDURES****VOL. 5, CH. 16-1.****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-07-2007	REVISION DATE: 03-10-2009	PAGE #: 3-5	SECTION IV:	APPROVED 03-10-2009	VOLUME V
VOLUME TITLE: ORGANIZATION	# PAGES: 5					CHAPTER 16-1
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: SCHOOL CONTACT PROCEDURES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To have a list of contact information and Board of Education procedures in contacting school personnel in appropriate situations.

POLICY:

- I. Suspicious situations possibly or definitely involving breaking and entering, vandalism, theft, etc., Com-Cen, or the Tour Commander may begin calling the persons listed below. The first person to respond should call the building principal.
 - A. SUPERVISOR, BUILDINGS & GROUNDS – see call list
 - B. SUPERINTENDENT OF SCHOOLS - see list below
 - C. HEAD CUSTODIAN - see list below
 - D. PRINCIPAL - see list below
 - E. ASSISTANT PRINCIPAL - see list below
 - F. BOARD SECRETARY – see call list

ORGANIZATION
SCHOOL CONTACT PROCEDURES
VOL. 5, CH. 16-1.

- II. Major damage, fire, flood, etc., the Supervisor of Buildings & Grounds, the Superintendent of Schools, the principal, assistant principal, and Board Secretary, in that order who will notify appropriate personnel.
- III. Snow days - Procedure for communication on school closings.
 - A. Superintendent of Schools will monitor weather conditions.
 - B. Before 5:30 AM proper school personnel will be notified of the decision on school closings by the Superintendent. The Superintendent will notify the following stations:

WCBS News Radio 88: 212-975-8888
WOR: 877-877-9135
WINS: 212-315-7094
CHANNEL 5 (Good Day NY): 212-452-3970
JUKEBOX RADIO: 201-439-1031 or 439-0011
TIME WARNER: 201-592-7600
 - C. Christ the Teacher School to be called by the Superintendent before 5:30 AM:
201-944-0421 or Sister Rosemarie before 5 at home: 201-944-2911
- IV. Call list on next page.

**ORGANIZATION
SCHOOL CONTACT PROCEDURES
VOL. 5, CH. 16-1.**

**FORT LEE SCHOOL DISTRICT
255 WHITEMAN STREET, FORT LEE, NJ 07024**

Procedure for Communication of School Closings and Delayed Openings

Snow Days

Superintendent of Schools and Director of Buildings and Grounds will monitor weather conditions. Before 5:30 AM proper school personnel will be notified of the decision on school closings and delayed openings by the Superintendent. The Assistant Superintendent, Dr. Joseph Miceli, will notify the following stations and provide the proper code:

WCBS News Radio 88: 212-975-2127 Code 4097
WINS: 212-315-7094 Code BG Zero58
CHANNEL 5: 212-452-3695 Code: Password 34658 Organization ID 48769

For sounding the Fort Lee Fire Siren at 7:15 AM, which is a steady one-minute blast (the signal for closing schools), the Superintendent telephones the Fort Lee Fire Department at 201-461-8000, reports her name, title and all schools will be closed due to

calls ⇨ calls ⇩			
calls ⇨	calls	calls ⇨	calls ⇩
calls ⇩	calls ⇩ *see page two	calls ⇩	
	calls ⇩	calls ⇩	calls ⇩
		calls ⇩	calls ⇩
		calls ⇩	calls ⇩
		calls ⇩	calls ⇩
		calls ⇩	calls ⇩
	calls ⇩		

ORGANIZATION
 SCHOOL CONTACT PROCEDURES
 VOL.5, CH.16-1.

[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]

FRANK ROMANO CALLS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ORGANIZATION
SCHOOL CONTACT PROCEDURES
VOL,5. CH,16-1.



ORGANIZATION**JB DESCRIPTION: SCHOOL CROSSING GUARDS****VOL. II, CH. 14****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 05-03-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 7					CHAPTER 14
ACCREDITATION STANDARD(S):	REFERENCE: V2C14					
SUBJECT: SCHOOL CROSSING GUARDS RESPONSIBILITIES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ ACTING CHIEF BERNARD M. HART						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

The purpose of this policy is to establish procedures for hiring, managing and operating the School Crossing Guard Program within the Police Department.

POLICY:

Due to the ever increasing vehicular traffic in Borough of Fort Lee, it is important to have well-trained and knowledgeable crossing guards. The responsibility of the crossing guards is to the children they cross going to and from school.

School crossing guards shall not be members of the regular or special police force and their powers and duties shall cease at the expiration of the term for which they were appointed. Such crossing guards shall not have the right to bear firearms or the power of police arrest.

The below procedures should be followed in hiring, training, assignments and operating the School Crossing Guard Program.

ORGANIZATION

SB DESCRIPTION: SCHOOL CROSSING GUARDS

VOL. II, CH. 14

DISCUSSION:

State Requirements

An act concerning municipal crossing guards and supplementing **Chapter 14 of Title 40A** of the **New Jersey Statutes**, which was enacted by the Senate and General Assembly of the State of New Jersey.

Bill Statement

This Bill permits municipalities to appoint crossing guards at school crossings or other pedestrian crossings and specifies the training, duties, powers, uniforms and qualifications or such guards.

PROCEDURE:

I. Hiring & Applications

- A. Municipalities may appoint crossing guards to terms not exceeding one (1) year and may revoke such appointments without cause or hearing. No person shall be appointed as a crossing guard unless such person is sound in body and of good health and has not been convicted of any criminal offense involving moral turpitude.
- B. Every crossing guard shall be under the supervision and direction of the Chief of Police of the municipality wherein they are appointed and shall perform duties only in such municipality. Crossing Guards shall comply with the Rules and Regulations as determined by the appointing authority.
- C. The first process involved in Crossing Guards is hiring, is getting notice to qualified people that crossing guards are needed. The hiring process involves advertising in local newspapers or an announcement at a Borough Council meeting. Both types of notification require approval from the Chief of Police.
- D. Qualified candidates are then instructed to respond to Fort Lee Police Traffic Bureau to be interviewed and fill out an application and tax form. The application list pedigree information, name, address, Date of birth, and references. The references are required and checked to see if applicants are of good character.
- E. When new applications are given the initial form, applicant investigation is through computer checks on their in-house arrest record and MARS. Next, the applicant is given a "Conditional Offer of Employment" form. When the C.O.E. is completed, issue part 2 of the application, and schedule an appointment at the Board of Health for eye and ear tests. When all phases of the application are completed, a report is submitted to the chief on recommendations.

ORGANIZATION

JOB DESCRIPTION: SCHOOL CROSSING GUARDS

VOL. II, CH. 14

- F. The application is then turned over to Fort Lee Police Detective Bureau. A detective then checks the applicant information using a computer to see if applicant has any criminal records. Any criminal record would disqualify the applicant.
- G. The application and tax form are presented to the Traffic Bureau Supervisor then forwarded to the Administrative Division Commander for approval of the applicant. If the Administrative Division Commander approves the application, it is presented to the Chief of Police.
- H. Before any crossing guard application is approved, the Chief of Police should ascertain the eligibility of the applicant.
- I. Once the Chief approves the application both the application and a letter is sent to Borough Clerk who then presents the name(s) of Crossing Guard candidates before the Borough Council. The Borough Council votes on candidate(s) and decides if the applicant gets hired.
- J. All crossing guards shall be properly trained to perform their duties as specified in this policy.

II. Uniform

- A. School crossing guards shall wear the uniform, or parts of uniforms, as may be prescribed by the Chief of Police at all times while on duty to ensure professional appearance, immediate identification and the welfare of the guards.
 - 1. The following is a list of the official school crossing guard uniform:
 - a. Blaze orange Cold Weather Coat(crossing guard patch on each sleeve)
 - b. Blaze orange Hat w/muffs
 - c. Blaze orange Spring/Fall Windbreaker type Jacket (crossing guard patch on each sleeve).
 - d. Traffic Vest (orange)
Note: Must be worn as outer most garment over personal clothes.
 - e. Traffic Gloves
 - f. Crossing guard badge, to be worn only on a jacket, coat or a traffic vest
 - g. Raincoat (**only worn with orange side out**)
- B. The Chief of Police of a municipality which appoints crossing guards shall have the power to position such guards on any street or highway within the municipality; provided, however, that such guards be stationed only when it is necessary to control or

ORGANIZATION

JOB DESCRIPTION: SCHOOL CROSSING GUARDS

VOL. II, CH. 14

direct pedestrian traffic during those time periods of a school day when it is necessary to cross pedestrians or during any special event or program involving pedestrians or during any special event or program involving pedestrian crossing when it is deemed to be in the best interests of public safety.

C. Issued Equipment

1. All guards will be issued the following equipment:
 - a. The above specified School Crossing Guard Uniform
 - b. 18" stop sign
 - c. whistle

D. Cell Phones

1. Cell phones may be issued to Crossing guards and should be used for emergency situations only. They are not to be used for personal business.
2. The Crossing Guard will dial 911, which will put the caller in touch with Bergen County Police Dept. The Guard should then ask the County Police Dispatcher to put them in touch with the Fort Lee Police Department. If this is not practical, then the Guard needs to explain the emergency and provide their location so that the County Police Dispatcher can effectively relay the call to this department.

III. Guard Duties

A. The following is a list of duties for School Crossing Guards:

1. Duties include crossing children to/ from school. At posts with a traffic light crossing guards will cross only with the light. All traffic will be stopped prior to crossing. Crossing guards duties do not include directing traffic.
2. Posts and hours are specific. Crossing guards are to remain on post during the designated hours as established by the Traffic Bureau. Crossing guards that arrive late or leave their post early put children in jeopardy. Derelict guards will be subject to payroll deduction, possible charges, disciplinary action and/ or termination.
3. Emergencies occurring at crossing guard's posts (i.e. accidents, injured persons) must be reported immediately to Com-Cen by the crossing guards.
4. Crossing guards are to remain observant of conditions on their post. Guards observed sleeping will be disciplined/ terminated.

ORGANIZATION

DESCRIPTION: SCHOOL CROSSING GUARDS

OL. II, CH. 14

5. Crossing guards are not to report for duty under the influence on intoxicants or medication that would impair their ability to perform their function. Posted guards under the influence of intoxicants will be disciplined/ terminated.
6. Crossing guards may park their vehicles at or near their posts as long as they do not cause hazard to pedestrians or roadway traffic.
7. No crossing guard has an inherent right to any specific post. Crossing guards may be moved from time to time to fill other areas due to turnover, etc.
8. Crossing guard's uniforms and equipment are property of the Fort Lee Police Traffic Bureau. Items are to be utilized at the guard post. Items lost or stolen are the responsibility of the guard.
9. Crossing guards must ensure that school children understand not to follow them into the roadway. Guards should ensure that all traffic is stopped prior to entering the crosswalk (with stop sign held high) As which time children will be verbally or directionally directed to cross.
10. Crossing guards shall seek adequate gaps in vehicular traffic which would assure the safe crossing of pedestrians attempting to cross. In the absence of any such safe crossing gaps or whenever pedestrians may be crossing and approaching vehicular traffic may interfere with safe crossing, crossing guards shall stop the vehicular traffic in order to safely cross the pedestrians. Upon the completion of such pedestrian crossings, the crossing guard shall control the movement of the interrupted vehicular traffic until it resumes normal flow.
11. Crossing guards shall not direct or control vehicular traffic unless it is necessary as prescribed above. Whenever it becomes necessary to control or direct vehicular traffic, the crossing guard shall utilize the uniform signals and gestures that are used by police officers.
12. Department issued equipment (i.e. "Stop" sign) are to be available and used at all times on post.

B. Hours

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ORGANIZATION

JOB DESCRIPTION: SCHOOL CROSSING GUARDS

VOL. II, CH. 14

- a. School Crossing Guards are to report to their assigned posts as scheduled by the Liaison as dictated by the times and location of summer school as established by the Fort Lee school system.

3. Modified School Schedule

- a. School Crossing Guards are to report to their assigned posts as scheduled by the Liaison as dictated by the modified school schedule (i.e. early dismissal, delayed opening, etc.) as established by the Fort Lee school system.

C. Sick Calls

1. Sick calls must be received by the Police Station Tour Commander (592-3524) between 0645 and 0715 hours. The crossing guard must identify themselves and their assigned post so that a substitute crossing guard can be posted.
2. Guards with excessive sick days may be given posts as alternates or released
3. Normal time-off-requests are to be submitted in writing and personally given to the Crossing Guard Liaison, or in his absence the Traffic Bureau Supervisor.

IV. Training

- A. Crossing Guards are shown a state mandated videotape. This instructional video instructs the crossing guards on equipment, using equipment, proper procedures on crossing school children across a street. And timing traffic condition to ensure that crossing guard and child can cross the street in safely.
- B. A lecture is given by Crossing Guard liaison officer. This lecture covers subjects and responsibilities such as duties, hours and sick-call procedures. A short synopsis of the past school year's program, and a motivational lecture on the importance of the children's safety.
- C. Training shall consist of a minimum of two (2) hours of classroom instruction which should include methods of crossing pedestrians and the duties and responsibilities of crossing guards. Field training should consist of a minimum of sixteen (16) hours during which the trainee is supervised by an experienced crossing guard or a regular police officer.

V. Crossing Guard Liaison Duties and Responsibility

Crossing Guard Liaison Officer will be assigned this position by the Traffic Bureau Supervisor, with approval of the Chief of Police.

ORGANIZATION

JOB DESCRIPTION: SCHOOL CROSSING GUARDS

VOL. II, CH. 14

- A. Check to see if the guards are at their proper post at the assigned times and for any traffic problems by the schools between 0745 hours to 0915 hours when school is in session.
- B. Spot-check the posts during the course of the day for any potential problems, and assist when possible. If a guard is sick or unable to report for their post a replacement guard is to be assigned.
- C. The Crossing Guard posts should be assigned as posts are vacated or as directed by the Liaison or Traffic Bureau Supervisor.
- D. A supply of school crossing guard equipment should be maintained to replace old equipment or to supply new guards in emergent situations. If additional supplies are needed, the Crossing Guard Liaison should prepare a requisition request and submitted it through the proper channels.
- E. Maintain a payroll record keeping system as specified below:
 - 1. The record should list days and hours worked by all crossing guards. The records are to be maintained for the entire year.
 - 2. Pay sheets for the guards must be filled out by the Liaison, and turned over to the record room for the two-week pay period by the first Monday after payday.
 - 3. The original copies of the payroll are to be turned over to the record room to be calculated and forwarded to the Administrative Division Commander for approval. A copy should be maintained by the Liaison in the Traffic Bureau.
 - 4. After being approved, the Records Bureau will send the original payroll record to the payroll department at Borough Hall every 2 weeks.
 - 5. The paychecks are to be picked up from the Records Bureau during their operating hours. Information may also be given to crossing Guards along with their paychecks.
- F. In the School Crossing Guard Liaison's absence, the Traffic Bureau Supervisor (or Tour Commander), should assign the Liaison's responsibilities to another officer(s).

INTERAGENCY PROCEDURES**SCHOOL LOCKDOWN****✓VOL. 5, CH. 16-4****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

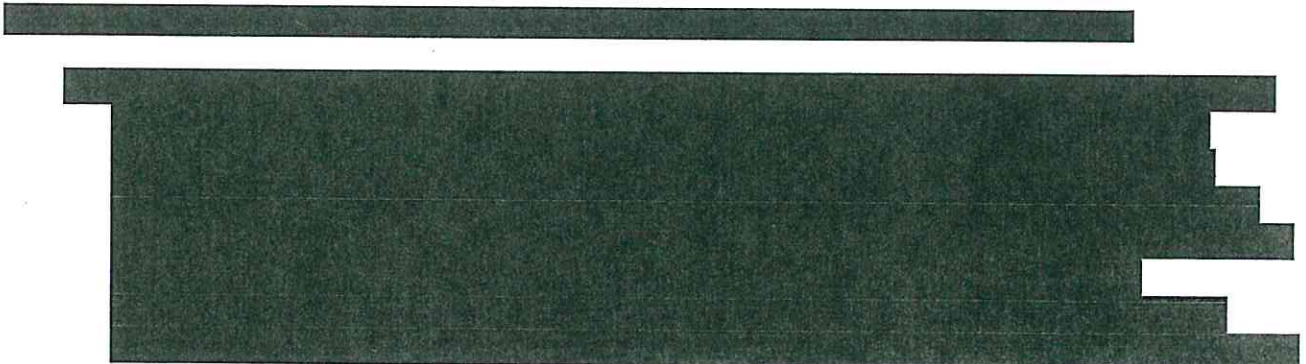
BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 09-13-2007	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 5					CHAPTER 16-4
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: SCHOOL LOCKDOWN PROCEDURES						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL: Directive 2007-1	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

I. PURPOSE

The ultimate responsibility for determining the method of a school lockdown as well as the policies related to school lockdowns rests primarily with the respective school districts. That being said, law enforcement has the responsibility to respond to reported lockdowns and to react appropriately. Therefore, it is important that each discipline have specific policies in place that deal with this issue. This policy deals solely with the duties and responsibilities of law enforcement as it relates to school lockdowns (not sheltering in place).

II. POLICY

It is the policy of the Police Department that all members comply with the following procedures whenever responding to a facility in which a lockdown has been initiated.



[REDACTED]

[REDACTED]

B. RECEIVING A REPORT OF A LOCKDOWN – DUTIES AND RESPONSIBILITIES:

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. SUPERVISORS:

[REDACTED]

**INTERAGENCY PROCEDURES
SCHOOL LOCKDOWN
VOL. 5, CH. 16-4**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. NEWS MEDIA:

[REDACTED]

[REDACTED]

INTERAGENCY PROCEDURES
SCHOOL LOCKDOWN
VOL. 5, CH. 16-4

[REDACTED]

[REDACTED]

D.

[REDACTED]

[REDACTED]

[REDACTED]

E. *TRAINING/POLICY REVIEW ISSUES:*

[REDACTED]

[REDACTED]

[REDACTED]

4. RECOMMENDATIONS:

[REDACTED]

[REDACTED]

[REDACTED]

**INTERAGENCY PROCEDURES
SCHOOL LOCKDOWN
VOL. 5, CH. 16-4**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 08-10-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME V
VOLUME TITLE: INTERAGENCY PROCEDURES	# PAGES: 4					CHAPTER 16
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: SCHOOL TRAUMATIC INCIDENT CRISIS RESPONSE						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS RIPOLI						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

The following guidelines for police actions during any school-involved traumatic incident are necessitated because of the multitude of problems which may occur, including the need for the school system to provide immediate psychological assistance for students affected by a traumatic event and the necessity of the police department to assist in matters of security, press relations, and support actions. Past incidents in other jurisdictions have demonstrated the need for a joint plan of action to be followed.

The plan which will be put into operation has been thoroughly discussed and agreed upon by the various agencies and departments involved

DEFINITIONS:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

POLICY:

[REDACTED]

PROCEDURES:

I. Initial response

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. Road Supervisor

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. Tour Commander

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**TRAFFIC
TRAFFIC INCIDENT MANAGEMENT PLAN
VOL. IX, CH. 28**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 10-09-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IX
VOLUME TITLE: TRAFFIC	# PAGES: 4					CHAPTER 28
ACCREDITATION STANDARD(S):	REFERENCE: V9C28					
SUBJECT: TRAFFIC INCIDENT MANAGEMENT PLAN						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE: Bergen County Traffic Incident Management Plan 1996, SOP 96-3						

PURPOSE:

To reroute traffic as quickly as possible from pre-selected county and state roads so as to prevent additional congestion during accidents and incidents expected to last for protracted periods of time.

POLICY:

The Traffic Incident Management Plan should be activated in accordance with the 1996 Bergen County Traffic Incident Plan.

DEFINITIONS:

[REDACTED]

[REDACTED]

[REDACTED]

**TRAFFIC
TRAFFIC INCIDENT MANAGEMENT PLAN
VOL. IX, CH. 28**

PROCEDURES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

TRAFFIC
TRAFFIC INCIDENT MANAGEMENT PLAN
VOL. IX, CH. 28

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**TRAFFIC
TRAFFIC INCIDENT MANAGEMENT PLAN
VOL. IX, CH. 28**

II. NOTIFICATIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III. REPORTING

[REDACTED]

OPERATIONS**EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE****VOL. IV, CH. 16****DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-15-2003	REVISION DATE: 8/13/08 5-18-09	PAGE #: 9 6	SECTION: II,G, 7 II,D,1,c	APPROVED 05-18-2009	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 11					CHAPTER 16
ACCREDITATION STANDARD(S):70.1.1, 70.1.2, 70.2.1, 70.4.2	REFERENCE: V4C16					
SUBJECT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE: SOP 95-10, 96-0, 81-4						

PURPOSE:

To establish guidelines for the use and care of department vehicles and equipment.

POLICY:

The Administrative Division is responsible for purchasing, supplying, repairing and maintaining equipment and supplies of the department. This includes buildings, vehicles, firearms, specialized equipment, and various other supplies.

The Administrative Division is responsible for issuing supplies and equipment and for formulating maintenance and operating instructions for such equipment.

Commanding officers are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property that is issued or otherwise assigned to their command.

Individual employees are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property that is issued for their use.

Malfunctions discovered during the use of any equipment should be promptly reported. The use of the equipment should cease immediately when it is believed that further use would damage the equipment

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

itself; result in accidental damage or injury; and/or tend to produce evidence which would be detrimental to any criminal or civil defendant.

I. RULE:

- A. The altering, exchange, removal or remodeling of any equipment or parts thereof (except that which occurs through normal use) from the way it was issued is prohibited, unless approved and ordered by the Administrative Division Commander.
- B. Employees should not use department-owned equipment or supplies for their personal use.
- C. Department-owned equipment or supplies must be available for inspection by a supervisor at all reasonable times.
- D. All employees shall be held responsible for all department-owned equipment or property issued to them or placed in their care. Any such equipment or property lost, stolen, damaged or destroyed through negligence or by intention may have to be replaced by employees at their own expense.

II. PROCEDURE

A. Use and Care of Police Vehicles

A major expenditure to this department is the purchase and maintenance of police vehicles. In order to receive maximum benefit from these vehicles, the following procedures should be observed:

- 1. Prior to each tour of duty, the vehicle should be inspected as specified in Section D for safety standards and proper operation of emergency equipment.
- 2. Police vehicles should be maintained in a clean and presentable condition (interior and exterior).
 - a. Vehicles should be taken to an authorized car wash when needed pending the approval of a supervisor.
 - b. Supervisors may direct officers to respond to the car wash when they feel that the vehicle needs cleaning.
 - c. Vehicles that become contaminated or infested should be cleaned as per the Communicable Disease policy (Vol. 6 Ch. 3).
- 3. Only authorized department or borough personnel should drive police vehicles.

VOL. IV, CH. 16

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9. Use of Unmarked Police Vehicles
 - a. The Patrol Division may use unmarked vehicles under special circumstances and operations as directed by a supervisor.
 - b. Unmarked vehicles, (not low profile) should not routinely be utilized for traffic enforcement operations.
 - c. Prior to the use of unmarked vehicles, the Patrol Supervisor should obtain permission and the vehicles keys from the supervisor responsible for the vehicle.
10. Police vehicles should be operated in an exemplary manner, in adherence with all motor vehicle laws. While on patrol, officers should adjust the patrol speed to comply with the normal flow of traffic.
11. Officers should avoid quick starts and rapid acceleration except when necessary. Officers should not abuse or improperly operate the vehicle that may cause

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

excessive wear and tear on the vehicle. The habit of quick starts is costly and sets a poor example for other drivers.

12. Officers should avoid driving at erratic speeds, unnecessarily slowing, stopping, and starting, so as to conserve fuel.
13. Department vehicles should not be driven out of the borough except:
 - a. While performing a department function (i.e. transportation, delivery, MV stop, patrolling border streets, etc.)
 - b. When authorized by a supervisor.
14. Equipment that is not department property should not be affixed to or installed in department vehicles without approval of the Administrative Division Commander.
15. Department vehicles will be serviced at authorized locations and in accordance with prescribed procedures as established by the Chief of Police, the Borough of Fort Lee and the service center.
16. All radio, MVR and emergency equipment placed in the trunk of vehicles should be properly arranged, kept clean, and in working order. The spare tire should be removed from patrol vehicles and stored at HQ or the DPW to prevent damaging electronic equipment located in the trunk of the vehicle.
17. Tires shall be properly inflated at all times.
18. Vehicle Repairs and Service
 - a. When a vehicle is in need of repair, the officer shall note the problem on the Automotive Inspection Report. If the vehicle is to be taken out of service the procedure in Section H, Paragraph 5, is to be followed.
 - b. The Coordinator of Motor Vehicle Repair (Coordinator) should receive the Vehicle Inspection Reports from the Records Bureau and schedule repairs and maintenance.
 - c. Maintenance needs and damage to vehicles should receive immediate attention and be completed in the shortest time possible getting the vehicle back in service.
 - d. All routine service and repair should be scheduled by the Coordinator so as to prevent removal of a vehicle from service during weekends, holidays or at times when there is a shortage of vehicles.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

- e. A preventive maintenance schedule should be maintained by the Coordinator, under the authority of the Administrative Division Commander, in accordance with manufacturer's recommendations. The maintenance should include inspection of tires, front-end alignment, transmission, electrical system, engine oil and filters, cooling system, belts and hoses, suspension system, and brakes.

B. Police Vehicle Assignment

1. Patrol vehicles should be assigned to specific officers for their use while on patrol duty as specified in the Vehicle Assignment Order.
 - a. The Vehicle Assignment Order should be issued for each shift bid with consideration being given to the vehicle's equipment and the officer's certification and abilities.
2. These assignments may be altered in the following cases:
 - a. When a particular officer's vehicle is down for repairs or service, or more than one officer is assigned the vehicle and is working the same shift.
 - b. If the assigned unit is not available, the Tour Commander should assign a patrol vehicle for the shift.

C. Responsibilities

1. All officers assigned a particular vehicle will be equally responsible for the vehicle's cleanliness and orderliness of both vehicle and all equipment contained therein.
2. The vehicle should be kept as clean as practicable both inside and out. This includes under seats, ashtrays, and trunks.
3. All equipment assigned to the vehicle should be maintained in good working order, and it should be kept clean and orderly in the vehicle.
 - a. In the event an officer finds equipment to be inoperative, they should immediately verbally report this to their immediate supervisor and indicate the problem on the Automotive Inspection Report.
 - b. In the event that an officer finds his vehicle or equipment in a state of disarray upon assuming their shift, they should immediately bring the matter to the attention of their immediate supervisor. The supervisor should handle the situation with the previously assigned officer's supervisor.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

- (1) If the problem persists then the next level of command within the division should be notified for appropriate action.

D. Inspection

1. Vehicles should be inspected by the assigned officer at the beginning of the tour (days, afternoons and midnights) and documented on the Automotive Inspection Report. The Road Supervisor should supervise the inspections of Patrol Vehicles after the briefing is completed.
 - a. The vehicles should be inspected for obvious repairs needed, body damage and cleanliness, inside and out. All equipment should be inspected for cleanliness, orderliness, operable condition and proper amount as required by Departmental Policy and Procedure. The inspection should include all the lights, the siren & PA in addition to the MVR System.
 - b. Any condition found to be unacceptable should be reported by the officer to their immediate supervisor verbally, noting the condition and the correction on the Automotive Inspection Report.
 - c. Vehicle should also be searched for weapons and contraband at the start of each shift.
2. Any damage or malfunctions that occur during the tour of duty will be immediately reported, and the unit should be taken out of service if continued operation would be either unsafe or further damage the vehicle.
3. During the day tour, when a mechanic is available, each unit is to be checked at the DPW facility between 8:00 AM - 10:00 AM.
4. Oxygen units should be the one assigned to the vehicle (numbered).
 - a. The oxygen tanks should be changed at the VAC building when the pressure gauge reads 500 psi or less.
 - b. All other oxygen unit equipment and supplies should be restocked from the supply at headquarters.

E. Use of police vehicles for transportation to schools/meetings or other than normal patrol

1. Any member of the department utilizing a Patrol Vehicle for transportation to and from assigned schools outside of Borough of Fort Lee, must obtain approval and the vehicle keys from the Tour Commander. This also includes meetings and other than normal patrol functions.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

2. Any member of the department utilizing an unmarked vehicle for transportation to and from assigned schools outside of Borough of Fort Lee, should notify Communications and the Tour Commander. This also includes meetings and other than normal patrol functions.
 - a. This section shall not apply to the Chief of Police or other Commanders that are specifically assigned an unmarked vehicle for their exclusive use.
3. Anyone taking a vehicle without this authorization will be in violation of this policy.

F. Markings and Related Equipment

1. Marked patrol units should conform to the following:
 - a. Overhead emergency warning light roof rack, except for stealth (low profile) traffic enforcement units.
 - (1) A stealth (low profile) vehicle should have a dash mounted emergency light.
 - b. 10" department patch on both front quarter panels.
 - c. Lettering should be retro-reflective Navy Blue and Gold:
 - (1) 3 1/2" vehicle numbers on both front quarter panels.
 - (2) "Fort Lee Police" on rear trunk.
 - (3) "Emergency" above 911.
 - (4) "911" on both rear quarter panels of trunk.
 - (5) Bureau assignment will be written on the side of the vehicle (Emergency Services Unit, Traffic Bureau).
 - (6) "CPR" on both sides of the vehicle.
 - (7) The vehicle's number in 12-16" in Black on the roof behind the light bar.
 - d. K-9 vehicles will be marked with "K-9" contained in the side stripping with "CAUTION POLICE DOG" in 3" red on white letters on the rear passenger side windows.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

2. Motorcycle Units will conform to the following:
 - a. Front fender: 2" "POLICE"
 - b. Gas tank: "FORT LEE POLICE "
 - c. Windshield: 1 1/2" "FORT LEE" and 3" "POLICE" , unit number 2 1/2" .
 - d. Saddle Bags: 1 1/2" "TRAFFIC" , 2" "FORT LEE" and 3" "POLICE" .
 - e. Radio Box: 1 1/2" "CPR".
 - f. Rear Fender: 2 1/2" unit number.
3. When vehicles are repaired they be properly marked and lettered as soon as possible. Repaired vehicle's are not be marked or re-lettered accept in compliance with this policy

G. The following equipment should be kept in patrol vehicles (excluding motorcycles):

1. Minimum 12 flares
2. Chalk or marking crayons
3. Oxygen unit
4. First Aid kit
5. Fire extinguisher
6. Emergency blanket
7. 
8. Specialized vehicles should be equipped in accordance with the vehicles purpose (i.e. K-9, Emergency Services, Traffic, Accident Investigation, surveillance)

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

H. Vehicle Keys

1. Patrol Division

- a. Keys for each Patrol Vehicles should be maintained behind the Tour Commander's Desk.
- b. Patrol officers should obtain the keys for the their vehicle at the beginning of each shift and return them at the end of their tour of duty.

2. Traffic Bureau

- a. Keys for each Traffic Vehicle should be in the Traffic Bureau and in the Supervisor's office.
- b. Duplicate keys for each Traffic Vehicle should be maintained behind the Tour Commander's Desk.
- c. Keys for Traffic Detail vehicles should be maintained behind the Tour Commander's Desk.
 - (1) Officers assigned to a Traffic Detail where a vehicle has been authorized, should obtain the keys for a Traffic Detail vehicle from the Tour Commander at the beginning of the detail and return them at the end of their detail. Officers should not remove any keys from the Traffic Bureau.
 - (2) Traffic Detail vehicles should be properly signed out with the Tour Commander.

3. Detective Bureau & Administration

- a. The Detective Bureau should maintain a set of keys for each vehicle assigned to the various Detective Bureaus (i.e. GI, Juvenile, Narcotics).
- b. The Administration should maintain a set of keys for each vehicle assigned to the Administrative Division.

4. Spare keys

- a. The Coordinator of Motor Vehicle Repair (Coordinator) should maintain a master set of keys for every vehicle within the department.
- b. A duplicate set of the master keys, maintained by the Coordinator, should be accessible by the Tour Commander for emergencies.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

- (1) The Emergency Keys should only be used if the normal set of keys are not available and with the highest ranking on-duty supervisor's approval during:
 - (a) Emergency Conditions
 - (b) Snow Emergencies
 - (c) Lockouts
5. Out of Service
 - a. When a vehicle is taken out of service a red metal ring should be placed on the respective vehicles key hook.
 - b. An evidence tag should be filled out by the officer taking the vehicle out of service and attaching it to the vehicle's key hook. The tag should contain the following information:
 - (1) The nature of the problem.
 - (2) The vehicle's location.
 - (3) The date and time.
 - (4) The Tour Commander approving.
 - (5) The officer's name and badge number.
 - (6) If either the DPW or the Coordinator of Motor Vehicle Repair was notified.
 - c. The Coordinator should update the tag information as the vehicle's status or location changes.
 - d. The tag should be removed from the keyboard when a vehicle has been serviced and is placed back in service. The tag should be forwarded to the Coordinator for his records if needed.
 - e. A green metal ring should be placed on a vehicle's key hook when the vehicle is permanently taken out of service and the unit no longer exists.

OPERATIONS

EQUIPMENT: VEHICLE USE, ASSIGNMENT AND MAINTENANCE

VOL. IV, CH. 16

I. Refueling of vehicles

1. All police cars and trucks should be refueled at the DPW within the last two hours of each tour that they are used on the road, unless an emergency assignment prevents taking the time to do so.
2. Officers assigned to a Traffic Detail vehicle should utilize the green Traffic gas key located behind the Tour Commander's Desk to gas up the Traffic Detail vehicles.
3. The assigned officer should refuel police motorcycles at the DPW, or designated gas station as needed or when the tank gets down to 1/4 full.
4. The officer is to note the amount of fuel consumed on the Automotive Inspection Report and forward the receipt to the Traffic Bureau Supervisor if applicable.

J. Parking

1. Upon the completion of the tour, the assigned officer should park their unit properly in the assigned space or area, closing all the windows and locking the doors.
 - a. Laptop computers should be removed and returned to the desk.
 - b. All equipment assigned on a daily basis such as Laptops, shotgun and vehicle keys should be bar coded to the officer when starting the shift and back to HQ (office) at the end of the shift.
2. The Road Supervisor should also ensure that unassigned units are properly parked in their assigned space or area and that the vehicle is properly secured.