

**TRAFFIC
ABANDONED MOTOR VEHICLE TITLES
(PUBLIC SALE)
DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 04-14-01	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IX
VOLUME TITLE: TRAFFIC	# PAGES: 4					CHAPTER 7
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ABANDONED MOTOR VEHICLES TITLES (PUBLIC SALE)						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
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PURPOSE:

The purpose of this policy is to establish legal guidelines for requesting a title from the Division of Motor Vehicles for an unclaimed motor vehicle and to hold a public auction for the sale of these vehicles.

POLICY

The procedures set forth in this policy will follow the guideline of Title 39, Chapter 10A-1 to 7. These procedures will be followed when dealing with abandoned motor vehicles that are to be held for public auction.

DEFINITIONS

Junk Title - Any vehicle which is incapable of being operated safely or of being put in safe operational condition, except at a cost in excess of the value thereof.

Regular Title - Any vehicle which can safely be operated on the road.

PROCEDURE

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I. Towing Agency

- A. Whenever a vehicle is towed by an authorized tow company upon request of the police and is left unclaimed for thirty (30) days, the tow company will notify the police department in writing (Appendix D) and request that either a Junk Title or a Regular Title be obtained from the Division of Motor Vehicles.
- B. An abandoned vehicle that is taken into possession and held as department property or to be auctioned by the police, must be immediately reported to the director of the Division of Motor Vehicles on a form prescribed and also entered into the National Auto Theft Bureau (NCIC).

II. Titles

A. Junk Titles (Form CO-ISM/SS-87)

- 1. Information needed from the tow company:
 - a. Make of the vehicle
 - b. Year
 - c. Body Type
 - d. Full Serial Number
 - e. Model
- 2. The name and address of the owner of the vehicle, if known by either the tow company or from police records, will be obtained by the Traffic Bureau.
- 3. The serial number of the vehicle will be run through N.C.I.C. to determine its status.
- 4. If the name and last known address of the owner is known, a certified letter will be sent to the owner indicating that the owner has thirty (30) days from the date of the letter to reclaim his vehicle, or a Title will be obtained from the Division of Motor Vehicles. (See Form Letter, App.A & App.B)
- 5. Certified Letter.
 - a. Undeliverable
 - (1) If the Certified Letter is delivered back to Traffic Bureau as "Undeliverable", the Tow Unit will fill out the Junk Title form, (See Appendix. C). This form will be sent to the Division of Motor Vehicles. For each Junk Title requested, a \$2.00 Postal Money Order will be enclosed.
 - (2) When the Junk Title is received from the Division of Motor Vehicles, Traffic Bureau Tow Unit will arrange for a Public Sale.

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(3) Public Sale

- (a) The Traffic Bureau will provide to the Chief of Police the vehicle description, serial number and minimum bid which is to be sold at public auction. The Chief of Police will give this vehicle information to the Borough Clerk who will be responsible to have the ad placed into the local newspaper.

(4) Minimum bid requirement

- (a) When a vehicle is to be sold at public auction, the Traffic Bureau Tow Unit will obtain from the wrecker service an updated bill on the vehicle. This bill will include towing and storage charges up to the date of the sale.

- (5) The public sale must be printed in the paper at least five (5) days prior to the sale.

b. Deliverable

- (1) After the thirty (30) day period and the owner has not made arrangements to reclaim the vehicle from the tow company, Traffic Bureau Tow Unit will follow steps #5a.
- (2) When the title is received from the Division of Motor Vehicles, Traffic Bureau Tow Unit will send the owner of the vehicle a Certified Letter stating that his vehicle will be sold at public auction on a particular date. The owner has the legal right to reclaim the vehicle prior to the public sale, if the owner makes restitution to the wrecker service and pay any court costs or penalties assessed against him/her for a violation which gave rise to the police taking possession of said vehicle.

B. Regular Titles (CO-ISM/SS-89 Form)

- 1. The same procedure will be followed as for Junk Titles, except there is no fee requirements from the Division of Motor Vehicles when requesting a Regular Title.

C. Public Sale

- 1. The public sale will be held in the Borough of Fort Lee, the location of the sale will be determined by the Chief of Police.

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2. If no bids are over the minimum bid, the vehicle will be turned over to the tow company. If the tow company receives a Junk Title, the title is valid as is, there is no need for further action. If the wrecker service receives a Regular Title, the form (CO-89) must be filled out by the owner of the tow company using their business name and address. This form, along with the \$5.00 money order, is sent to the Division of Motor Vehicles, and in turn, the Division of Motor Vehicles will send the tow company a Regular Title for the vehicle. This function will be performed by the Traffic Bureau Tow Unit.
3. If any bid is over the minimum bid, a Certified Check will be made out to the tow company in the amount of the minimum bid. The Borough of Fort Lee would receive a Certified Check for the remainder of the balance.
 - a. The purchaser of the vehicle will fill out the title (CO-89) and the Borough Clerk will sign the title. The same procedure is followed as spelled out in Section C2.

D. Address:

Division of Motor Vehicles

State of New Jersey
Division of Motor Vehicles
CN 017
Trenton, New Jersey 08625

Licensing and Registration

Attention: Supervisor

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VOLUME TITLE: TRAFFIC	# PAGES: 9					CHAPTER 21
ACCREDITATION STANDARD(S):	REFERENCE: V9C21					
SUBJECT: ACCIDENT INVESTIGATION						DISTRIBUTION ALL
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PURPOSE:

The purpose of this policy is to establish areas of responsibility for those officers answering calls to motor vehicle accident scenes.

POLICY:

The primary function at a scene is to give immediate first aid to the injured; protect life and property; secure the scene and preserve evidence; handle traffic and crowd control in safeguarding those agencies and persons authorized to assist at the scene. The secondary function is to gather all information to make a complete report.

No officer is to attempt or talk either party out of filing a report.

No accident report is to be changed by anyone except the original reporting officer. Should circumstances exist, an officer may prepare a supplemental report and forward it attached to the original. The original reporting officer should be advised of the supplemental report and the reason it was filed.

Motor vehicle accident reports are prescribed by the Director of the Division of Motor Vehicles pursuant to N.J.S.A. 39:4-131. All police departments are to investigate and submit detailed information with reference to a motor vehicle accident, including the cause, the existing conditions, the persons involved and such information as the director may require.

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Instructions in a manual have been prepared to provide guidance for filling out the prescribed State of New Jersey Police Accident Report Form. In designing the police accident report, every effort has been made to facilitate the completion of the form in the easiest and quickest manner possible. Every attempt should be made on the officer's part to obtain factual information on all items required on the report form.

Each additional report is a display of your ability as a professional traffic accident investigator. Compliance with instructions in the manual will help assure that reports are filled out completely and in a uniform manner.

Incidents involving any police agency vehicle or suspect involved in a pursuit which resulted in an injury to any involved party are to be handled as per the Accidents Involving Police Vehicle Policy (Vol. 9 Ch. 20).

DEFINITIONS:

- I. Accident shall mean a motor vehicle collision which is a sequence of events which usually produces unintended injury, death or property damage.
- II. At-Scene measurements are taken of roadway evidence during the initial investigation.
- III. At-Site measurements are taken of the roadway and adjacent area if relevant. They may be taken during the initial investigation or at a later time.
- IV. The Borough of Fort Lee Accident Investigation Unit (AIU) is a specialized unit utilizing personnel from divisions that demonstrate special knowledge and skills in conducting a professional investigation. This unit will be responsible for investigating all serious or fatal motor vehicle accidents.

PROCEDURE:

I. COMMUNICATIONS CENTER RESPONSIBILITIES

- A. The dispatcher receiving a report of a motor vehicle accident should:
 1. Determine the location, injuries, seriousness of accident, type of accident, caller's name and phone number.
 2. If an accident is reported to the department that has occurred outside the jurisdiction, then appropriate agency will be notified. If persons are injured and a marked unit is immediately available, a marked unit may be dispatched to render assistance until the appropriate agency responds.
- B. Immediately advise patrol unit(s) via radio, and/or telephone, of the location of accident and all known details. If appropriate, 3 alert tones may be used to alert all units.

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- C. If injuries are unknown, so advise. If injuries are known, advise the responding units the status of the ambulance and paramedics.
- D. Advise the dispatched unit if the accident is not of a serious nature ("fender- bender" type).
- E. If the dispatcher receives information that one or both vehicles has left the scene of the accident, the dispatcher will attempt to get a description and direction of travel and give this information to the patrol.

II. PATROL RESPONSIBILITIES

- A. Upon receiving notification of any motor vehicle accident call, the assigned patrol unit(s) should:
 - 1. If not given, request the exact location of the accident and if there are any known injuries.
 - 2. The responding unit(s) should check for any damaged vehicles leaving the area that may have been involved. If such a vehicle is observed leaving the scene, the officer can quickly stop the fleeing vehicle or notify other responding units of the description, plate number and direction of travel.
 - 3. If an officer comes upon an accident scene they should advise Com-Cen of the location and injuries if known.
- B. Upon arrival, the officer should:
 - 1. Scan the scene for hazards.
 - a. If a possible hazardous material incident is present the officer should:
 - (1) Resist rushing into the scene! Approach the incident from upwind while staying clear of all spills, vapors, fumes and smoke.
 - (2) Follow Haz-Mat Accident Scene Policy (Vol. 5 Ch. 10-1)
 - 2. Park their vehicle patrol, with the emergency lights activated, so it will serve to protect the accident scene. The vehicle's position should not to hinder the accident scene investigation or destroy roadway evidence.
 - 3. Verify the jurisdiction. If the accident occurred outside the jurisdiction, then appropriate agency will be notified. If persons are injured and a marked unit should render assistance until the appropriate agency responds.
 - 4. Observe short-lived evidence that may assist with the accident investigation.

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Note: The MVR system may be used to document the accident scene which may assist with the accident investigation.

- C. The officer should advise Com-Cen of:
 - 1. Any injuries and request additional equipment (Fire, EMS, Tow Trucks) as needed.
 - 2. The best approach and desired locations for additional responding units.
 - 3. The registration number(s) of the involved vehicle(s).
- D. When ever possible the officer should immediately administer first aid to the injured and request additional personnel to control traffic flow.
- E. If the injured person request that a family member be notified or the injured person accepts the officer's offer to attempt to notify a family member, then the officer should obtain the family member's name and phone number. All available information should be given to Com-Cen, who shall make the notification. If notification can not be made the injured party should be advised.
- F. The officer(s) should turn all first aid procedures over to the VAC upon their arrival and assist in whatever way possible.
 - a. Officers should not transport injured persons to the hospital in a police vehicle.
- G. Officers should seek out witnesses of the accident and keep all unauthorized bystanders clear of the accident.
 - a. The officer at the scene will take special care to quell any disturbances by the driver(s) involved. If an argument starts between the drivers, they should separated.
- H. If required, a tow truck will be called out to remove the vehicles involved in the accident. (See Vol. 5 Ch. 8)
- I. Once the injured are provided medical attention, the assigned officer should begin the investigation.
 - 1. Officers responding to the scene of any reported accident will take a report unless:
 - a. The damage is so minor that the damage will not exceed \$500.00, and
 - b. All involved parties agree not to file a report.

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2. Check for eyewitnesses of the accident. Record full information from the witnesses (i.e. name, address, age, and phone number) and exactly what they observed and their vantagepoint.
3. Sworn affidavits may be obtained from witnesses.
4. If appropriate, a qualified officer may take detailed at-scene measurements of the roadway evidence using either the coordinate or triangulation method for measuring points. If possible, measurements should be obtained for skid marks, point of impact and other roadway evidence. A qualified officer may take detailed at-site measurements of the roadway using either the coordinate or triangulation method for measuring points.
5. The officer shall make diagram of accident scene. The qualified officer may prepare a scaled diagram utilizing the at-scene and at-site measurements.
6. Conditions of the vehicles or the roadway should be noted if they may have been contributing factors to the accident.
7. Prepare a NJTR-1 state accident report form, computerized or if not available then a hard copy report.
8. Assist the tow company with the removal of the vehicles. See to it that the tow operator clears the entire roadway of debris upon the removal of the vehicles. If the tow operator fails to or refuses to properly clear the road, the incident should be documented in a report, submitted and forwarded to the Tow Unit in the Traffic Bureau so that it can be placed in the tow company file.
9. The officer should secure all valuables left at the accident scene according to Property and Inventory Policy (Vol. 7 Ch. 10). Said valuables can later be returned to the respective owner.
10. The officer should secure the scene so that traffic can flow in a normal and safe manner, this may include lane closures or detouring traffic. If there are any particular hazards still remaining, the officer should not leave the scene until the proper authorities are notified and the hazard has been cleared. An officer may be relieved from the scene by another officer.
11. The officer investigating the accident should give each driver a Report Case # Slip so the driver will have the information necessary to obtain a copy of the report from the Records Bureau.

J. The Traffic Bureau Commander should be contacted for the following:

1. Any accident involving serious injury that could possibly result in a fatality or serious bodily injury as defined in 2C:11-1b.

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2. Fatalities
 3. Serious traffic hazards, or other conditions, needing immediate attention or authorization by administration.
 4. Anytime an officer needs specialized assistance that is beyond the on duty supervisors ability or responsibility.
- K. The Chief of Police will be contacted for the following:
- a. Fatalities
 - b. Anytime a Division Commander or a supervisor needs the Chief's assistance.
- L. The Prosecutors Office Fatal Accident Investigation Unit will be contacted for all fatalities.
- M. If an accident involved serious injury, the officer investigating the accident may request that photographs be taken at the scene. An on-duty detective should be dispatched to the scene. If not available, then the Road Supervisor or a Accident Investigation Unit member may photograph the scene. The seriousness of the injuries will be determined by the investigating officer, or officer-in-charge. Injuries requiring photographs would not include a small cut on the hand, small cut on the face.
- Note:** It should be clear that an officer should be very cautious of signs of internal injuries and without question, when this is indicated, photographs must be taken.
- N. The next of kin notification, for anyone killed in a motor vehicle accident, shall be conducted according to the Death Notification Policy (Vol. 4 Ch. 14). The investigating officers should be consulted prior to notification being made.

III. MOTOR VEHICLE ACCIDENT REPORTS

- A. All personnel of the police department will use either the computerized accident program or the following forms:
1. On scene investigation: State of New Jersey Police Accident Report
 - a. Reportable (NJTR-1)
 - b. Non-Reportable (NJSR-1)
 - c. Supplementary page, motor vehicle accident description (NJTR-1A)
 - d. Supplementary page, motor vehicle diagram (NJTR-1B)

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Note: The computerized program contains the NJTR-1 and NJTR-1A forms in addition to bus seating forms.

2. Department Non-Investigated, Non-Reportable Report (Walk-In Report)

- a. This form (SR-1) is to be completed when the police were not called to investigate a traffic accident that is not required by state law to report or if the vehicles have left the accident scene and later request a report (See Section V below).
- B. All motor vehicle accidents investigated shall have a case number assigned by Com-Cen.
- C. All of the required reports should be neat, concise, accurate and submitted in a timely manner.
- D. It is the responsibility of each officer going on patrol to check and maintain a supply of necessary accident forms if a laptop computer is not available.
- E. All motor vehicle accident reports should contain a diagram depicting the scene. If the vehicles have been moved the officer should still complete the diagram and note that the vehicles were moved prior to arrival. This section shall not apply to AIU reports where a scaled diagram was completed.
- F. Motor vehicle accident reports should be completed with all the obtainable information at the scene. If there were injuries resulting from the accident or a moving violation summons was issued, it is to be listed on the motor vehicle accident report.
- G. Completed reports are to be either filed utilizing the computer system or placed in the Completed Motor Vehicle Accident Report slot. If a report is incomplete, a photocopy shall be made. The copy shall be marked "Incomplete" and submitted to the Tour Commander. The copy shall be forwarded to the Records Bureau for filing. The original shall be placed in the "Incomplete Report" rack behind the Tour Commander's Desk. If a Traffic Officer or a AIU member has an incomplete report the above steps will be followed except that the original will be kept in the Traffic Bureau.
- H. After completing the motor vehicle accident report, the officer should submit the motor vehicle moving violation summons to the Tour Commander. The summonses will then be forwarded to the Borough of Fort Lee Municipal Court.
- I. Corrections
 1. Any required corrections are to be made by the officer that completed the report.
 2. A supervisor should directly advise an officer of the required correction.
 3. Forward the corrected report / case jacket to the Records Bureau for filing.

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IV. TOUR COMMANDER RESPONSIBILITY

- A. The Tour Commander should check every motor vehicle accident report for completeness and any type of unusual circumstances that may need further investigation before the end of their tour of duty.
- B. The Tour Commander should initial the reviewed section on the bottom of the report, block #109, before being forwarded to the Records Bureau.
- C. The Tour Commander should see that all department procedures have been followed and assure that the report is accurate and complete.
- D. If there are any questions when completing the accident report, please refer to the state's Motor Vehicle Accident Report GuideBook.

V. NON-INVESTIGATED ACCIDENT REPORT (SR-1), NON-INJURY

- A. Tour Commander Responsibility
 - 1. When a person comes into headquarters or calls on the phone, they should be advised that if they wish to report a non-injury accident, they may do so by responding to HQ to pick up the non-injury accident report.
 - 2. The Tour Commander should determine that the accident occurred in Fort Lee. Once the jurisdiction is verified then a case number will be obtained from Com-Cen. The case number should be written in the blank space along the top edge of the form.
 - 3. The person should be directed to follow the instructions on the form.
 - 4. Upon completing the report, the person making the report will submit the report to the Tour Commander who will review for completeness.
 - 5. A photocopy of the form is to be made and then forwarded to the Records Bureau.
 - 6. The original will be returned to the person completing the form and advised to follow the mailing instructions on the form.
 - 7. Because the SR-1 Form is generic throughout the state, the Tour Commander may give a SR-1 form to a person requesting one when the accident occurred in another jurisdiction within the state. The Tour Commander does not have to obtain a case number, review or obtain a copy of the form. The person should be instructed to return the form to the police department where the accident occurred.

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VI. RECORDS BUREAU RESPONSIBILITY

- A. All accident reports are to be entered on-line into the computer system and / or filed in the Records Bureau.
- B. Reportable Accidents
 - 1. The original is retained in the Records Bureau
 - 2. The two state copies of a reportable motor vehicle accident report are sent to the New Jersey Division of Motor Vehicles, using the pre-addressed envelope provided for that purpose.
 - 3. If the accident occurred on a county roadway then the county copy is sent to them. If not then the county copy is destroyed.
- C. Non reportable Accidents
 - 1. The original is retained in the Records Bureau all other copies are destroyed.

VI. COMPUTER DIVISION RESPONSIBILITY

- A. In addition, the Computer Division Supervisor will assure that all indexing and recording is completed through the department computer system.

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SUBJECT: ACCREDITATION PROCESS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS O. RIPOLI						
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PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

The accreditation process was initiated to coincide with the Fort Lee Police departments' Standard Operating Procedures. As such, all members of the department should be familiar with the accreditation process.

POLICY:

It is the policy of this department that all members of this department receive training and understand the accreditation process.

I. PROCEDURES:

- A. Familiarization with the accreditation process is provided to this agencies employees as follows:
 - 1. To all newly hired agency personnel within a reasonable period after their employment begins.
 - 2. To all agency personnel during the self-assessment phase associated with achieving accreditation and each reaccreditation.

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3. To all agency personnel just prior to on-site assessment associated with initial accreditation and reaccreditation.
- B. The intent of this SOP is two-fold. First, it ensures that all employees are familiar with accreditation and what it entails during the self-assessment process. Second, familiarizing new employees with the process will provide a historical perspective and emphasize the importance of accreditation to the organization.
- C. Training will include the history and background of accreditation and the agency's involvement in the process, the accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the agency. This training may be through a review of policy or classroom settings.
- D. Accreditation has been in existence for over 200 years with criminal justice applications available since 1974 (corrections). The first law enforcement agency was accredited in 1985. The accreditation movement had its origins in this country when the New York State Regents were established in 1787. The mission of the regents was to determine whether colleges in New York State met minimum standards. Regents visited and reviewed the work of every college in the state on an annual basis and submitted a report to the state legislature.

From education, accreditation spread to other fields, such as hospitals. The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) was established in 1983, accrediting its first law enforcement agency in 1985. To accredit means to vouch for or recognize an agency as conforming to a body of standards related to a specific profession, in this case, law enforcement.

Our organization is voluntarily, and through a self-motivated approach, seeking to achieve, objectively verify and maintain high quality in our operations through periodic evaluations conducted by an independent, nongovernmental body that has established standards for law enforcement agencies.

In order to comply with the standards required by CALEA for State Accreditation, we have undertaken the task of issuing a complete and comprehensive Standard Operating Procedure for our department. This SOP will not only meet the standards required for accreditation but also encompass other requirements and guidelines our agency must follow (for example, the NJ Attorney General's Guidelines). Once the SOP is "complete", every member of our agency will have available to them, a guide or reference manual to consult when necessary. The SOP is a living document that will need to be updated or modified as legal requirements or conditions change and therefore, will remain comprehensive and fresh as time goes by.

Each member of this department will in some way be involved in the accreditation process. This could take the form of writing a particular standard operating procedure, reviewing procedures and policies or simply reading, understanding and putting into practice the SOPs of this agency.

- E. In order to be successful, our agency will undertake a self-assessment phase that will consist of issuing SOPs that meet the standards set by the Accreditation Commission. Each standard will be

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addressed by either a single SOP or an SOP that encompasses multiple standards. There are over 112 standards that must be achieved in order to meet the state accreditation requirements. Our agency is fortunate in that our written standard operating procedures have paralleled the Commission requirements in many aspects. The SOPs issued all meet specific standards. Some SOPs are strictly tailored for our agency and do not satisfy a particular standard. This is the reason that our SOP has been incorporated into the accreditation process. We will not only meet the standards required for accreditation, but also work in required guidelines set by the NJ Attorney General and the Bergen County Prosecutor. For the first time our agency will have a document that brings together all the elements required for successful and professional operation of our agency.

Once the self-assessment phase is complete, our agency will be inspected by representatives of the Accreditation Commission. This initial assessment will take approximately three days to complete. During this assessment the inspectors will examine our SOPs and facility to determine whether or not we have fulfilled the requirements for accreditation. Once complete our agency will be fully accredited for three years. In the forth year, our agency will once again be inspected in order to determine if we have been complying with the standards and SOP's as written. In general, the purpose of self-assessment is to achieve compliance with applicable standards, establish proofs of compliance with those standards and facilitate the on-site review by the Commission's assessors.

- F. The objective of accreditation is to standardize many of the tasks patrol officers are required to perform on a daily basis. Our goal is to equip each officer with the necessary tools to handle question or problem at any time of the day or night simply by opening up the SOP and locating the pertinent directive. For the first time officers will be able to reference NJ Attorney General's Guidelines, Bergen County Prosecutor's Directives and New Jersey State Police Guidelines instantly and efficiently.

By creating an SOP that is not only comprehensive but also flexible when mandates change the agency is creating more efficient and capable police officers. This, in turn, increases professionalism and individual pride in each officer.

- G. The advantages of having a written SOP and achieving accreditation include standardization of tasks performed on a daily basis by every officer, allowing for instant and easy reference of policies and procedures, showing the public that our agency is more professional and above reproach because it was evaluated by an outside, nongovernmental agency and giving individual officers the chance to educate themselves on the necessary skills and knowledge required to perform to the best of their abilities. The impact accreditation will have on our agency will be positive in that accreditation is achieved by a very small margin of police agencies worldwide. Earning accreditation shows the public we serve that our members can and will perform to the best of their abilities. Standardization creates confidence in individual officer in that once a specific procedure is learned it will be utilized time and time again and not left to be figured out "on the fly". Although there is still room for improvisation in certain situations, the nuts and bolts of many situations will be readily available.

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- H. Any employee assigned to the position of Accreditation Manager will receive specialized training within one year of being appointed. This training should be accomplished through attendance at a CALEA Conference within the first year of appointment and/or at least once during the current award period. The Accreditation Manager will also join and participate in the New Jersey Public Safety Accreditation Coalition and take advantage of any training offered by the PSAC.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 1	CHAPTER: 5	# OF PAGES: 8	
SUBJECT: ADMINISTRATIVE DIVISION COMMANDER RESPONSIBILITIES			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS:	
REFERENCE:		ACCREDITATION STANDARDS: 1.2.1, 1.6.1	
EFFECTIVE DATE: 08/29/2016		SUPERSEDES: All Previous Administrative Division Commander Responsibilities V1Ch5	

PURPOSE To ensure that Administrative personnel have procedures to follow consisting of their various responsibilities in the Police Department.

POLICY There shall be a branch of the police department known as the Administrative Division. The Administrative Division shall be under the direct control of the Administrative Division Commander. The Administrative Division Commander will be held accountable for the management and good order of all the delegated areas of responsibilities under their command. In addition to this written Job Description, the Administrative Commander will be responsible for adhering to the Police Department's Rules and Regulations.

PROCEDURE

I. POLICE DEPARTMENT EQUIPMENT

A. The Administrative Division Commander shall:

1. Administer an accurate and updated Inventory File on all police department equipment and supplies.
2. Continually evaluate equipment and supply needs to insure that they are readily available when required. This would include, but not be limited to, equipment and supplies such as: Flashlight batteries, fire extinguishers, flares, first aid equipment and supplies, audio/video supplies and equipment, computers etc.
3. Have responsibility for purchasing of department equipment and supplies, following state purchase requirements. Prior to a purchase order, always seek least expensive prices, without sacrificing quality. Submit to the Office of the Chief materials to be purchased, with prices.
4. Be responsible for issuing all equipment required by law to meet certain standards and specifications to come into compliance, such as: Alcotest, fire extinguishers, first aid equipment, etc.
5. Have the following responsibility for the Communications Operations.
 - a. Have full responsibility for maintenance, control of communications equipment, provide for expeditious repairs and purchase of new equipment, when required.
 - b. Responsible for renewing required licenses, as required.
 - c. Have full responsibility for all radio and related equipment either purchased or leased by the police department.

II. BUILDING AND GROUNDS

A. The Administrative Division Commander shall:

1. Have full responsibility for the police department headquarters facilities, other storage facilities, trailers and properties directly associated with police department activities.
2. Be directly responsible for the supervision of personnel pertaining to building construction, repair and maintenance.
 - a. Professional personnel in construction of police department facilities.
 - b. Supervision of professional personnel involved in building repairs, such as: electrical work, heating, air conditioning work, plumbing, etc.
 - c. Maintenance personnel involved in cleaning, mowing of lawns, snow plowing, etc.

3. Be responsible for continuous review of police department buildings and grounds to assure that all areas are maintained in excellent condition.
4. Oversee the replacement of items effecting the police headquarters operations, such as: replacement of lights, door locks, etc.

III. TRAFFIC ENFORCEMENT AND ACCIDENT INVESTIGATION REPORTING AND RECORDS

A. The Administrative Division Commander shall:

1. Administer the process of filing all department motor vehicle summonses, and accident reports through the Records Division clerical staff.
2. Develop the necessary information for preparation of monthly and yearly reports to the Office of the Chief of Police.

IV. TRAINING

A. The Administrative Division Commander shall:

1. Oversee the Supervision of the department's Training Programs and identify training needs.
2. Responsible for the security of test records. No personnel records are to be released unless permission is granted by the Chief of Police and the individual whose records are to be released, has granted permission.
3. Continually evaluate training equipment and supply needs to ensure that they are readily available when required.

V. RADAR

A. The Administrative Division Commander shall:

1. Be responsible for the repair and replacement of Radar Units in use in the police department through the Traffic Bureau.

VI. MUNICIPAL TOWING SERVICES

A. The Administrative Division Commander shall:

1. Have full oversight for the Tow Officer's responsibilities for coordinating the municipal towing services pertaining to traffic accidents, abandoned vehicles, impounded vehicles and vehicles unregistered or in violation of state law.
2. Assure that all members of the department adhere to the Motor Vehicle Impounds and Inventories Policy V3Ch20.

3. Evaluate on a continual basis, the quality of towing services, cost factors connected to same and submit suggestions and reports, as required.
4. Review the Monthly Impound / Tow Report completed by the Traffic Bureau and direct actions as necessary.

VII. BUDGETING

- A. The Administrative Division Commander shall:
 1. Have full responsibility of preparing and submitting budget requests for personnel and operating expenses effecting their division.
 2. Be responsible for continuous monitoring of expenses pertaining to personnel and items in their division.
 3. When required, provide requests for capital expenditures for the Administrative Division.
 4. On the Monday after a payday provide the Chief of Police with the Budget Analysis for the Salary and Wage Budget for all line items.
 5. On the Monday before the payday provide the Chief of Police with the Budget Analysis for the Operating Expense Budget for all line items.

VIII. PURCHASING

- A. All requisition and purchasing procedures are done in accordance with New Jersey Local Government Finance laws, which include:
 1. Specifications for items requiring standardized purchases;
 2. Bidding procedures;
 3. Criteria for the selection of vendors and bidders;
 4. Procedures for the emergency purchase or rental agreements for equipment;
- B. When emergency situations arise involving any circumstances that could not have been anticipated by prior fiscal planning, the Chief of Police must request additional funding from the Mayor, who may, in turn, seek Council approval and authorization.

IX. ACCOUNTING

- A. Accounting records will be kept on a monthly basis.
 1. Monthly budget printouts received from the Chief's Administrative Assistant or if needed the Borough's Financial Officer (CFO) will provide:
 - a. Initial appropriation for each account;

- b. Balances at the commencement of the monthly period;
 - c. Expenditures and encumbrances made during the period;
 - d. Unencumbered balance.
2. The Departmental Petty Cash and Change Fund is authorized by the Borough Administrator to provide a ready source of cash to reimburse personnel for small purchases, small meal/travel expenses, postage or shipping fees and for accepting fees for copies of reports, discovery etc. Maintenance of the fund includes:
- a. The Administrative Division Commander is responsible for the administration and maintenance of the Petty Cash and Change Fund. This fund is established at \$500.00 and is replenished by request to the CFO. The Chief is authorized to disburse funds. Review and accounting of all cash activities will be done quarterly.
 - b. All written evidence of expenditure will be turned in to the CFO at the time replenishment of petty cash is requested. This memorandum will include initial balance, credits, debits and balance on hand.
 - c. All requests for reimbursement from petty cash must be accompanied by written evidence of expenditure (cash receipts or statement of expenditure signed by the employee requesting reimbursement).
 - d. Normally, the maximum amount payable from petty cash will be \$25.00, which is reimbursed by the Administrative Division Commander. Reimbursement for expenses in excess of \$25.00 must be approved in advance by the Chief of Police, who then designates the Administrative Division Commander to sign off on the reimbursement.
 - e. Records, documentation or invoices are required for cash expenditures.
 - f. Agency cash activities will be reconciled each time a request is made for reimbursement for the petty cash account. The individual receipts will be reconciled against the voucher request. This will occur at a minimum quarterly each year.
 - g. Records Bureau personnel shall maintain a ledger (paper or electronic) that identifies the initial balance, cash income received, cash disbursed, and the balance on hand. Records Bureau personnel are authorized to accept cash, money orders and checks for copies of documents, reports, license and permit fees, discovery requests, ID's, video and photo copies etc. The Record Room Change Fund shall start at \$100.00 daily. Receipts will be given for payments received and a monthly cash/statistic report will be completed. All monies collected will be forwarded with a cash receipt to the CFO daily to return the fund to \$100.00. This is considered an

immediate cash accounting. A summary report of all Record Room cash activities will be prepared and forwarded monthly to the CFO.

3. An independent audit is conducted annually of the accounts and finances of the Borough of Fort Lee. All police department accounts are audited at that time.

X. GOALS AND OBJECTIVES

- A. The Administrative Division Commander has responsibility for preparing and submitting goals and objectives for the Administrative Division on an annual basis. In addition to the goals and objectives, he will evaluate progress throughout the year to assure attainment.

XI. REPORTING

- A. In addition to those areas within this Job Description requiring reports, the Administrative Division Commander is responsible for developing, preparing and submitting reports to the Office of the Chief of Police, on a monthly and annual basis on all areas of responsibility. He will also prepare and submit other special reports, as required.
- B. The Administrative Division Commander shall complete and file a quarterly report to the New Jersey Division of Criminal Justice within 30 days after each quarter has expired when the agency:
 1. Receives or expends forfeited funds during any calendar quarter
 2. Places into or removes from law enforcement service any piece of forfeited property during any calendar quarter.
- C. Administrative Division commander will oversee the preparation of annual reports to the Prosecutor's Office on mandated training, firearms qualifications and additional requested statistical data as needed.

XII. STAFF MEETINGS

- A. The Administrative Division Commander shall:
 1. Attend all division level staff meetings, as required, and represent their Division.
 2. Will schedule and administer division level meetings with their personnel, as required.

XIII. CLERICAL PERSONNEL

- A. The Administrative Division Commander will supervise and oversee the activities and performance of clerical personnel assigned to their Division.

XIV. COMMUNICATIONS

- A. Monthly and Yearly Reports shall be prepared by the Communications Supervisor and forwarded to the Chief through the Administrative Division Commander.
 - 1. Total emergency service calls.
 - a. Police
 - b. First Aid
 - c. Medic
 - d. Fire
 - e. E.S.U.
 - 2. Monthly reports should be submitted by the 7th day of the following month.
 - 3. Annual reports should be submitted by January 15th of the following year.

XV. DEPARTMENT RECORDS

- A. The Commander shall be responsible for the administration, management and accountability of department records.
- B. Distribution of reports to other component parts of the organization can only be authorized by the Division Commander in charge.
- C. Periodic review and inspection of the master name indexes.

XVI. COMPUTER REPORTING NETWORK

- A. The Commander has full responsibility for the police department's computer network; hardware and software programs.
- B. Scheduling maintenance and servicing.
- C. Reviewing entry data to ensure accuracy
- D. Analyzing the computer data received and compiling a detailed monthly incident report of crimes.
 - 1. The report is to be forwarded to the Chief of Police.
 - 2. This report and other data will be utilized by the Chief of Police in the long range planning of the department.
- E. Administering the mandated New Jersey Uniform Crime Reporting system.
 - 1. Check to ensure the monthly report is accurate.

2. Be responsible for forwarding the report to the New Jersey State Police by the 10th of the following month.

XVII. BOROUGH OF FORT LEE, POLICE VEHICLES AND VEHICLE MAINTENANCE

A. The Administrative Division Commander shall:

1. Have direct responsibility for supervision of the Borough of Fort Lee fleet maintenance personnel and shall oversee and direct the work and assignments of the personnel assigned.
2. Assure strict compliance and accountability of all department personnel pertaining to the vehicle maintenance and coordinating the above with all Division Commanders.
3. Continually evaluate all police department vehicles.
 - a. Submit necessary reports to the Office of the Chief of Police pertaining to vehicle repairs.
 - b. Submit to the Office of the Chief of Police requests for purchase of new vehicles.
 - c. Maintain a current and up to date vehicle inventory listing.
 - d. Oversee the assignment of all vehicles within the police department.
4. Be held strictly accountable for administering proper purchase requests for vehicle purchase and vehicle repairs and be responsible for supervising the clerical personnel, maintain budget information pertaining to the above.
5. Responsible for coordinating and updating a vehicle maintenance program to assure maximum usage of all vehicles.
 - a. Review repair information.
 - b. Evaluate cost of parts.
6. Investigate and resolve problems and complaints submitted by personnel of the police department pertaining to police vehicles.

XVIII. UNIFORMS AND SUPPLIES

A. The Administrative Division Commander shall:

1. Be responsible for the approval of replacement of uniforms and supplies when there are uniforms damaged by on duty use.

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-22-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME III
VOLUME TITLE: COMMUNITY ASSISTANCE	# PAGES: 66					CHAPTER 7
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: AGENCY REFERRAL GUIDE						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
ACTING CHIEF BERNARD M. HART						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To have a guide for contacting law enforcement agencies within the State of New Jersey, which will be updated periodically from the state web site.

PROCEDURES:

Officers will use this referral guide when needed, to contact other law enforcement agencies throughout the state.

I. Updating the guide.

A. Periodically the guide will be updated from the State of New Jersey web site.

1. The training division will be responsible for periodically downloading the Law Enforcement Directory from the State of New Jersey web site.
2. Copies will then be replaced in all binder locations in Police Headquarters.

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ABERDEEN	732-566-2054	BOONTON	973-402-9410
ABSECON	609-641-0667	BOONTON TWP	973-402-4000
ALEXANDRIA	908-782-3639	BORDENTOWN	609-298-0101
ALLAMUCHY	908-782-3639	BORDENTOWN TWP	609-298-4300
ALLENDALE	201-825-1900	BOUND BROOK	732-356-0800
ALLENHURST	732-531-2255	BRADLEY BEACH	732-775-6900
ALLENTOWN	609-259-3491	BRANCHBURG	908-526-3830
ALLOWAY	856-769-0774	BRANCHVILLE	973-383-1515
ALPHA	908-454-0088	BRICK	732-262-1100
ALPINE	201-768-0881	BRIDGETON	856-451-0033
ANDOVER	973-383-1515	BRIDGEWATER	908-722-4111
ANDOVER TWP	973-383-5544	BRIELLE	732-528-5050
ASBURY PARK	732-774-1300	BRIGANTINE	609-266-7414
ATLANTIC CITY	609-347-6970	BROOKLAWN	856-456-0750
ATLANTIC HIGHLAND	732-291-1212	BUENA	856-697-2810
AUDOBON	856-547-0715	BUENA VISTA	856-625-1105
AUDOBON PK	856-546-7780	BURLINGTON	609-386-3300
AVALON	609-967-3411	BURLINGTON TWP	609-386-1000
AVENEL	SEE WOODBRIDGE	BUTLER	973-838-4100
AVON BY THE SEA	732-502-4500	BYRAM	973-347-4008
BARNEGAT TWP	609-698-5000	CALDWELL	973-226-2600
BARNEGAT LIGHT	609-494-3322	CALIFON	908-832-7400
BARRINGTON	856-547-4333	CAMDEN	856-757-7400
BASKING RIDGE	SEE BERNARDS TWP	CAPE MAY	609-884-9500
BASS RIVER TWP	609-296-3131	CAPE MAY PT	609-884-3991
BAY HEAD	732-892-0632	CARLSTADT	201-438-4300
BAYONNE	201-858-6900	CARNEYS POINT	856-299-1212
BEACH HAVEN	609-492-0505	CARTERET	732-541-4181
BEACHWOOD	732-341-1242	CEDAR GROVE	973-239-4100
BEDMINSTER	908-234-0585	CEDAR KNOLLS	SEE HANOVER
BELLE MEAD	SEE MONTGOMERY	CHATHAM	973-635-8000
BELLEVILLE	973-450-3333	CHATHAM TWP	973-377-0100
BELLMAWR	856-931-2120	CHERRY HILL	856-665-1200
BELMAR	732-681-1700	CHESILHURST	856-767-2768
BELVIDERE	908-475-2393	CHESTER	908-879-5626
BERGENFIELD	201-387-4000	CHESTER TWP	908-879-5514
BERKELEY TWP	732-341-6600	CHESTERFIELD	609-291-0912
BERKELEY HTS	908-464-1111	CINNAMINSON	856-829-6666
BERLIN	856-767-4700	CLARK	732-388-3434
BERLIN TWP	856-767-5878	CLAYTON	856-881-2300
BERNARDSVILLE	908-766-0037	CLIFFSIDE PK	201-945-3600
BETHLEHEM	908-730-6100	CLIFFWOOD	SEE ABERDEEN
BEVERLY	609-387-0205	CLIFFWOOD BEACH	SEE OLDBRIDGE
BLAIRSTOWN	908-362-8266	CLIFTON	973-470-5900
BLOOMFIELD	973-680-4000	CLINTON	908-735-8611
BLOOMINGDALE	973-838-0158	CLINTON TWP	908-735-7230
BLOOMSBURY	908-730-6100	CLOSTER	201-768-5000
BOGOTA	201-487-2400	COLLINGSWOOD	856-854-1900

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COLONIA	SEE WOODBRIDGE	ERSKINE LAKES	SEE RINGWOOD
COLTS NECK	732-464-4343	ESSEX FELS	973-226-3000
COMMERCIAL	856-785-0036	ESTELL MANOR	609-625-1104
CORBIN	609-625-1104	EVESHAM	856-983-1111
CRANBURY	609-395-0031	EWING	609-882-1313
CRANFORD	908-272-2222	FAIR HAVEN	732-747-0991
CRESSKILL	201-568-1400	FAIR LAWN	201-796-1400
DEAL	732-531-1113	FAIRFIELD TWP	856-451-0100
DEERFIELD	856-451-0100	FAIRFIELD TWP	973-227-1400 ESSEX
DELANCO	856-461-0357	FAIRVIEW	201-943-2100
DELAWARE	609-397-0911	FANWOOD	908-322-5000
DELRAN	856-461-4444	FAR HILLS	908-234-1192
DEMAREST	201-768-1540	FARMINGDALE	732-681-1870
DENNIS	609-861-5300	FIELDSBORO	609-298-9054
DENVILLE	973-627-4900	FLEMINGTON	908-783-3434
DEPTFORD	856-845-2220	FLORENCE	609-499-3131
DOVER	973-366-0302	FLORHAM PK	973-377-2200
DOVER TWP	732-349-0150	FOLSOM	609-561-1800
DOWNE	856-785-0035	FORDS	SEE WOODBRIDGE
DUMONT	201-387-5000	FORT LEE	201-592-3524
DUNELLEN	732-968-3000	FRANKFORD	973-383-1515
EAGLESWOOD	609-296-3132	FRANKLIN	973-827-7700
EAST AMWELL	908-782-3636	FRANKLIN TWP	856-694-1414 GLOUCESTER
EAST BRUNSWICK	732-390-6900	FRANKLIN TWP	908-782-9594 HUNTERDON
EAST GREENWICH	856-423-4100	FRANKLIN TWP	732-873-2300 SOMERSET
EAST HANOVER	973-887-0432	FRANKLIN TWP	908-459-5000 WARREN
EASTMILLSTONE	SEE FRANKLIN TWP	FRANKLIN LAKES	201-891-3131
EAST NEWARK	973-481-2900	FREDON	973-383-1515
EAST ORANGE	973-266-5000	FREEHOLD	732-462-1233
EAST PATERSON	SEE ELMWOOD PK	FREEHOLD TWP	732-462-7908
EAST RUTHERFORD	201-438-0165	FRELINGHUYSEN	908-459-5000
EAST WINDSOR	609-448-5678	FRENCHTOWN	908-996-4820
EASTAMPTON	609-267-4741	GALLOWAY	609-652-3700
EATONTOWN	732-542-0100	GARFIELD	973-478-8500
EDGEWATER	201-943-2200	GARWOOD	908-789-1500
EDGEWATER PK	609-877-4404	GIBBSBORO	856-783-4900
EDISON	732-248-7400	GLASSBORO	856-881-1500
EGG HARBOR CITY	609-965-2901	GLEN GARDNER	908-730-6100
EGG HARBOR TWP	609-926-4021	GLEN RIDGE	973-748-5400
ELIZABETH	908-558-2000	GLEN ROCK	201-652-3800
ELK	856-881-6688	GLOUCESTER CITY	856-456-0900
ELMER	856-358-3355	GLOUCESTER TWP	856-228-4500
ELMWOOD PK	201-796-0700	GREEN	973-383-1515
ELSINDORO	856-935-7300	GREENBROOK	732-968-1188
EMERSON	201-262-2800	GREENPOND	SEE ROCKAWAY
ENGLEWOOD	201-568-2700	GREENWICH TWP	856-451-0101 CUMBERLAN
ENGLEWOOD CLIFFS	201-569-3000	GREENWICH TWP	856-423-1900 GLOUCESTER
ENGLISHTOWN	732-446-7000	GREENWICH TWP	908-454-1010 WARREN

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GUTTENBERG	201-868-3300	HOWELL	732-938-4111
HACKENSACK	201-646-7777	INDEPENDENCE	908-852-4440
HACKETTSTOWN	908-852-3300	INTERLAKEN	732-531-3688
HADDON	856-854-0011	IRVINGTON	973-399-6600
HADDONFIELD	856-429-3000	ISELIN	SEE WOODBRIDGE
HADDON HEIGHTS	856-547-2222	ISLAND HEIGHTS	732-270-3000
HAINESPORT	609-298-1170	JACKSON	732-928-1111
HALEDON	973-790-4444	JAMESBURG	732-521-0011
HAMBURG	973-827-6211	JEFFERSON	973-697-1300
HAMILTON TWP	609-625-2211 ATLANTIC	JERSEY CITY	201-547-5477
HAMILTON TWP	609-581-4000 MERCER	KEANSBURG	732-787-0600
HAMMONTON	609-561-4000	KEARNY	201-998-1313
HAMPTON	908-730-6100	KEASBEY	SEE WOODBRIDGE
HAMPTON TWP	973-383-1515	KENILWORTH	908-276-1700
HANOVER	973-428-2512	KENVIL	SEE ROXBURY
HARDING	973-455-0500	KEYPORT	732-264-0706
HARDWICK	908-459-5098	KINGWOOD	908-782-3639
HARDYSTON	973-697-4751	KINNELON	973-838-5400
HARMONY	908-689-3100	KNOWLTON	908-459-5098
HARRINGTON PARK	201-768-2100	LACEY	609-693-6636
HARRISON	973-483-4100	LAFAYETTE	973-383-1515
HARRISON TWP	856-478-6839	LAKE HIAWATHA	SEE PARCIPPANY
HARVEY CEDARS	609-494-3036	LAKE TELEMAR	SEE ROCKAWAY
HASBROUCK HTS	201-288-1000	LAKEHURST	732-657-7812
HASKELL	SEE WANAWUE	LAKEWOOD	732-363-0200
HA WORTH	201-384-1900	LAMBERTVILLE	609-397-3132
HA WTHORNE	973-427-1800	LANDING	SEE ROXBURY
HAZLET	732-264-6565	LAUREL SPRINGS	856-783-2887
HELMETTA	732-251-4100	LAURELTON	SEE BRICK
HIBERNIA	SEE ROCKAWAY	LAURENCE HARBOR	SEE OLD BRIDGE
HIGH BRIDGE	908-638-6500	LAVALLETTE	732-793-4800
HIGHLAND PARK	732-572-3800	LAWNSIDE	856-573-6204
HIGHLANDS	732-872-1158	LAWRENCE TWP	856-785-0035 CUMBERLAN
HIGHTSTOWN	609-448-1234	LAWRENCE TWP	609-896-1111 MERCER
HILLSBOROUGH	908-369-4323	LEBANON	908-236-2622
HILLSDALE	201-664-4200	LEBANON TWP	908-638-8515
HILLSIDE	973-926-5800	LEDGEWOOD	SEE ROXBURY
HI-NELLA	856-784-6238	LEONIA	201-944-0800
HOBOKEN	201-420-2100	LIBERTY	908-689-3100
HO-HO-KUS	201-652-1700	LIBERTY CORNER	SEE BERNARDS TWP
HOLLAND	908-995-4620	LINCOLN PARK	973-694-5533
HOLMDEL	732-946-4400	LINCROFT	SEE MIDDLETOWN
HOPATCONG	973-398-5000	LINDEN	908-474-8500
HOPE	908-459-5000	LINDENWOLD	856-784-7566
HOPELAWN	SEE WOODBRIDGE	LINWOOD	609-927-5252
HOPEWELL	609-737-3100	LITTLE EGG HARBOR	609-296-3666
HOPEWELL TWP	856-451-0100 CUMBERLAN	LITTLE FALLS	973-256-0200
HOPEWELL TWP	609-737-3100 MERCER	LITTLE FERRY	201-641-2770

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LITTLE SILVER	732-747-5900	MIDLAND PARK	201-444-2300
LIVINGSTON	973-535-7915	MIDVALE	SEE WANAQUE
LOCH ARBOUR	732-531-1800	MILFORD	908-995-4612
LODI	973-473-7600	MILLBURN	973-564-7001
LOGAN	856-423-6500	MILLINGTON	SEE LONG HILL
LONG BEACH	609-494-3322	MILLSTONE	908-725-0106
LONG BRANCH	732-222-1000	MILLSTONE TWP	609-448-0074
LONG HILL	908-647-1800	MILLTOWN	732-828-1100
LONGPORT	609-822-2141	MILLVILLE	856-825-3111
LOPATCONG	908-859-1212	MILTON	SEE JEFFERSON
LOWER TWP	609-886-3619	MINE HILL	973-366-7414
LOWER ALLOWAY CK	856-267-1111	MONMOUTH BEACH	732-229-1313
LUMBERTON	609-267-1111	MONROE GLOUCESTER	856-728-0800
LYNDHURST	201-939-2900	MONROE MIDDLESEX	732-521-0222
LYONS	SEE BERNARDS TWP	MONTAGUE	973-383-1515
MADISON	973-593-3000	MONTCLAIR	973-744-1234
MAGNOLIA	856-783-4400	MONTGOMERY	908-359-3220
MAHWAH	201-529-1000	MONTVALE	201-391-4600
MALAGA (GLOUCESTER)	SEE FRANKLIN TWP	MONTVILLE	973-334-2730
MANAHAWKIN	SEE STAFFORD	MOONACHIE	201-641-9100
MANALAPAN	732-446-4300	MORRESTOWN	856-235-0130
MANASQUAN	732-223-1000	MORGANVILLE	SEE MARLBORO
MANCHESTER	732-657-6111	MORRIS TWP	973-326-7459
MANNINGTON	856-769-0775	MORRIS PLAINS	973-538-2284
MANSFIELD	609-298-4411 BURLINGTON	MORRISTOWN	973-538-2200
MANSFIELD	908-852-0003 WARREN	MT ARLINGTON	973-398-2100
MANTOLOKING	732-892-0382	MT EPHRAIM	856-931-2220
MANTUA	856-468-1900	MT FREEDOM	SEE RANDOLPH
MANVILLE	908-725-1900	MT HOLLY	609-267-8300
MAPLE SHADE	856-779-7111	MT KEMBLE LAKE	SEE HARDING
MAPLEWOOD	973-762-3400	MT LAUREL	856-234-1414
MARCELLA	SEE ROCKAWAY	MT OLIVE	973-691-0850
MARGATE CITY	609-822-1151	MT TABOR	SEE PARSIPPANY/TROY HILL
MARLBORO	732-536-0100	MOUNTAIN LAKES	973-334-1413
MARLTON	SEE EVESHAM	MOUNTAIN VIEW	SEE WAYNE
MATAWAN	732-566-1010	MOUNTAIN SIDE	908-232-8100
MAURICE RIVER	856-758-0035	MULLICA	609-561-7600
MAYS LANDING	SEE HAMILTON TWP	MURRAY HILL	SEE NEW PROVIDENCE
MAYWOOD	201-845-8800	NATIONAL PARK	856-456-5717
MEDFORD	609-654-7511	NEPTUNE TWP	732-988-8000
MEDFORD LAKES	609-654-2156	NEPTUNE CITY	732-775-1615
MENDHAM	973-543-2527	NETCONG	973-347-7700
MENDHAM TWP	973-543-2581	NEW BRUNSWICK	732-745-5200
MERCHANTVILLE	856-662-0507	NEW HANOVER	609-758-7149
METUCHEN	732-632-8500	NEW MILFORD	201-261-1400
MIDDLE TWP	609-465-8700	NEW PROVIDENCE	908-665-1111
MIDDLESEX	732-356-1900	NEW SHREWSBURY	SEE TINTON FALLS
MIDDLETOWN	732-615-2100	NEWARK	973-733-6000

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NEWFIELD	856-697-0577	PENNSAUKEN	856-488-0080
NEWFOUNDLAND	SEE ROCKAWAY	PENNSVILLE	856-678-7777
NEWTON	973-383-2525	PEQUANNOCK	973-825-1700
N. ARLINGTON	201-991-4400	PERTH AMBOY	732-442-4400
NORTH BERGEN	201-392-2100	PHILLIPSBURG	908-454-1121
NORTH BRUNSWICK	732-545-3200	PILESGROVE	856-769-0775
NORTH CALDWELL	973-226-0800	PINE BEACH	732-341-2616
NORTH HALEDON	973-423-1111	PINE HILL	856-783-1549
NORTH HANOVER	609-758-3351	PINE VALLEY	856-784-5223
NORTH HUNTERDON	SEE FRANKLIN TWP	PISCATAWAY	732-562-1100
NORTH PLAINFIELD	908-756-7700	PITMAN	856-589-3500
NORTH WILDWOOD	609-522-2411	PITTSBURGH	856-451-0101
NORTHFIELD	609-641-3122	PLAINFIELD	908-753-3000
NORTHVALE	201-768-5900	PLAINSBOBO	609-799-2333
NORWOOD	201-768-0850	PLEASANTVILLE	609-641-6100
NUTLEY	973-284-4940	PLUMSTED	609-758-7185
OAKHURST	SEE OCEAN TWP	POHATCONG	908-454-9836
OAKLAND	201-337-6171	POINT PLEASANT	732-892-0060
OAKLYN	856-854-0049	PT. PLEASANT BEACH	732-892-0500
OCEAN TWP	732-531-1800 MONMOUTH	POMPTON LAKES	973-835-0400
OCEAN TWP	609-693-4007 OCEAN	POMPTON PLAINS	SEE PEQUANNOCK
OCEAN CITY	609-399-9111	PORT-AU-PECK	SEE OCEANPORT
OCEAN GATE	732-269-2468	PORT AUTHORITY GW	201-346-4000
OCEAN GROVE	SEE NEPTUNE TWP	PORT MORRIS	SEE ROXBURY
OCEAN PORT	732-222-6300	PORT READING	SEE WOODBRIDGE
OGDENSBURG	973-927-3160	PORT REPUBLIC	609-296-3131
OLD BRIDGE	732-721-5600	PRINCETON	609-924-4141
OLD TAPPAN	201-664-1221	PRINCETON TWP	609-921-2100
OLDMANS	856-769-0774	PROSPECT PARK	973-790-7900
ORADELL	201-261-0200	QUINTON	856-769-0775
ORANGE	973-266-4111	RAHWAY	732-827-2200
OXFORD	908-453-4133	RAINBOW LAKES	SEE PARSIPPANY/TROY HILL
PAHAQUARRY	SEE HARDWICK	RAMSEY	201-327-2400
PAL.INTERSTATE PW	201-768-6001	RANDOLPH	973-989-7000
PALISADES PK	201-944-0900	RARITAN	908-725-6700
PALMYRA	856-829-0191	RARITAN TWP	908-782-8889
PARAMUS	201-262-3400	READINGTON	908-534-4030
PARK RIDGE	201-391-5400	RED BANK	732-530-2700
PARSIPPANY/TROY H	973-263-4300	RIDGEFIELD	201-943-5210
PASSAIC	973-365-3900	RIDGEFIELD PARK	201-641-6400
PASSAIC TWP	SEE LONG HILL	RIDGEWOOD	201-652-3900
PATERSON	973-881-6800	RINGWOOD	973-962-7017
PAULSBORO	856-423-1100	RIVER EDGE	201-262-1233
PEAPACK/GLADSTON	908-234-0626	RIVER VALE	201-664-1111
PEMBERTON	609-723-8300	RIVERDALE	973-835-0034
PEMBERTON TWP	609-723-8300	RIVERSIDE	856-461-3434
PENNINGTON	609-737-2020	RIVERTON	856-829-1211
PENNS GROVE	856-299-0055	ROCHELLE PARK	201-843-1515

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ROCKAWAY	973-627-1314	SPOTSWOOD	732-251-2121
ROCKAWAY TWP	973-625-4000	SPRING LAKE	732-449-1234
ROCKLEIGH	201-646-2700	SPRING LAKE HTS	732-449-6161
ROCKY HILL	609-882-3952	SPRINGFIELD TWP	609-723-5100
ROOSEVELT	609-448-0073	SPRINGFIELD TWP	973-376-0400
ROSELAND	973-226-8700	STAFFORD	609-597-8581
ROSELLE	908-245-2000	STANHOPE	973-347-4533
ROSELLE PARK	908-245-2300	STILLWATER	973-383-3773
ROXBURY	973-448-2100	STIRLING	SEE LONGHILL
RUMSON	732-842-0500	STOCKTON	908-782-3639
RUNNEMEDE	856-939-3354	STONE HARBOR	609-368-2111
RUTHERFORD	201-939-6000	STOW CREEK	856-451-0101
SADDLEBROOK	201-843-7000	STRATFORD	856-783-8616
SADDLE RIVER	201-327-5300	SUCCASUNNA	SEE ROXBURY
SALEM	856-935-0057	SUMMIT	908-273-0051
SANDYSTONE	973-383-1515	SURF CITY	609-494-8121
SAYREVILLE	732-727-4444	SUSSEX	973-383-1500
SCOTCH PLAINS	908-322-7100	SWEDESBORO	856-423-7875
SEA BRIGHT	732-842-0010	TABERNACLE	609-859-2281
SEA GIRT	732-449-7300	TAVISTOCK	856-429-3000
SEA ISLE	609-263-4311	TEANECK	201-837-2600
SEASIDE HEIGHTS	732-793-1800	TENAFLY	201-568-5100
SEASIDE PARK	732-793-8000	TENNANT	SEE MANALAPAN
SECAUCUS	201-330-2060	TETERBORO	201-641-2770
SEWAREN	SEE WOODBRIDGE	TEWKSBURY	908-439-3477
SHAMONG	609-856-2281	TINTON FALLS	732-542-4422
SHILOH	856-451-0101	TOMS RIVER	SEE DOVER TWP
SHIP BOTTOM	609-494-1518	TOTOWA	973-790-3700
SHORT HILLS	SEE MILBURN	TRENTON	609-989-4111
SHREWSBURY	732-741-2500	TROY HILLS	973-263-4300
SHREWSBURY TWP	732-681-1870	TUCKERTON	609-296-9416
SINGAC	SEE LITTLE FALLS	UNION TWP HUNTERDON	908-730-6100
SOMERDALE	856-783-4900	UNION TWP UNION	908-851-5000
SOMERS POINT	609-927-6161	UNION BEACH	732-264-0313
SOMERSET	SEE FRANKLIN TWP	UNION CITY	201-348-5790
SOMERVILLE	908-725-0031	UPPER TWP	609-861-5300
SOUTH AMBOY	732-721-0111	UPPER DEERFIELD	856-451-0100
SOUTH BELMAR	732-681-3081	UPPER FREEHOLD	609-448-0073
S. BOUNDBROOK	732-356-0087	UPPER PITTSBORO	856-769-0774
S. BRUNSWICK	732-329-4646	UPPER SADDLE RIVER	201-327-2700
S. HACKENSACK	201-440-0042	VENTNOR	609-822-2101
S. HARRISON	856-769-2879	VERNON	973-764-6155
SOUTH ORANGE	973-378-7772	VERONA	973-239-5000
S. PLAINFIELD	908-755-0700	VICTORY GARDENS	973-347-1000
SOUTH RIVER	732-238-1000	VINCENTOWN	SEE SOUTHAMPTON
S. TOMS RIVER	732-349-6913	VINELAND	856-691-4111
SOUTHAMPTON	609-859-2281	VOORHEES	856-428-5400
SPARTA	973-729-6121	WALDWICK	201-652-5700

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WALL	732-449-4500	WOODLAND	609-859-2281
WALLINGTON	973-473-1715	WOODLYNNE	856-962-9000
WALPACK	973-383-1515	WOOD-RIDGE	201-939-0476
WANAQUE	973-835-5600	WOODSTOWN	856-769-1330
WANTAGE	973-383-1515	WOOLWICH	856-468-4476
WARREN	908-753-1000	WRIGHTSTOWN	609-758-7149
WARREN TWP	908-753-1000	WYCKOFF	201-891-2121
WASHINGTON	908-689-4646		
WASHINGTON TWP	201-664-1140 BERGEN		
WASHINGTON TWP	609-296-3132 BURLINGTON		
WASHINGTON TWP	856-256-1212 GLOUCESTER		
WASHINGTON TWP	609-259-3900 MERCER		
WASHINGTON TWP	908-876-3232 MORRIS		
WASHINGTON TWP	908-689-1630 WARREN		
WATCHUNG	908-756-3663		
WATERFORD	856-767-2134		
WAYNE	973-694-0600		
WEEHAWKEN	201-863-7800		
WENONAH	856-468-6262		
WEST AMWELL	609-397-1100		
WEST CALDWELL	973-225-4114		
WEST CAPE MAY	609-884-3991		
WEST DEPTFORD	856-845-2300		
WEST LONG BRANCH	732-229-5000		
WEST MILFORD	973-728-2800		
WEST NEW YORK	201-295-5000		
WEST ORANGE	973-325-4000		
WEST PATERSON	973-345-8111		
WEST WILDWOOD	609-522-2396		
WEST WINDSOR	609-799-1222		
WESTAMPTON	609-267-3000		
WESTFIELD	908-789-4000		
WESTVILLE	856-456-0028		
WESTWOOD	201-664-7000		
WEYMOUTH	609-625-1104		
WHARTON	973-366-0557		
WHIPPANY	SEE HANOVER		
WHITE	908-689-3100		
WILDWOOD	609-522-3471		
WILDWOOD CREST	609-522-2456		
WILLINGBORO	609-877-3000		
WINFIELD	908-925-3852		
WINSLOW	609-561-3300		
WOODBINE	609-861-5300		
WOODBRIIDGE	732-634-7700		
WOODBURY	856-845-0064		
WOODBURY HEIGHTS	856-845-4000		
WOODCLIFF LAKE	201-391-8222		

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COUNTY AGENCIES

ATLANTIC COUNTY		CUMBERLAND COUNTY	
COURTHOUSE	609-625-7000	COURTHOUSE	856-451-8000
JAIL	609-645-5855	JAIL	856-453-4890
RECORDS	609-645-7551	RECORDS	856-453-4876
PROBATION	609-345-6700	PROBATION	856-453-4644
PROSECUTOR	609-704-7800	PROSECUTOR	856-453-0486
PUBLIC DEFENDER	609-625-9111	PUBLIC DEFENDER	856-453-1568
SHERIFF	609-625-7000	SHERIFF	856-451-4449
AFTER HOURS	609-641-0111		
BERGEN COUNTY		ESSEX COUNTY	
COURTHOUSE	201-646-2000	COURTHOUSE	973-621-5000
JAIL	201-527-3000	JAIL	973-621-5162
RECORDS	201-527-3050	RECORDS	973-621-2051
POLICE	201-646-2700	POLICE	973-268-4200
PROBATION	201-646-2121	PROBATION	973-693-5700
PROSECUTOR	201-646-2300	PROSECUTOR	973-621-4700
PUBLIC DEFENDER	201-996-8030	PUBLIC DEFENDER	973-648-2600
SHERIFF	201-646-2222	SHERIFF	973-621-4111
BURLINGTON COUNTY		GLOUCESTER COUNTY	
COURTHOUSE	609-265-5000	COURTHOUSE	856-853-3200
JAIL	609-265-5979	JAIL	856-384-4650
RECORDS	609-265-5916	RECORDS	856-384-4669
PROBATION	609-518-2885	PROBATION	856-232-9777
PROSECUTOR	609-265-5035	PROSECUTOR	856-384-5500
PUBLIC DEFENDER	609-267-4748	PUBLIC DEFENDER	856-853-4188
SHERIFF	609-265-5132	SHERIFF	856-384-4600
AFTER HOURS	609-267-8300	AFTER HOURS	856-384-4658
CAMDEN COUNTY		HUDSON COUNTY	
COURTHOUSE	856-225-5000	COURTHOUSE	201-795-6000
JAIL	856-225-7629	JAIL	201-491-5566
RECORDS	856-225-7634	PROBATION	201-795-6117
PROBATION	856-225-7553	PROSECUTOR	201-795-6464
PROSECUTOR	856-225-8400	PUBLIC DEFENDER	201-795-8922
PUBLIC DEFENDER	856-614-3500	SHERIFF	201-795-6300
SHERIFF	856-225-5470	AFTER HOURS	201-915-1300
AFTER HOURS	856-225-7654		
CAPE MAY COUNTY		HUNTERDON COUNTY	
COURTHOUSE	609-465-1000	COURTHOUSE	908-788-1589
JAIL	609-465-1233	JAIL	908-788-1213
PROBATION	609-465-1090	RECORDS	908-788-1184
PROSECUTOR	609-465-1135	PROBATION	908-788-1155
PUBLIC DEFENDER	609-465-3101	PROSECUTOR	908-788-1129
SHERIFF	609-463-6428	PUBLIC DEFENDER	908-788-5770
AFTER HOURS	609-465-1237	SHERIFF	908-788-1166
		MERCER COUNTY	
		COURTHOUSE	609-989-6477
		JAIL	609-989-6901
		RECORDS	609-989-2233
		PROBATION	609-989-6225
		PROSECUTOR	609-989-6305
		PUBLIC DEFENDER	609-292-4081
		SHERIFF	609-989-6111

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MIDDLESEX COUNTY		SOMERSET COUNTY	
COURTHOUSE	732-745-3000	COURTHOUSE	908-231-7000
JAIL	732-297-3636	JAIL	908-231-7150
RECORDS	732-951-3355	RECORDS	908-231-7082
POLICE	732-745-3800	PROBATION	908-231-7111
PROBATION	732-981-2100	PROSECUTOR	908-231-7100
PROSECUTOR	732-745-3300	PUBLIC DEFENDER	908-704-3020
PUBLIC DEFENDER	732-937-6400	SHERIFF	908-231-7140
SHERIFF	732-745-3366	AFTER HOURS	908-526-2500
AFTER HOURS	732-745-3271		
MONMOUTH COUNTY		SUSSEX COUNTY	
COURTHOUSE	732-431-7000	COURTHOUSE	973-579-0200
JAIL	732-431-7863	JAIL	973-579-0875
RECORDS	732-303-7638	RECORDS	973-579-0879
PROBATION	732-431-7700	PROBATION	973-579-0600
PROSECUTOR	732-431-7161	PROSECUTOR	973-383-1570
PUBLIC DEFENDER	732-308-4320	PUBLIC DEFENDER	973-383-9445
SHERIFF	732-431-7138	SHERIFF	973-579-0850
AFTER HOURS	732-308-2977		
MORRIS COUNTY		UNION COUNTY	
COURTHOUSE	973-285-6000	COURTHOUSE	908-527-4000
JAIL	973-631-5175	JAIL	908-558-2601
PARK POLICE	973-326-7632	RECORDS	908-558-6906
PROBATION	973-285-6510	POLICE	908-654-9800
PROSECUTOR	973-185-6200	PROBATION	908-659-3500
PUBLIC DEFENDER	973-631-6260	PROSECUTOR	908-527-4500
SHERIFF	973-285-6600	PUBLIC DEFENDER	908-820-3070
AFTER HOURS	973-285-2900	SHERIFF	908-527-4450
		AFTER HOURS	908-654-9800
OCEAN COUNTY		WARREN COUNTY	
COURTHOUSE	732-244-2121	COURTHOUSE	908-475-6200
JAIL	732-929-2043	JAIL	908-475-7900
RECORDS	732-929-2200	PROBATION	908-475-6920
PROBATION	732-929-2067	PROSECUTOR	908-475-6278
PROSECUTOR	732-929-2028	PUBLIC DEFENDER	908-475-5183
PUBLIC DEFENDER	732-286-6400	SHERIFF	908-475-6308
SHERIFF	732-929-2044		
PASSAIC COUNTY			
COURTHOUSE	973-881-4000		
JAIL	973-881-4620		
RECORDS	973-881-2795		
PROBATION	973-247-8700		
PROSECUTOR	973-881-4800		
PUBLIC DEFENDER	973-977-4150		
SHERIFF	973-881-4200		
AFTER HOURS	973-881-7500		
SALEM COUNTY			
COURTHOUSE	856-935-7510		
JAIL	856-769-4300		
RECORDS	EXT. 1		
PROBATION	856-935-7510		
PROSECUTOR	856-935-7510		
PUBLIC DEFENDER	856-935-2212		
SHERIFF	856-935-7510 EXT. 8375		

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STATE POLICE DIVISION HEADQUARTERS 609-882-2000 STATE GOVERNMENT SECURITY BUREAU STATE HOUSE TRENTON 609-292-4653 CAPITOL POLICE 609-292-4653 COMMUNICATIONS BUREAU RIVER RD. TRENTON 609-882-2000 EXT. 2383 TRAINING BUREAU MUNICIPAL AND SPECIAL SCHOOLS SEA GIRT 732-449-5200 LABORATORIES SPECIAL AND TECHNICAL SERVICES SECTION 609-771-0022 EASTERN REGION LABS SEA GIRT 732-449-0303 NORTHERN REGION LABS LITTLE FALLS 973-256-7790 SOUTHERN REGION LABS HAMMONTON 609-561-2060 TROOP "A" HEADQUARTERS, BUENA VISTA 609-561-1800 ATLANTIC CITY EXPRESSWAY 609-965-7200 BELLMAWR 856-933-0662 BRIDGETON 856-451-0101 BUENA VISTA 609-652-1105 PORT NORRIS 856-785-0036 RED LION 609-859-2282 WOODBINE 609-861-5698 WOODSTOWN 856-769-0775 TROOP "B" HEADQUARTERS, TOTOWA 973-785-9412 HOPE 908-459-5098 NETCONG 973-347-1001 PERRYVILLE 908-730-7041 SOMERVILLE 908-725-0107 SUSSEX 973-383-1514 TOTOWA 973-785-9419 WASHINGTON 908-689-3101	TROOP "C" HEADQUARTERS, PRINCETON 609-452-2600 ALLENWOOD 732-681-1874 BORDENTOWN 609-298-1171 FLEMINGTON 908-782-3639 FORT DIX 609-723-7122 HIGHTSTOWN 609-448-0074 PRINCETON 609-452-2600 WILBURTHA 609-882-3952 TROOP "D" HEADQUARTERS, CRANBURY 609-860-9000 EXT. 4200 CRANBURY TURNPIKE EXT. 4400 MOORESTOWN TNPK 856-235-1028 NEWARK TNPK 973-344-1704 TROOP "E" HEADQUARTERS, WOODBRIDGE PARKWAY 732-442-8600 BASS RIVER PKWY 609-296-2031 732-349-2596 BLOOMFIELD PKWY 973-338-8260 HOLMDEL PKWY 732-264-4150 MARINE DIVISION ATLANTIC CITY 609-441-3586 BIVALVE 609-785-1330 BURLINGTON 609-387-1221 LAKE HOPATCONG 973-663-3401 NEWARK BAY 973-578-8173 NORTH WILDWOOD 609-522-0393 OCEAN 609-296-5807 POINT PLEASANT 732-899-5050 TRENTON 609-882-2000 STATE DEPARTMENTS AND AGENCIES EXECUTIVE DEPARTMENT 609-292-2000 DEPT. OF AGRICULTURE 609-292-8896 DEPT. OF BANKING & INS. 609-292-5360 DEPT. OF COMMUNITY AFFAIRS 609-292-6392 DEPT. OF CORRECTIONS 609-292-4036 COMMUNITY RELEASE 609-292-4036 BUREAU OF PAROLE 609-292-1383 PAROLE BOARD/ELIGIBILITY 609-292-4257 DEPT. OF EDUCATION 609-292-4450 ENVIRONMENTAL PROTECTION 609-777-3373 DIV. OF FISH, GAME AND WILDLIFE 609-292-2965 HEALTH AND SENIOR SERVICES 609-292-7834 ADDICTION SERVICES 609-292-5760 HUMAN SERVICES 609-292-5325 YOUTH AND FAMILY SERVICES 609-292-6920 DEPT. OF INSURANCE 609-292-5360 LABOR 609-292-2323 WORKERS COMPENSATION 609-292-2414
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DEPARTMENT OF LAW AND PUBLIC SAFETY		DIV. OF GAMING ENFORCEMENT 609-292-9394	
MAIN NUMBER	609-292-8740	HIGHWAY TRAFFIC SAFETY	609-633-9300
ATTORNEY GENERAL	609-292-4925		
JUVENILE JUSTICE COMM.	609-530-5200	NJ RACING COMM.	609-292-0613
INSURANCE FRAUD UNIT	609-292-1539	ELECTION LAW ENFORCEMENT	609-292-8700
ENVIRONMENTAL ENF.	609-292-1557		
PUBLIC TRANSPORTATION	973-491-7010	DEPT. OF MILITARY	
PUBLIC UTILITIES AND		AND VETERANS AFFAIRS	609-530-6892
CIVIL RIGHT	973-648-3510	DEPT. OF PERSONNEL	
TRANSPORTATION SECTION	609-292-5937	AND MERIT SYSTEM BOARD	609-292-4144
TREASURY	609-984-4964	DEPT. OF STATE	609-984-1000
		DEPT. OF TRANSPORTATION	609-530-2000
DIV. OF CRIMINAL JUSTICE 609-984-6500		DIV. OF AERONAUTICS	
PROSECUTIONS BUREAU	609-984-0032	AND FREIGHT	609-530-2900
CIVIL REMEDIES AND		DIV. OF MV	888-486-3339
FORFEITURES	609-633-7804	DEPT. OF TREASURY	609-292-5031
COMPUTER ANALYSIS AND			
TECHNOLOGY	609-984-7308	NATIONAL TRANSPORTATION	
CORRUPTION AND		SAFETY BOARD	202-314-6000
GOVERNMENT INTEGRITY	609-984-7671		
FINANCIAL CRIMES	609-633-9882	U.S. POSTAL SERVICE	202-268-2860
ENVIRONMENTAL CRIMES	609-984-4470		
STATE GRAND JURY	609-984-2353	NEW YORK POLICE DEPARTMENT	
NARCOTICS	609-530-3400	MANHATTAN SOUTH	212-477-7436
ORGANIZED CRIME	609-984-7596	MANHATTAN NORTH	212-678-1851
CASINO PROSECUTIONS	609-441-3377	BRONX	718-299-4314
		BROOKLYN SOUTH	718-287-3231
OPERATIONS BUREAU 609-984-0020		BROOKLYN NORTH	718-573-5035
BIAS CRIME AND		QUEENS SOUTH	718-969-8602
COMMUNITY RELATIONS	609-984-1936	QUEENS NORTH	718-626-4480
PROSECUTOR'S AND POLICE	609-984-2814	STATEN ISLAND	718-667-2220
RECORDS AND ID	609-984-3835		
STATE MED. EXAMINER	609-896-8900	HIGHWAY DISTRICTS	
VICTIM/WITNESS ADVOCACY	609-588-7900	HIGHWAY DISTRICT	718-217-3529
		HIGHWAY 1	718-833-5804
POLICE BUREAU 609-984-0055		HIGHWAY 2	718-377-1444
EDUCATION BUREAU 609-984-0035		HIGHWAY 3	718-217-3500
CRIMINAL JUSTICE TRAINING	732-974-7565	MANHATTAN TRAFFIC	212-239-2500
LAW ENFORCEMENT		HIGHWAY STATEN ISLAND	718-667-2235
STANDARDS	609-984-0960		
POLICE TRAINING COMM.	609-984-4476	TRANSIT BUREAU PATROL BOROUGHES	
		MANHATTAN	212-258-2870
ADMINISTRATION BUREAU 609-984-4499		BRONX	718-430-8419
INSURANCE FRAUD PROS. 609-896-8888		BROOKLYN	718-266-1698
DIV. OF ABC 609-984-2830			
ABC ENFORCEMENT NJSP	609-882-2000 EXT. 2697	PRECINCTS ALL AREA CODE 718	
DIV. OF CIVIL RIGHTS 609-292-4605		1 ST 334-0611	20 TH 580-6411
ATLANTIC CITY	609-441-3100	5 TH 334-0711	23 RD 860-6411
CAMDEN	856-614-2550	6 TH 741-4811	24 TH 678-1811
NEWARK	973-648-2700	7 TH 477-7311	25 TH 860-6511
PATERSON	973-977-4500	9 TH 477-7811	26 TH 678-1311
TRENTON	609-292-4605	10 TH 741-8211	28 TH 678-1611
DIV. CONSUMER AFFAIRS 973-504-6200		13 TH 477-7411	30 TH 690-8811
LEGALIZED GAMES CHANCE	973-273-8000	MTS 239-9811	32 ND 690-6311
WEIGHTS AND MEASURES	732-815-4840	17 TH 826-3211	33 RD 927-3200
ALCOHOL& DRUG COUNSEL	973-273-6369	MTN 767-8400	34 TH 927-9711
DIV. OF ELECTIONS	609-292-3760	19 TH 452-0600	40 TH 402-2270
		C.P. 570-4820	41 ST 542-4771

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718 AREA CODES

42 ND	402-3887
43 RD	542-0888
44 TH	590-5511
45 TH	822-5411
46 TH	220-5211
47 TH	920-1211
48 TH	299-3900
49 TH	918-2000
50 TH	543-5700
52 ND	220-5811
60 TH	946-3311
61 ST	627-6611
62 ND	236-2611
63 RD	258-4411
66 TH	851-5611
67 TH	287-3211
68 TH	439-4211
69 TH	257-6211
70 TH	851-5511
71 ST	735-0511
72 ND	965-6311
73 RD	495-5411
75 TH	827-3511
76 TH	834-3211
77 TH	735-0611
78 TH	636-6411
79 TH	636-6611
81 ST	574-0411
83 RD	574-1605
84 TH	875-6811
88 TH	636-6511
90 TH	963-5311
94 TH	383-3879
100 TH	318-4200
101 ST	868-3400
102 ND	805-3200
103 RD	657-8181
104 TH	386-3004
105 TH	776-9090
106 TH	845-2211
107 TH	969-5100
108 TH	784-5411
109 TH	321-2250
110 TH	476-9311
111 TH	279-5200
112 TH	520-9311
113 TH	712-7733
114 TH	626-9311
115 TH	533-2002
120 TH	876-8500
122 ND	667-2211
123 RD	948-9311

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-23-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VII
VOLUME TITLE: INVESTIGATION	# PAGES: 11					CHAPTER 6
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ALCOHOLISM TREATMENT AND REHABILITATION ACT (A.T.R.A.)						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

POLICY:

Alcoholism and intoxicated persons may no longer be criminally prosecuted solely because of their abuse of alcoholic beverages. In other words, public drunkenness is no longer a crime. Instead, alcoholism is recognized to be a disease, characterized by loss of control over the use of alcoholic beverages, or such use of alcoholic beverages which substantially injures a person's health, or which is to afford intoxicated persons and alcoholics the opportunity to receive treatment rather than punishment when no crime has been committed, or treatment in lieu of prosecution if they have committed a minor offense.

PROCEDURE:

The following procedures will be followed by the Borough of Fort Lee Police Department pertaining to intoxicated individuals.

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ALTERNATIVES AVAILABLE

As of May 9, 1977, a police officer no longer has the option to arrest a person for being drunk in a public place. N.J.S.A. 26:2B-26 and 26:2B-29 repeal all laws and ordinances creating an offense of public intoxication or any equivalent offense. These provisions **do not** affect any laws or ordinances against driving under the influence (DWI) or other similar offenses that involve the operation of motor vehicles, machinery or other hazardous equipment.

Instead of arresting a person for public drunkenness, police officers and other authorized persons will have the following choices for managing intoxicated or incapacitated persons:

- I. A person who appears intoxicated but not incapacitated in a public place, and to be in need of help....**
 - A. With the person's consent may be transported or sent:**
 1. Home;
 2. To a licensed intoxication treatment facility designated in the annual list of the Division of Alcoholism;
 3. To a medical facility.
 - B. Without the intoxicated person's consent, no action should be taken unless it appears the person is incapacitated by alcohol.**
- II. A person who is so intoxicated that he appears to be incapacitated by alcohol and obviously cannot consent or decide for himself if he needs treatment should be taken into protective custody and transported to a designated intoxication treatment center or emergency medical facility, depending upon the circumstances. It should be stressed that any person who is unconscious or injured should be taken directly and immediately to an emergency medical facility.**
- III. An intoxicated person arrested for a violation of a municipal ordinance or disorderly persons offense and is not also arrested for any crime of the 1st, 2nd, 3rd or 4th degree may be taken directly to an intoxication treatment center or other appropriate facility to be treated for up to 48 hours before processing on the criminal offense.**
- IV. If a person who has been drinking is neither intoxicated nor incapacitated, such person should be left alone unless criminal activity is observed or suspected.**

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A. Alcoholic Treatment and Rehabilitation Act:

1. The Act expresses a clear preference for voluntary over involuntary treatment. Voluntary treatment is more desirable from both a medical and legal point of view. Experience has shown that the vast majority of alcoholics are quite willing to accept adequate and appropriate treatment. Again, ATRA makes clear that involuntary treatment is permitted only in exceptional and very clearly prescribed circumstances. Nevertheless, if a person has repeatedly come to the attention of the police for intoxication incidents and related illegal behavior, and has been advised of treatment opportunities but has instead chosen to be taken home, then the police officer should exert more pressure on the individual to seek treatment.

For example, after repeated incidents the police officer might tell the person that he has the choice of entering a program or being charged with an appropriate offense if there has been related criminal behavior such as disorderly conduct. If the intoxicated person refuses treatment at that point and is charged with an offense, the court still has the discretion of ordering treatment in a diversionary program or as part of probation. An arrest in the circumstances described clearly should not be made for punitive or vindictive purposes. Rather, it should be viewed as a means, after all other suggestions and advice of the police have had no impact, of forcing an alcoholic to recognize his need for treatment in order to help preserve his life and health and to save him from more trouble in the future.

V. ASSESSMENT OF THE PERSON'S CONDITION

- A. When a police officer encounters a person who appears to be under the influence of alcohol in a public place, he must make an assessment of that person's condition. One of the biggest obstacles in handling a case of drunkenness is that it is often difficult to distinguish between effects produced by alcohol or drugs and those produced by injury or illness. For instance, a person may smell of alcohol, and he may stagger and seem drunk, or lie unconscious in an apparent drunken stupor. Yet he may have had only a drink, or two, or none at all, and blood or chemical tests would show that he is sober. For this reason it is important for a police officer to know something of other conditions which may produce symptoms mimicking alcohol intoxication. The most common of these are:

1. **Diabetes** - A person who is staggering and apparently drunk could be a diabetic suffering from low blood sugar - a condition that occurs in diabetics who have taken too much insulin or failed to eat enough to keep their blood sugar level up. Alternatively, the apparently unconscious "drunk" could be a diabetic in coma as a result of not having enough insulin. He may have alcohol on his breath, but there may also be present a peculiar sweetish odor - due to a substance called acetone, which has accumulated in his blood.
2. **Epilepsy** - Epileptics may sometimes wander about for hours in a confused state; some may even become violent for brief periods.

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3. **Head Injury** - A serious possibility is the case of an apparently uninjured, apparently alcohol-influenced, accident victim. Some slight bleeding under the covering of the brain may at first produce confused symptoms similar to intoxication, or unconsciousness. If bleeding continues, a clot forms, which may press on the brain. Without immediate treatment the victim will die.
 4. **High Blood Pressure** - The victim of this disease in an acute state may become temporarily irrational.
 5. **Mental Conditions, Brain Tumors, Brain Abscesses, Brain Infections** - These may give rise to unpredictable behavior and peculiar spells.
 6. **Stroke or Apoplexy** - Both conditions are due to disturbances of blood circulation in the brain, and either can cause dizziness, confusion, vomiting or unconsciousness.
 7. **Degenerative Diseases** - Various degenerative diseases of the brain and nervous system may cause a person to stagger, act silly, be forgetful, or wander aimlessly.
 8. **Uremia** - A form of kidney failure which can cause vomiting, convulsions and coma.
 9. **Wernicke's Syndrome** - A complication which may occur in alcoholism in which the victim -- even when not drinking -- is confused, has faulty muscular coordination, or may have paralysis of eye muscles.
 10. **Carbon Monoxide Poisoning** - This can cause dizziness, nausea, weakness, inability to walk, unconsciousness and, eventually, death. After the symptoms are well developed, the victim is usually colored a peculiar cherry-red.
 11. **Narcotic Intoxication** - Heroin users may appear drunken, drowsy or even in deep sleep but, unless in actual coma from overdosage, are readily aroused to alertness by gentle prodding.
- B. All of these are conditions that must be considered when a person is seen behaving oddly or lying unconscious in the street. Instead of thinking, "there goes another drunken so-and-so," the police officer should think: "there is a sick man in an emergency state and I'll have to do something about it." This is the safest course to take.

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- C. If the person is believed to be under the influence of alcohol, the police officer must make a decision as to whether the individual is
 - 1. Intoxicated or
 - 2. Incapacitated, as these terms are defined in ATRA.

VI. DEFINITIONS

- A. The law defines an "intoxicated person" as one whose mental or physical functioning is substantially impaired as a result of the use of alcoholic beverages. "Incapacitated" means the condition of a person who is:
 - 1. As a result of the use of alcohol, unconscious or has his judgment so impaired that he is incapable of realizing and making a rational decision with respect to his need for treatment,
 - 2. In need of substantial medical attention, or
 - 3. Likely to suffer substantial physical harm.
- B. The difference between an intoxicated person and an incapacitated person is a matter of degree. "Intoxication" means that a person's use of alcohol has resulted in a large degree of impairment of his mental or physical functions such as reasoning, making decisions, speaking, walking, seeing and hearing. "Incapacitation" occurs in a small percentage of cases (10-15%). It is characterized by such a high degree of inebriation that the person is unconscious, incoherent, or has extreme difficulty reasoning, making decisions, speaking, etc.
- C. In order to determine whether a person is intoxicated or incapacitated, the police officer may lawfully request that the person submit to any reasonable test, including but not limited to, tests of his coordination, balance, coherency of speech and breath. The person, however, may lawfully refuse to comply with the officer's request.
- D. There is no single criterion for applying the statutory definitions of intoxication and incapacitation. Officers are, therefore, encouraged to refer to the exact wording of the definitions in the statute reproduced above and to use their best judgment in each situation.
- E. **Psychophysical Tests**

Psychophysical tests, such as those which assess general appearance, coordination, balance, judgment, mental awareness and concentration of a person who appears to be intoxicated, are an excellent method for determining the person's condition. It should be

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noted, however, that a seasoned drinker may have learned to compensate for physical actions and may pass these tests extremely well even when intoxicated.

F. Breath Tests

If a breath test is given, it should be administered in the same manner as prescribed for a drunk driving investigation, as governed by department regulations and methods approved by the Attorney General pursuant to N.J.S.A. 39:4-50.3.

G. How Drunk is Intoxicated or Incapacitated?

Experiments have shown that the occasional drinker with little drinking experience becomes very drunk at a blood-alcohol concentration (BAC) reading of .10. The seasoned drinker at the same level exhibits very few outward signs of intoxication. In a California study (1966) it was found that the moderate drinker (one or two cocktails before dinner) showed obvious manifestations of intoxication at a reading of .08. To reach this level the average person of average weight requires six to eight ounces of 86 proof liquor. On the other hand, an habitual drinker showed outward signs of obvious intoxication at BAC readings of .18 to .24, which usually require, in an average person of average weight, 16 to 24 ounces of 86 proof alcohol. The condition and degree of intoxication thus depends on a person's weight and his experience with drinking, both of which affect his tolerance.

VII. HANDLING THE INTOXICATED PERSON

Should the police decide that the person is intoxicated, the officer then may offer to take the person home or to a designated treatment facility. The Division of Alcoholism will publish and distribute an annual list of all services available for the detoxification and treatment of intoxicated and alcoholic persons, and the capacity of such centers and facilities. Should the person refuse the offer of help, the officer does not have the right to force this help upon the intoxicated person. It is recommended that if an intoxicated person is transported to his home, the officer should inform his immediate family that there is a "drinking problem," supply information and literature about the problem and specify the location and time when programs which assist in coping with the problem are available in the community

To ignore a drinking problem merely enables the person to continue his destructive course to the detriment of himself, his family and the community.

VIII. HANDLING THE INCAPACITATED PERSON

If the police officer has reason to believe that the person is incapacitated as defined in ATRA, then the officer must take the person into "protective custody" and arrange for his transportation to an intoxication treatment center or other facility capable of providing emergency medical services for incapacitated persons. When an intoxicated individual has threatened, attempted or inflicted, or is likely to inflict physical harm on himself or another unless restrained, then the

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officer is justified in taking the person into protective custody.

Recognizing the Danger Signs of Intoxication

In handling the "drunk" or alcoholic the police officer will encounter many different problems. Knowing how to handle these could, in many cases, mean the difference between life and death.

It is very important for the police officer to recognize some of the common danger signs and complications of severe intoxication.

- A. **Coma** - Initially the victim is drowsy, very sad, and sick. He may be aggressive when disturbed. Later he may develop some definite physical signs, such as skin pallor. Looking at him, you will see his eyes crossed or pointing out. He may complain of ringing in his ears, numbness "all over," and seeing double. His pulse becomes rapid, the eye pupils -- tiny in the first stage -- now become very large. Later he goes into increasing stupor from which it is difficult to arouse him.
- B. **Shock** - signs are paleness, sweating, clammy skin, fainting and weak pulse;
- C. **Total anesthesia of the brain** - this could happen within two or three hours of first seeing a drunken person.
- D. **Convulsions** - These are a possibly frightening, possibly dangerous, development of the hangover stage. The immediate dangers are that the victim may fall and hurt himself or that his airway may become blocked, so-called swallowing of the tongue. The general danger is that the convulsion may indicate a very serious medical condition. The best treatment is to lay the convulsive patient on his back, if possible, loosen any tight clothing and put something soft, such as a rolled-up shirt tail, in the corner of his mouth. This will prevent him from biting his tongue and will give him an airway. After administering first aid, transportation should be made to the closest medical facility.
- E. **Alcoholic Hallucinosiis** - This lasts from minutes to days. The victim sees and hears things that are not really there. He is convinced that they are there, and they may be vivid, frightening and terrifying.. Sometimes he may have delusions (feeling perhaps that someone is after his life). Apart from these abnormalities, however, he is rational, can talk, knows who you are and what time of day it is. He doesn't usually have a fast pulse, fever, or tremor and is not sweating, pale or flushed. In fact, he looks all right, but "sees things."
- F. **Delirium Tremens** - This is a serious possible complication of the hangover stage. The person suffering from delirium tremens is out of contact with his surroundings and does not know what is going on though there may be clear periods. You may wear a uniform, but he will not necessarily recognize this or realize what it means. He may not know where he is, what time of day or what month it is, or even what nationality he is. He doesn't "know" anything! He often has some fever, is flushed, has a rapid pulse, and

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intense tremor. In addition, he has the typical disturbing hallucinations, and suffers from insomnia and great exhaustion. Usually the condition lasts from two to seven days. Fortunately it is rare, but it is very serious and requires urgent medical attention.

In any of the above circumstances after administering first aid, if indicated, the person should be taken to the nearest medical facility.

IX. TRANSPORTATION

- A. As discussed, the police and other authorized persons are authorized by ATRA to transport intoxicated and incapacitated persons.
- B. Professional judgment should be used in transporting persons to detoxification treatment centers and other medical facilities in accordance with the law. The following are some examples:
 - 1. A person who is unconscious, bleeding or otherwise injured should be taken directly to the emergency room of a general hospital.
 - 2. If the officer must utilize force and handcuffs to subdue a belligerent person who appears to be intoxicated, the person should be considered under arrest and discretion should be exercised in determining whether to take the person to an intoxication facility or to detain him until calm.
 - 3. It may be more appropriate for the police to contact the person's immediate family, or to have the person transported home in a taxi instead of a police car.

X. PROTECTIVE CUSTODY-NOT ARREST

An intoxicated or incapacitated person who is simply assisted by an officer to an intoxication treatment facility must not be considered to have been arrested for a criminal offense, and no entry or other record is permitted to be made to indicate that the person has been arrested. Instead, it is suggested that a field contact card system be utilized for retention by the department, and that any additional record made be limited to the case number and the Daily Police Report (Investigation Report) to account for any activity. The name of the individual or any other information about him must not be made public.

XI. COMMUNICATION WITH PERSON'S FAMILY

- A. ATRA directs treatment facilities to notify the person's family. However, federal regulations promulgated by the Department of Health, Education and Welfare pursuant to federal statutes govern the confidentiality of records relating to both drug and alcohol abusers and restrict the dissemination of information concerning a person's entry into an intoxication treatment program.

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- B. Virtually every organization offering any kind of service to the alcoholic is bound by these regulations. Because the regulations are complex, it is recommended that one person in each organization assume responsibility for the storage of records and for the dissemination of information in order to assure that the requirements of the law are met.
- C. In general, information concerning an alcohol abuser can be released only with that person's written consent. Information can be released without consent if:
 - 1. There is a medical emergency;
 - 2. For research, audit and evaluation; or
 - 3. By Court order.

The scope of the information to be released is limited by the purpose or need for the disclosure and the regulations do not consider as valid a general consent form of unlimited duration.

- D. The police should ordinarily refrain from communicating with the person's family unless requested to do so by the person. If the family should contact the police concerning the whereabouts of the person, it is recommended that the police contact the treatment facility where they have taken the person and have the treatment agency handle the request. However, if the person was taken to a general hospital, the police can disclose the name of the hospital, but any mention of the person's intoxicated condition must be avoided. If a person is **arrested** and in a county or municipal jail, people who call looking for someone can be informed of his whereabouts but not informed of any alcoholic problem.

XII. SECURITY - STOP AND FRISK AND SEARCH AND SEIZURE

If the police officer reasonably believes that his/her safety or the safety of other persons present so requires, he/she is authorized by ATRA to conduct a protective search of an intoxicated or incapacitated person and his/her immediate surroundings, but only to the extent necessary to discover and seize any dangerous weapon, which may on that occasion be used against the officer or other person present.

The repeal of the crime of public intoxication does not affect the officer's authority to stop and "frisk" a person whom he/she suspects is engaging in criminal activities and whom he/she believes is armed and dangerous.

With respect to the law of search and seizure, the officer has no authority to generally search an incapacitated person he/she has taken into protective custody under the provisions of this statute unless a lawful basis for the search exists. It must be stressed that **protective custody** of an incapacitated person, by itself, does not justify a complete search.

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XII. USE OF FORCE

According to ATRA, when a police officer encounters an intoxicated person who has not committed a crime, he/she may use such force, other than that which is likely to inflict physical injury, as is reasonably necessary to carry out his/her authorized responsibilities and to protect himself. This may be interpreted as authorizing the use of temporary restraints (handcuffs) if they are deemed necessary. If the intoxicated person, however, begins to put up such a struggle that he/she is likely to injure the officer, the person is committing an assault that justifies the officer in using such reasonably necessary force to subdue and secure the individual.

If such force is exercised, the person should be considered under arrest for an appropriate offense or in protective custody.

XIV. LIABILITY OF THE POLICE OFFICER

According to ATRA, all persons including police officers and other authorized persons acting under the provisions of the law shall be considered as acting in the conduct of their official duties and shall not be held criminally or civilly liable for such acts. Thus, as long as the officer can show that he/she acted reasonably in the performance of his/her authority as provided by the law, he/she has no cause to fear civil or criminal liability. For example, he/she must not use excessive force beyond that necessary to accomplish the purpose of assisting the intoxicated person to a facility.

XV. PERSONS ARRESTED FOR DISORDERLY AND MUNICIPAL OFFENSES

Effective May 9, 1976, ATRA provides that any person who is arrested for a violation of a municipal ordinance, or for a disorderly persons offense and who is not also arrested for a crime of the 1st, 2nd, 3rd or 4th degree and who the arresting officer has reasonable cause to believe is intoxicated, may be taken by the officer directly to a detoxification treatment center or other appropriate facility. In other words, such a person may be taken directly to a treatment facility, or he/she may alternatively be first processed on the criminal charge and then taken to a facility.

Again, to determine whether or not such person is intoxicated, the police officer may request the person to submit to any reasonable test, including, but not limited to, tests of his/her coordination, coherency of speech and breath.

The intoxication treatment facility is authorized to detain the arrested person until no longer intoxicated, but not for a period exceeding 48 hours. During this period the law requires the police to maintain such security conditions as may be necessary for the well-being of all involved. Such function should be assumed by the officer transporting the arrested person to the facility, but presence of the officer at the facility ordinarily should be of short duration. If it is determined by the facility administrator and the officer that the person's conduct will disrupt the facility unreasonably, the officer should reassume custody and transport the arrested person to the police station for proceedings in the case. If the officer is assaulted during the transportation or at the facility and he is outside his/her jurisdiction, he should be considered as acting in the

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conduct of his/her official duties and the statute should be interpreted as extending his/her jurisdiction for a limited purpose. In other words, even though he is outside his/her jurisdiction he should be able to bring a complaint in his/her official capacity and not just as a civilian. Non-indictable complaints, however, should be brought in the jurisdiction where the assault occurs. At the conclusion of detoxification and examination and prior to releasing the arrested person from the center, the administrator is required to notify the police to reassume custody and transport the arrested person for proceedings in the case.

Following court proceedings, if the arrested person is committed for treatment in lieu of prosecution, the law directs the police to cooperate with the Department of Health in providing temporary security if necessary at facilities to which the person is taken. Again, the presence of the officer at the facility should be of short duration until it is determined by the facility administrator that the defendant is not unreasonably disruptive.

XVI. PERSONS ARRESTED FOR A CRIME OF THE 1st, 2nd, 3rd, 4th OR DRIVING OFFENSE

When a crime of the 1st, 2nd, 3rd or 4th degree is committed by an intoxicated or incapacitated person, public drunkenness is not an issue, and regular police procedures for apprehending felons would apply. This also applies to motor vehicle offenses such as Driving Under the Influence. (D.W.I.) See also Vol 9, Ch 5.

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 04-08-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME X
VOLUME TITLE: SERVICE	# PAGES: 4					CHAPTER 15
ACCREDITATION STANDARD(S):	REFERENCE: V10C15					
SUBJECT: ALCOHOLIC BEVERAGE CONTROL INSPECTION & ENFORCEMENT						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE: A - 32						
REFERENCE: NJAC Title 13, NJSA Title 33, Borough Ordinance Chapter 130						

PURPOSE:

The purpose of this policy is to set forth guidelines for officers who are conducting inspections or investigations and who are enforcing Administrative Code Title 13, and Borough Ordinance Chapter 130 at liquor licensed premises. This policy will establish uniform guidelines for the inspection and enforcement at the liquor licensed premises.

POLICY:

Officers are obligated to the enforcement of all laws, including the Administrative Code (Title 13) and Borough Ordinance (Chapter 130), as they relate to liquor licenses that are issued within Fort Lee boundaries.

Officers should follow the procedures set forth in this policy.

HANDBOOK resource information to assist the Fort Lee Police Department in ABC matters

I. INVESTIGATIONS AND INSPECTIONS

A. The Fort Lee Police Department is primarily responsible for enforcement of laws, the

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administration of the Administrative Code (Title 13) and Borough Ordinance (Chapter 130), as the code relates to licenses that are issued within Fort Lee boundaries.

- B. Investigations for new licenses or license transfers shall be conducted to ensure the applicant is qualified to be licensed, in accordance with the standards established by Title 33 (NJSA 33-1 et seq.).
1. The Liquor License Background Applications shall be completed for all background checks.
 - (a) Background Applications are available through the Detective Bureau and should include:
 - (1) Liquor License Application Procedure Outline
 - (2) Release of Information Form
 - (3) Affidavit of Qualification
 - (4) Application Background Investigation Form
 - (b) The background application is in addition to the ABC Application Packet that is required and available through the Borough Clerk's office.
 2. The applicant is to be fingerprinted as part of a check for past criminal history.
 3. The background check shall include a review of the applicant's financial history.
 4. The background check shall be forwarded to the Chief of Police for review and approval.
 5. A recommendation in writing by the Chief of Police shall be submitted to Mayor and Council as to the applicant's eligibility for a new liquor license or a transfer of a liquor license. The recommendation shall include all background check information.
- C. Investigations shall be conducted by officers of the Fort Lee Police Department of liquor licensed premises in order to maintain compliance with all Rules and Regulations of Administrative Code Title 13.
1. The investigating officer or assigned Detective should check for compliance with Title 13. The following inspections may be conducted:
 - a. E-141-A Form. List of employees 13:2-23.13(a) (3)
 - b. Copy of license application log 13:2-23(a) (2)

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- c. License certificate conspicuously posted 13:2-23(a) (1)
- d. Special tax stamp or indication of payment 13:2-23.23(a) (3)
- e. Prohibitive promotions 13:2-23.16
- f. Employment of a minor 13:2-24.3
- g. Alcoholic beverage stored on license premise 13:2-23.21
- h. Beer tap markings visible 13:2-23.22(a)
- i. Possession of open container prohibited on plenary retail establishment 13:2-23.11
- j. Prohibition of indecent matter 13:2-23.14
- k. Criminally disqualified persons from employment 13:2-14.1

II. ADMINISTRATIVE CODE VIOLATIONS

- A. If an Administrative Code Violation is discovered, the on-scene officer will confiscate the liquor license and employee list, which will be photocopied and returned to the licensed premises. An incident report shall be completed and forwarded to the Detective Bureau along with the photocopies of the license and employee list for investigation.
- B. The investigating Detective will prepare an Investigation Report which shall contain the alleged violation(s). The report shall be forwarded to the Chief of Police for review.
- C. The Chief of Police will review the report and forward the report to the Mayor and Council for their review and / or possible action.
- D. The investigating Detective will forward the Investigation Report and comments to the Fort Lee Borough Clerk no later than two (2) weeks after the incident.
- E. The investigating Detective will also place copies of the entire investigation into the respective liquor license files located in the Detective Bureau
- F. If a criminal offense relating to an ABC violation occurs, or may have occurred in a location licensed by the ABC (even though the suspects were not apprehended at such location); or if the individual charged with the ABC related offense is the holder of a license issued by the ABC, the investigating officer or assigned Detective should immediately file a report with his supervisor. The report shall include a minimum of a one paragraph description that includes the date of arrest, name of the individual, the nexus to the ABC laws (e.g. information that the individual holds a license from the ABC), location of the licensed premises (if applicable) and a copy of the police report.

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- G. The investigating Detective in charge will review the report and forward the report to the Chief of Police.
- H. The Chief of Police shall review the report and forward the report with his comments to the designated Assistant Prosecutor in the Bergen County Prosecutor's Office.
- I. The Bergen County detective and ABC liaison shall review the report and attachments and, if satisfied that the nexus with ABC law exists, shall forward such report to the designated representative at the Division of ABC.

III. SEARCH OF LICENSED PREMISES

- A. Officers have the full authority to inspect and investigate licensees and the conduct of activities under the license and on the licensed premises.
- B. **After receiving approval from a supervisor**, officers may search without a search warrant the licensed premises.
 - 1. An area of a structure that is not licensed to serve or possess alcohol may not be searched without a warrant.
 - 2. Officers, before initiating a search, shall review the Liquor License Application before initiating a warrantless search to confirm the area of a structure that is licensed.
- C. A licensee who refuses to cooperate with a liquor license inspection, search or hinders an investigation in any way, may be charged under Administrative Code 13 with Hindering an Investigation 13:2-23.30.
- D. As per the Reporting Policy (Vol. 4 Ch. 7), the assigned officer will prepare a report for the following:
 - 1. Any call inside licensed premises involving an ABC violation or criminal activity.
 - 2. Any call on the licensed property or adjacent area, and the officer believes the offender, or victim, had recently been inside the licensed premise.

**TRAFFIC
ALCOTEST
VOL IX, CH 17**

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 10-27-2011	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IX
VOLUME TITLE: TRAFFIC	# PAGES: 4					CHAPTER 17
ACCREDITATION STANDARD(S):	REFERENCE: V9C17					
SUBJECT: ALCOTEST						DISTRIBUTION ALL
ISSUING AUTHORITY: _____ CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

State law mandates that chemical tests of a person's breath, in order to be valid under the provisions of NJSA 35:4-50.3, shall be performed according to methods approved by the Attorney General. Accordingly, the Department must maintain the Alcotest 7110 MK III-C instrument and auxiliary equipment. This policy will establish the guidelines for the operation of the Alcotest 7110.

GENERAL RULES

- A.** The Alcotest 7110 is the property of the Fort Lee Police Department and shall not be moved or removed from Headquarters without the permission of the Chief or his designee.
- B.** Operation of the Alcotest will be restricted to Alcotest Operators only who hold a current card issued by the State of New Jersey, Department of Law and Public Safety, which is signed and dated by an Alcotest Instructor of the New Jersey State Police.
- C.** Those operating the Alcotest are responsible for reasonable care of the instrument and materials during its operation.
- D.** In the event of any problems with the instrument, the operator shall inform their immediate supervisor as soon as practical. The operator shall make written notification to the department's Alcotest coordinator,

describing the nature of the problem.

- E. No "practice" tests shall be conducted with the Alcotest 7110 MK III-C
- F. The department's Alcotest coordinator, or his designee, shall be the only person authorized to change the simulator solution.
- G. No simulator solution shall be loaned or given to another agency, without the express consent of the Chief of Police, or the department's Alcotest coordinator. The same shall apply to borrowing simulator solution from another agency.
- H. Although Radio Frequency Interference "RFI" has been determined to have no effect on the Alcotest 7110 MK III-C, portable police radios, cellular phones, camera mics, iPods, and other portable electronics shall be removed from the processing room before using the Alcotest instrument. This includes any portable electronic belonging to the subject.
- I. The following information should be included in every report:
 - 1 The arresting officer read the standard statement form to the subject
 - 2 The Alcotest operator observed the subject 20 minutes prior to administering the test.
 - 3 All cell phones, portable radios and electronic devices were removed from the area prior to testing.
- J. The Alcotest shall remain powered on at all times. Never unplug or turn off the machine.

ALCOTEST OPERATOR'S RESPONSIBILITIES

- A. All Alcotest operators are responsible for normal care when using the Alcotest.
- B. In the event that the department's Alcotest is out of service, and/or is not available for breath testing, the operator shall make arrangements with a neighboring Department to use their instrument.
- C. In the event a Fort Lee officer takes a subject to another jurisdiction to use their Alcotest, the operator will request to run his/her own tests while at that agency. Likewise if an outside agency requests to use our Alcotest, they should be requested to supply their own operator if feasible.
- D. In the event a problem with the Alcotest is identified, written notification shall be made immediately to the department's Alcotest coordinator to insure a minimal amount of time the Alcotest machine is out of service
- E. The Alcotest operator will ensure that once testing is complete, an "Alcohol Influence Report" is printed from the instrument. The arresting officer will include this report with the case file. In the event a report could not be printed, notice will be given to the department's Alcotest coordinator.
- F. The Alcotest operator will use the Alcotest calculator within NCIC 2000 to ensure the breath tests are within acceptable tolerance levels prior to releasing the subject. During this time, the Alcotest operator

shall continue to observe the subject in the event the subject is needed to submit to an additional test.

- G. Record all test results in the Alcotest log book in the processing room. The log book shall be located in the desk drawer below the Alcotest.
- H. All officers obtaining an operators certificate shall forward a copy of the certificate and copies of both sides of their Alcotest card and breathalyzer card to the Records Bureau. The documents will be placed in an Alcotest discovery file. Copies of these documents must also be provided to the department's training coordinator for record keeping purposes.

ALCOTEST COORDINATOR'S RESPONSIBILITIES

- A. The responsibility for the operational status, ultimate care and maintenance of the Alcotest shall be charged to the department's Alcotest coordinator, or his designee.
- B. The Alcotest coordinator shall order all materials necessary for the proper operation of the Alcotest, i.e.; simulator solution, mouthpieces, etc. These orders shall be placed sufficiently in advance to allow for reasonable delivery time.
- C. The coordinator shall track the re-calibration and/or re-certification dates on the Alcotest simulator and its temperature probe. He/she shall assure that these units are returned to the manufacturer in a timely manner to assure the unit does not experience down time. The coordinator shall use a rotation of multiple simulators and temperature probes, with different expiration dates to assure there are no laps in service time.
- D. The coordinator shall work with the New Jersey State Police Breath Test Unit to assure that the Alcotest is inspected and re-certified as required by the state law. The department's Alcotest coordinator shall act as the liaison with the NJSP breath test unit.
- E. The Coordinator shall report to the Chief of Police, or his designee, any unusual problems or circumstances regarding the Alcotest 7110 MK III-C. Additionally the coordinator will report any lapses in service time.
- F. A log shall be maintained by the Alcotest coordinator of any solution changes, problems reported regarding the operation of the unit, any repairs, inspections or purchases of supplies or materials related to the Alcotest.
- G. The Department's Alcotest coordinator will maintain any and all records, certifications, inspection reports and other discoverable documentation associated with the Alcotest 7110 MK III-C.
- H. Supplies for the Alcotest (i.e. simulator solution, probes) shall remain in a secure location, only accessible by the Alcotest coordinator and the designee

CIRCUMSTANCES NOT ADDRESSED WITHIN THIS POLICY:

Officers are occasionally confronted with situations where no written guideline exists and supervisory advice is not readily available. As it would be impossible to address all possible situations with written guidelines,

considerable discretion is given to the officer handling the situation. Faced with the need to make decisions or take an action where no guidelines exist and there is no Supervisor available, officers should rely on their experience and training, and the following resources:

- A. Alcotest 7110 MK III-C operator's manual
- B. NJSP Alcotest 7110 MK III-C training material
- C. Driving Under the Influence policy TS005.1
- D. State laws as specified in Title 2C and Title 39
- E. Attorney General guidelines, memorandums and directives
- F. Departmental Policies and Procedures
- G. Departmental General and Special Orders
- H. Departmental Memorandums

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 3	CHAPTER: 7	# OF PAGES: 3	
SUBJECT: ALTERNATE CARE FOR ARRESTEE DEPENDENTS			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: 3.1.3	
EFFECTIVE DATE: 06/13/2016		SUPERSEDES: All Previous	

PURPOSE The purpose of this policy is to maintain compliance with the N.J. Attorney General's model policy for Alternate Care for Arrestee's Dependents.

POLICY It is the policy of the Fort Lee Police Department to provide persons taken into custody by this department a reasonable opportunity to arrange for the care of children or persons dependent upon the arrestee for their care, sustenance and supervision. When the arrestee is unable to arrange for the care of dependent persons, this department will notify the appropriate municipal, county or state agencies of the need for alternate care for the arrestee's dependents. This department will not take direct responsibility for providing alternate care for any arrestee's dependents.

PROCEDURES

I. General

- A. While the need for alternate care for an arrestee's dependents must be determined, the existence of arrestee dependents should not be the determining factor as to whether the arrestee is held in custody or released.
- B. Where a summons in lieu of arrest is inappropriate or the taking into custody is required by law, public safety, or safety of the arrestee, the individual should be held until released in accordance with law.
- C. Appropriate adult shall mean a competent adult or competent emancipated minor to whom an arrestee is comfortable with entrusting their dependent.

II. Specific Procedures

- A. Whenever a person is subjected to custodial arrest, or is likely to be detained for investigation for more than two (2) hours, and is accompanied by a child or other person dependent upon the person for care, sustenance or supervision, the following procedures must be followed:
 - 1. If another appropriate adult is present with the person arrested or detained, the arrestee or detainee will be permitted to place the dependent in the care of that person.
 - 2. If another appropriate adult refuses custody or is not present:
 - a. The officer may remain at the scene with the arrestee for a reasonable time to arrange for an appropriate adult; or
 - b. The dependent will be transported to headquarters. The dependent may be transported with the arrestee or in a separate vehicle as dictated by the circumstances of the arrest.
 - c. Transportation of the dependent person will be conducted in accordance with department policy concerning the transportation of non-police personnel in departmental vehicles.
 - 3. The arrestee/detainee shall be permitted a reasonable opportunity to make arrangements by telephone for alternate care for the dependent. If contact cannot be made by telephone, an officer should be assigned to make the necessary notification in person. If the appropriate adult resides outside of Fort Lee, the police department with jurisdiction should be contacted to make the notification.
 - 4. If the arrestee/detainee is unable to arrange for alternate care for the dependent(s), the arresting officer or tour commander/road supervisor shall make notification to the appropriate municipal, county, or state agency of the arrest and the need for alternate care.
 - a. The **NJ Department of Children and Families** can be reached at their 24-hour telephone number 1-877-652-2873.

- 1) DCP&P Action Line 1-800-331-3937
- 2) Bergen County Office 201-996-8900
- b. The Bergen County Division of Senior Services may be helpful with dependent adults. (1-201-336-7400)
- c. The arrestee/detainee must be informed of the social agency that is taking charge of their dependents.
5. The agency assuming care of the dependent must be included in the investigative document and on an *Alternate Care Form*. Minimally, the following information should be included:
 - a. Name of the agency;
 - b. Name of the contact person;
 - c. Telephone number of the contact person.
 - d. The *Alternate Care Form* is not required if a third party of the arrestee's choosing assumed custody of the dependent.
6. The arresting officer shall record the name, address, and telephone number of the appropriate adult or agency taking custody of the dependent in the investigation report.
7. The arrestee/detainee must also be provided with this information and the *Alternate Care Form*, if applicable, and must be provided with information on how to reclaim custody of their dependent(s) upon release.
 - a. The officer providing the arrestee with a copy of their form shall sign and date the form.
 - b. The arrestee shall be asked to sign and date the form. If they refuse it shall be noted in the space provided.
8. When setting bail, the on-call judge shall be notified that the arrestee has dependent(s) requiring the arrestee's care and what arrangements had been made for the care of the dependents.
- B. Whenever a person is arrested or taken into custody and likely to be detained for more than two (2) hours, that person must be questioned as to whether or not there is any child or other person solely dependent upon the arrestee for care, sustenance or supervision. If the arrestee answers in the affirmative, the procedures in section II.A apply.

**SERVICE
ANIMAL CALLS AND SERVICES
VOL X CH 1**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-23-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME X
VOLUME TITLE: SERVICE	# PAGES: 4					CHAPTER 1
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ANIMAL CALLS AND SERVICE						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

POLICY:

There are many situations when the police department must respond to wildlife complaints. Complaints of this nature are of a wide variety. It is important that the officer responding have a thorough understanding of the department's responsibility and what alternatives are available to resolve the situation at hand. Officer safety and the safety of the public are paramount. All complaints must be handled cautiously and expeditiously. This policy doesn't encompass dog control or dog calls. Refer to the dog control policy, Vol. X, Ch. #2.

PROCEDURE:

I. ANIMAL AND WILDLIFE CALLS

- A. Any requests for assistance shall be recorded on an investigation Report.
- B. When a call is received about an animal complaint the patrol officer will respond and render the necessary service.
 1. If it is necessary to destroy a wild animal, the patrol may do so, provided that it is accomplished in a safe manner.
 2. No domesticated animal shall be destroyed by the patrol officer, Unless the animal is seriously injured and needs to be put out of its misery.

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- a. Owner is responsible for injured animals, officers responding should:
 - (1). Attempt to contact the owner of the animal.
 - (2). If owner is contacted the animal may be destroyed by the officer if deemed necessary by the owner and the officer.
 - (3). Such destruction will be undertaken as efficiently and humanely as possible.
 - (4). Under no circumstances will the reckless or negligent police action in the destruction of the animal be tolerated.
 - (5). All actions taken will be documented.
 - (6). If owner cannot be contacted and it is necessary to destroy the animal, all proper documentation should be completed.
 - C. Animal control will be responsible to pick up all dead dogs, cats and wildlife.
 - 1.. If an animal is on the roadway, the officer should, if possible, move it to the side of the roadway.
 - 2. Communications will notify the Animal control every morning of any animals to be picked up.
 - D. All personnel should adhere to the procedures outlined in Title 23: Fish Game and Wildlife Laws of New Jersey and Title 4:22 SPCA regulations (Copy of title 23 and Title 4:22 are located at the Police Desk), where violations may exist.
- If there are any questions as to jurisdiction on dead animals, or violations of Titles 23 and 4:22, one of the agencies listed below may be contacted.
- 1. On State Highways, State Department of Transportation will pick up all animals except deer.
 - a. Bergen County D.O.T. will not pick up any dead animals.
 - 2. Department of Environmental Protection Agency
 - a. Wildlife Management Area (working hours)
1-908-735-8793 - **Dead deer pickup.**
 - b. D.E.P. ACTION LINE (evening hours - weekends and holidays)
1-609-292-9400. If there is a problem with an endangered species or a problem with any wild animal, then this agency may be called upon for assistance.

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3. Animal control
 - a. This agency should be notified of all cases of animal cruelty, injured animals, stray animals and dead animals. All laws governing cruelty can be found under N.J.S.A. Title 4, Section 22.
 - b. Will not pick up animals unless tied or under lock.
 - (1) If there is a bite involved they will assist in capturing the animal.
4. NEW JERSEY FISH AND GAME – 908-735-8793
 - a. This agency may be notified for all hunting law violations and any injured wild animal complaints.
 - b. Any nuisance complaints may be directed to them.
5. HUNTING LAWS
 - a. All hunting laws can be found under N.J.S.A. Title 23.

II. ROAD KILLED DEER AND ENFORCEMENT OF N.J. HUNTING LAWS

- A. Effective immediately, all personnel will adhere to the procedures that are outlined.
 1. The Police Department is authorized by State Statute to grant removal of road killed deer to any person or agency that wishes to take possession of road killed deer provided:
 - a. The permit to possess accidentally killed deer is prepared by the investigating officer (Permit books are available at the Police Desk).
 - b. The permit must be signed by the person receiving the deer.
 - c. The permit is to be issued as follows:
 - (1) White copy: Must be issued to the person who has signed the permittee section of the permit.
 - (2) Yellow copy: Is to be forwarded to records and processed by the records clerk and sent to the New Jersey Department of Fish and Game every quarter.
 - (3) Pink copy: Is to be retained by the police department and filed in the Road Killed Deer Permit File. This file shall contain the following information:

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- (a. Copy of the Investigation Report Form.
 - (b. Pink copy of permit.
 - (c. Copy of all prepared reports, i.e. accident report, investigation report, etc.
- 2. If for some reason the person who has hit the deer doesn't wish to take possession, the deer may be released to a fire company, first aid squad, or to anyone who wishes to take possession, but the permit must be filed out at all times.

B. NEW JERSEY HUNTING LAWS

- 1. All officers should be aware that they have the power to enforce all Fish and Game Laws. If any violation is brought to their attention and a complaint is going to be assigned, they can either sign the complaint or contact the Game Warden and he will sign the complaint.

III. LEG HOLD TRAPS

- A. Effective October 27, 1985, leg hold traps are outlawed in New Jersey.
- B. No person shall:
 - 1. Manufacture steel jaw leg hold traps.
 - 2. Sell steel jaw leg hold traps.
 - 3. Offer for sale steel jaw leg hold traps.
 - 4. Possess steel jaw leg hold traps.
 - 5. Import or transport an animal trap of the steel jaw leg hold.
- C. Any person may avoid prosecution by surrendering steel hold traps to:
 - 1. Law enforcement officer.
 - 2. If a trap is surrendered, a property report is to be completed and a notation made in the narrative portion that states the person has voluntarily surrendered the trap to the police department for disposal.

DEPARTMENT RULES AND REGULATIONS / POLICIES AND PROCEDURES

BOROUGH OF FORT LEE	EFFECTIVE DATE	REVISION DATE	PAGE #	SECTION	APPROVED	VOLUME
POLICE DEPARTMENT	12-17-2001					VI
VOLUME TITLE: GENERAL	# PAGES 2					CHAPTER 4
PROSECUTOR DIRECTIVE	REFERENCE VI,CH4					Distribution ALL
SUBJECT: ANNUAL REPORTING REQUIREMENTS						EVALUATION DATE
ISSUING AUTHORITY:						
CHIEF THOMAS R. TESSARO		Special Instructions				
DEPARTMENT REVISIONS						
PROSECUTOR'S OFFICE REVISIONS						
REFERENCE						

PURPOSE:

The purpose of this policy is to adhere to the New Jersey Attorney General's directives and set dates for the submission of the required reports.

POLICY:

The New Jersey Attorney General has mandated that all law enforcement agencies submit an annual report to their respective Prosecutor's Office in the following areas:

Internal Affairs Summary

Firearms Qualifications

Police Vehicular Pursuits

Domestic Violence

As Chief Law Enforcement Officer, the Bergen County Prosecutor's Office has issued directives to the Law Enforcement Agencies within the County. Due to changes in the law, court interpretations, etc., these directives may need to be changed, rescinded or altered. It is imperative that the directives be kept current in each Law Enforcement Agency and any changes noted.

**GENERAL
ANNUAL REPORTING REQUIREMENTS
VOL., VI CH. 4**

PROCEDURE:

At the end of a calendar year, the Chief of Police will have the following summary reports prepared:

Internal Affairs Summary Report (Vol. I, CH9)

Firearms Qualification Report (Vol. IV, CH2)

Police Vehicular Pursuit Report (Vol. V, CH6 App A)

Domestic Violence Review Report (Vol. III, CH1)

These individual policies can be reviewed for the proper type of report to be submitted.

These reports will be completed and submitted to the Bergen County Prosecutor's Office no later than January 15th of the following year.

Additionally, each Bergen County Law Enforcement Agency shall submit a certification by the Executive Officer of the agency that all revised prosecutorial directives have been received, appropriately placed in the Directive Manual and that all their personnel have been trained in the revision. This certification shall accompany the previously mentioned reports.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 2	CHAPTER: 24	# OF PAGES: 4	
SUBJECT: APPEARANCE AND GROOMING			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: 1.4.1	
EFFECTIVE DATE: 06/13/2016		SUPERSEDES: All Previous V1CH17 Uniform and Dress Regulations Sections IX and X.	

PURPOSE: To establish a grooming and appearance regulation for the employees of the department.

POLICY: An officer that presents a professional appearance commands respect from the community he or she serves. Therefore, it is important that there is uniformity on how officers maintains their professional appearance regarding hair style and length, facial hair, tattoos, eyeglasses, and types of jewelry that can be worn.

It is equally important from a professional point of view that the civilian staff of the police department keep a businesslike appearance in dress and grooming.

PROCEDURE:

I. APPEARANCE REGULATIONS – UNIFORM PERSONNEL

A. Male Personnel

1. When reporting for duty or in uniform for any other purpose, uniformed male employees will follow the list below for grooming:
 - a. Hair shall be neat and clean. Male employees shall have their hair maintained in such a manner that is contoured to the shape of the head and not cover the ear or collar of the uniformed shirt. Hair color other than the officer's natural shade is subject to approval of the employee's division commander. Wigs and hair pieces are authorized, provided they meet other requirements for hair.
 - b. Facial hair will only be permitted in the form of a mustache; it may not extend to the sides beyond ½" or below either corner of the mouth and shall be neatly trimmed.
 - c. Side burns shall not be longer than the opening of the ear and shall not extend out past the width of the main portion. Other areas of the face shall be clean shaven.
 - d. Any other body hair shall not protrude from the uniformed shirt collar.
 - e. Fingernails will be neatly trimmed as not to interfere with the performance of duty. Any employee wearing nail polish will maintain a neutral color that does not distract from the uniform or skin tone of the wearer. No decals, ornamentation, or designs shall be applied to the fingernails.

B. Female Personnel

1. When reporting for duty or in uniform for any other purpose, uniformed female employees will follow the list below for grooming:
 - a. Hair shall be neat and clean. On duty female uniformed employees shall have their hair arranged so that it does not interfere with the proper wearing of the uniform hat. The hair, when arranged, shall not interfere with the field of vision and shall not have a loose fall. Barrettes shall be dark in color, or the color of the wearer's hair. Hair color other than the employee's natural shade is subject to approval of the employee's division commander. Wigs and hair pieces are authorized, provided they meet other requirements for hair.
 - b. Fingernails will be neatly trimmed as not to interfere with the performance of duty. Any employee wearing nail polish will maintain a neutral color that does not distract from the uniform or skin tone of the wearer. No decals, ornamentation, or designs shall be applied to the fingernails.

C. Wearing of Jewelry and other Adornments while in Uniform

1. Uniformed personnel on duty shall not wear jewelry which may be grasped during a struggle, catch on machinery, or cut another person, or which can inflict injury or retard the mobility of the employee.
2. The wearing of ear, eye, nose, lip or other body jewelry or adornment, on duty, is prohibited. The wearing of ornamental facial jewelry, such as earrings, studs, nose jewelry, etc. is prohibited.
3. Jewelry which detracts from the professional appearance of all employees or which constitutes a safety hazard is prohibited.
4. No other jewelry besides a watch of conservative design may be worn on the wrist.
5. Eyeglasses or sunglasses (prescription and non-prescription) must be conservative in design and not detract from the professional appearance of the officer.
6. No more than two (2) rings shall be worn on each hand.
7. The only authorized pins that may be worn other than authorized commendations, are American Flag pins at the top of the badge holder.

D. Attire

1. Employees shall wear the uniform on duty for the employee's current assignment and no other non-approved apparel. Employees, while on duty, shall be neat and clean on their person, with uniform cleaned and pressed.

II. APPEARANCE REGULATIONS – NON-UNIFORM PERSONNEL

A. Male Personnel

1. When reporting for duty, non-uniformed male employees will follow the list below for grooming:
 - a. Hair shall be neat and clean. Male employees shall have their hair maintained in such a manner that is contoured to the shape of the head and not cover the ear, or shirt collar. Hair color other than the employee's natural shade is subject to approval of the employee's division commander. Wigs and hair pieces are authorized, provided they meet other requirements for hair.
 - b. Facial hair will be permitted upon the approval of the immediate supervisor as long the beard or mustache is neatly trimmed. Other areas of the face shall be clean shaven.
 - c. Side burns shall not be longer than the opening of the ear and shall not extend out past the width of the main portion.

- d. Fingernails will be neatly trimmed as not to interfere with the performance of duty. Any employee wearing nail polish will maintain a neutral color that does not distract from the uniform or skin tone of the wearer. No decals, ornamentation, or designs shall be applied to the fingernails.

B. Female Personnel

1. When reporting for duty, non-uniformed female employees will follow the list below for grooming:
 - a. Hair shall be neat and clean. On duty female employees shall have their hair arranged so that it neat appearing. The hair, when arranged, shall not interfere with the field of vision. Barrettes shall be dark in color, or the color of the wearer's hair. Hair color other than the employee's natural shade is subject to approval of the employee's division commander. Wigs and hair pieces are authorized, provided they meet other requirements for hair.
 - b. Fingernails will be neatly trimmed as not to interfere with the performance of duty. Any employee wearing nail polish will maintain a neutral color that does not distract from a professional appearance. No decals, ornamentation, or designs shall be applied to the fingernails.

C. Wearing of Jewelry and other Adornments

1. Employees shall not wear jewelry which may be grasped during a struggle, catch on machinery, or cut another person, or which can inflict injury or retard the mobility of the employee.
2. The wearing of ear, eye, nose, lip or other body jewelry or adornment, on duty, is prohibited. The wearing of ornamental facial jewelry, such as earrings, studs, nose jewelry, etc. is prohibited.
3. Jewelry which detracts from the professional appearance of all employees or which constitutes a safety hazard is prohibited.
4. No other jewelry besides a watch of conservative design may be worn on the wrist.
5. No more than two (2) rings shall be worn on each hand.

D. Attire

1. Employee shall wear civilian clothing on duty for the employee's current assignment and no other non-approved apparel. Employees, while on duty, shall be neat and clean on their person, with clothes clean and pressed.

- E. The Chief of Police may grant deviation from the above requirements. Deviations may be granted, when medical or operational requirements dictate.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 5	CHAPTER: 9	# OF PAGES: 8	
SUBJECT: ARRESTEE DNA SPECIMENS			
BY THE ORDER OF: Keith M. Bendul Chief of Police		REVISIONS:	
REFERENCE: N.J.S.A. 53: 1-20.18		ACCREDITATION STANDARDS: N/A	
EFFECTIVE DATE: 06/24/2016		SUPERSEDES:	

PURPOSE The purpose of this policy is to establish procedures to collect DNA specimens from arrestees in compliance with N.J.S.A. 53: 1-20.18 et seq.

POLICY It is the policy of the Fort Lee Police Department to adhere to the requirements of N.J.S.A. 53: 1-20.18 et seq. and take DNA samples from those arrestees that meet the criteria established by law.

PROCEDURES

I. DEFINITIONS

- A. CODIS – means the FBI's national DNA identification index system that allows the storage and exchange of DNA records submitted by State and local forensic laboratories.
- B. DNA – means deoxyribonucleic acid.
- C. DNA Record – means DNA identification information stored in the State DNA database or CODIS for the purpose of generating investigative leads or supporting statistical interpretation of DNA test results.
- D. DNA Sample – means a blood or other biological sample provided by any person convicted of any crime/offense enumerated in N.J.S.A. 53:1-20.20(4) or provided by any juvenile adjudicated delinquent for an act which, if committed by an adult, would constitute any offense enumerated in section 4 of P.L.1994, c.136 (C.53:1-20.20) or submitted to the division for analysis pursuant to a criminal investigation.
- E. FBI – means the Federal Bureau of Investigation.
- F. NJSP – means the Division of State Police in the Department of Law and Public Safety.
- G. State DNA Database – means the DNA identification record system to be administered by the division, which provides DNA records to the FBI for storage and maintenance in CODIS.
- H. State DNA Databank – means the repository of DNA samples collected under the provisions of this act.

II. GENERAL

- A. Only agency personnel, who have received biological sample collection training, are permitted to take or supervise the taking of samples in accordance with this general order.
- B. No civil liability shall attach to any person authorized to draw blood or collect a biological sample as a result of drawing blood or collecting the sample from any person if the blood was drawn or sample collected according to recognized medical procedures.
- C. No person shall be relieved from liability for negligence in the drawing or collecting of any DNA sample.
- D. Any person who by virtue of employment or official position has possession of, or access to, individually identifiable DNA information contained in the State DNA database or databank and who purposely discloses it in any manner to any person or agency not entitled to receive it is guilty of a disorderly person's offense.
- E. All DNA profiles and samples submitted to the NJSP pursuant to N.J.S.A. 53: 1-20.18 et seq. shall be treated as confidential.

III. CRITERIA FOR TAKING DNA SAMPLES

- A. Every person arrested for a crime or an attempt at such crime listed in this subsection shall provide a DNA sample for purposes of DNA testing prior to the person's release from custody.
- B. Every juvenile arrested for an act, which if committed by an adult, would constitute a crime or an attempt at such crime listed in this subsection shall provide a DNA sample for purposes of DNA testing prior to the juvenile's release from custody.
- C. Qualifying crimes:
 - 1. Murder (N.J.S.A. 2C: 11-3);
 - 2. Manslaughter (N.J.S.A. 2C: 11-4);
 - 3. Aggravated assault (2nd Degree) (1) (6) N.J.S.A. 2C: 12-1b;
 - 4. Kidnapping (N.J.S.A. 2C: 13-1);
 - 5. Luring or enticing a child (N.J.S.A. 2C: 13-6);
 - 6. Aggravated sexual assault (N.J.S.A. 2C: 14-2);
 - 7. Sexual assault (N.J.S.A. 2C: 14-2);
 - 8. Aggravated criminal sexual contact (N.J.S.A. 2C: 14-3);
 - 9. Criminal sexual contact (N.J.S.A. 2C: 14-3);
 - 10. Engaging in sexual conduct, which would impair or debauch the morals of a child (N.J.S.A. 2C: 24-4);
- D. Every person convicted or found not guilty by reason of insanity of specified crimes or disorderly persons offenses shall have a blood sample drawn or other biological sample collected for purposes of DNA testing. If the person is sentenced to a term imprisonment or confinement, the sample will be collected upon commencement of the period of imprisonment or confinement. If the person is not sentenced to a term of imprisonment or confinement, the sample will be collected as a condition of the sentence imposed.
 - 1. Specified crime or disorderly persons offenses covered under this section are as follows:
 - a. Any assault (N.J.S.A. 2C: 12-1 et seq.) constituting an act of domestic violence;
 - b. Prostitution (N.J.S.A. 2C: 34-1);
 - c. Any disorderly persons offense related to narcotics or dangerous drugs where fingerprints are required from an arrestee, excluding:

- 1) Possession of 50 grams or less of marijuana, including any adulterants or dilutants; or
 - 2) Possession of five grams or less of hashish under N.J.S.A. 2C: 35-10.
 - d. Any disorderly persons offense for which a person is required to be fingerprinted pursuant to N.J.S.A. 53: 1-15, excluding shoplifting (N.J.S.A. 2C: 20-11)
- E. Every adjudicated delinquent, or adjudicated not delinquent by reason of insanity for an act which, if committed by an adult, would constitute a crime or specified disorderly persons offense shall have a blood sample drawn or other biological sample collected for purposes of DNA testing. If, under the order of disposition, the juvenile is sentenced to some form of imprisonment, detention or confinement, the juvenile shall provide the DNA sample upon commencement of the period of imprisonment, detention or confinement. If the order does not include some form of imprisonment, detention or confinement, the juvenile shall provide the DNA sample as a condition of the disposition ordered by the court.
1. Specified crime or disorderly persons offenses covered under this section are as follows:
 - a. Any assault (N.J.S.A. 2C: 12-1 et seq.) constituting an act of domestic violence;
 - b. Prostitution (N.J.S.A. 2C: 34-1);
 - c. Any disorderly persons offense related to narcotics or dangerous drugs where fingerprints are required from an arrestee, excluding:
 - 1) Possession of 50 grams or less of marijuana, including any adulterants or dilutants; or
 - 2) Possession of five grams or less of hashish under N.J.S.A. 2C: 35-10.
 - d. Any disorderly persons offense for which a person is required to be fingerprinted pursuant to N.J.S.A. 53: 1-15, excluding shoplifting (N.J.S.A. 2C: 20-11)
- F. Any person who refuses to or prevents by any means the providing of samples of DNA for testing in compliance with this general order should be charged with *Refusal to allow blood, biological sample to be drawn*, N.J.S.A 2C: 29-11. Officers will also complete a *DNA Refusal Form*. A copy of the completed form will be faxed to the CODIS Unit at either of the fax numbers provided at the bottom of the *DNA Refusal Form* and the original will be forwarded to the records bureau and become part of the case file.

IV. DNA COLLECTION AND PROCESSING

- A. DNA samples for any offense listed in subsection III shall be collected prior to the arrestee's release or incarceration at a county jail.

- B. No sample needs to be drawn or collected if the NJSP has previously received a blood or biological sample from a convicted person or the juvenile adjudicated delinquent, which was adequate for successful analysis and identification.
1. Check the DNA flag status in the NJSP *Master Name Index* (click on the *MNI Detail Box* on the right side of the screen) or the arrest notification Teletype. The DNA flag status will be checked for EVERY arrest regardless of the reason for the arrest, inclusive of all arrests made solely for active warrants. There are 4 possible values for the DNA flag:
 - a. Collection required (collect immediately);
 - b. Collection not required (do not collect);
 - c. Collected (do not collect);
 - d. Profile in CODIS (do not collect).
- C. The NJSP have developed a *DNA Databank Specimen Submission Form*.
1. It is important to distinguish whether the sample is from:
 - a. An arrestee;
 - b. A convicted offender; or
 - c. Both convicted and arrestee.
 2. Check the appropriate boxes on the submission form.
 3. Include the arrested person's State Bureau of Identification (SBI) Number. The SBI Number and fingerprints provide identifying indicators to verify that the sample belongs to the arrestee.
 - a. The sample cannot be processed without an SBI Number.
 - b. Exception: Juveniles under 14 arrested for a qualifying offense listed in section III cannot be fingerprinted until adjudicated delinquent (N.J.S.A. 2A: 4A-61). Leave the SBI number blank unless the juvenile's SBI number is already on file.
 - c. Obtain and verify the SBI number. Use Live Scan if there is no assigned SBI number or if the SBI number cannot be located or verified.
 - d. If Live Scan is not available or cannot provide an SBI number, complete a 10-print criminal arrest fingerprint card so an SBI number can be later created.
 - e. Attach the 10-print card to the *Specimen Submission Form*.
 4. Sample one arrestee at a time!
 - a. Wear prophylactic gloves;

- b. Avoid having multiple arrestees nearby;
 - c. Open only one kit at a time;
 - d. When collecting more than one sample, change gloves between each sample.
5. Collection kit should include the following:
- a. One *Specimen Submission Form*;
 - b. One micro card (FTA card);
 - c. One sterile packet containing a foam tip applicator (buccal swab);
 - d. One 2" x 4" envelope;
 - e. One pair of latex type gloves.
 - 1) Officers with a latex allergy should use latex-free sterile gloves (if available) or should let another officer take the sample.
 - 2) Use latex-free sterile gloves for arrestees with a latex allergy.
6. Have a fingerprint inkpad ready.
7. Fill out the form neatly. If you make a mistake on the *Specimen Submission Form*:
- a. Strike it out with a single line;
 - b. Correct it;
 - c. Initial it;
 - d. **DO NOT USE WHITE OUT!**
8. Ask the arrestee to verify his/her information and sign the *Specimen Submission Form* where indicated. If the arrestee refuses to sign the form, indicate '*refused to sign*' and initial this line.
9. Live scan the arrestee. If a match, check the *Fingerprint Verification* box, initial and date. Leave the *Fingerprint Verification* box blank if live scan is not available.
10. Obtain legible fingerprints of the arrestee's right and left index fingers. The DNA sample cannot be accepted without these fingerprints. Fingerprints must be rolled.
11. Place the barcode on the micro card horizontally over the three lines below the circle. Do not seal the card shut with the barcode.
12. Legibly print the SBI Number on the 2" x 4" envelope in the designated

space. Place barcode on the area provided. Do not obstruct the barcode.

13. Put on the gloves (do not put on the gloves prior to this step to avoid contact with the barcode adhesive).
14. Examine the DNA collection kit to ensure that the packet has not been prematurely opened. Discard any packet that appears to have been opened. Using any opened swabs may compromise the collection process. Do not transfer DNA by:
 - a. Sneezing;
 - b. Coughing;
 - c. Not wearing gloves;
 - d. Touching the swab;
 - e. Allowing the swab to contact other surfaces.
15. Carefully peel-open the sterile packet and offer the applicator to the arrestee. Instruct the arrestee to take the swab and:
 - a. Place the sponge portion of the foam tip applicator in his/her mouth between the cheek and gum;
 - b. Swab each side of the inner cheek vigorously 15-20 times
 - c. Then place the sponge portion under the tongue for 10 seconds.

Note: the swabbing process should cause the arrestee's cheek to protrude outward. Cheek cells and not saliva are being collected.

Watch carefully to ensure proper technique.
16. Prepare the micro card:
 - a. Place on a clean surface;
 - b. Lift the paper cover;
 - c. Expose the pink sample area;
 - d. Immediately transfer the swab to the micro card after removal from the arrestee's mouth;
 - e. Do not delay this process. Drying before transfer will render the sample invalid.
17. Press and turn the swab a minimum of four times on the micro card. Turn the swab over and repeat. Do not scrub the FTA micro card as it may cause tears in the paper.
18. Check the micro card. Verify with a change in color. Ensure that a large

portion of the circle has turned from pink to white.

19. Tent the FTA micro card. Let dry before placing it in the 2" x 4" envelope.
DO NOT BLOW ON THE SAMPLE!
 20. Insert the FTA micro card into the 2" x 4" envelope.
 21. Be sure that the barcode is on the 2" x 4" envelope.
 22. Seal the envelope (self-adhesive). ***DO NOT LICK THE ENVELOPE!***
 23. Date and initial the envelope.
 24. Paper clip (DO NOT STAPLE) the sealed envelope to the *Specimen Submission Form* and place both in the Evidence Bureau Mail Slot.
 25. Check and verify that the SBI Number and barcode are correct. Place sample and the *Specimen Submission Form* into the self-addressed envelope. Check the envelope seal.
- D. The Evidence Bureau is responsible for mailing the provided 'Biohazard' envelope, using regular US Mail to:
- NJSP Technology Complex @ Hamilton
1200 Negron Rd
Hamilton NJ 08691-9904
- E. Note on the arrest report that a sample was obtained (e.g., subject *was fingerprinted, photographed and DNA samples were collected, etc.*)
- F. Unless already collected, DNA samples must be taken from arrestees for any qualifying offense listed in subsection III.C of this policy prior to being transferred to the Bergen County Jail.

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01/01/2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VII
VOLUME TITLE: INVESTIGATION	# PAGES: 4					CHAPTER 3
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ARSON INVESTIGATION						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO ATTORNEY GENERAL:						EVALUATION DATE:
PROSECUTOR'S OFFICE:						Special Instructions
REFERENCE:						

POLICY:

There are circumstances when an officer is required to investigate a fire. This policy is designed to provide investigative guidelines for officers when a fire must be investigated, and not just reported.

PROCEDURE:

I. INVESTIGATION

- A. A thorough investigation will be conducted by the department for the following types of fires:
1. All fires, of a suspicious nature, involving a fatality or suspected fatality.
 2. All fires, of a suspicious nature, involving a serious injury to a civilian, firefighter or other official.
 3. All explosions of a suspicious nature.
 4. All major working fires, of a suspicious nature, involving a nursing home, church, school, office or apartment tower/complex, shopping mall, government building,

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or fires involving multiple structures, or commercial structures during the hours the store is closed.

5. All suspicious fires for which a police officer, firefighter or other public official is suspect.
6. All structure/vehicle fires of suspicious origin.

II. OFFICER RESPONSIBILITY

- A. Secure the scene, keeping all unauthorized people away from the fire apparatus and scene, establish fire lines and an on-scene log.
- B. Traffic control.
- C. Insure that the fire scene is not destroyed for follow-up investigation.
- D. Maintain security of the scene even after the fire is out.
- E. Notify the appropriate authorities.
- F. Prepare a detailed report.

III. NOTIFICATION OF DETECTIVE DIVISION

- A. The Detective Division will be notified for any part of Section I, 1-6, final determination as to whether a fire is suspicious in origin will be made by the Fire Chief or Senior Fire Official on the scene.
 1. Detective Division/ Division Commander will be notified.
 2. Detective Division Commander will decide the appropriate response, he shall assign a detective to:
 - a. Respond to the scene as quickly as possible.
 - b. The detective will have the Detective Division Commander and Chief of Police notified for all fires outlined in Section I 1.,2,3,4, and 5.
 - c. The detective will have the Bergen County Prosecutor's Office notified for all fires outlined in Section I. 1-6, and he will work with the Prosecutor's Detective in conducting an investigation.

Note: The Arson Squad does not respond to all suspicious vehicle fires, see below.

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IV. THE BERGEN COUNTY ARSON UNIT WILL BE NOTIFIED IMMEDIATELY AS SET FORTH:

- A. All fires, regardless of cause, involving a fatality, suspected fatality or serious injury to a civilian, fire fighter, police officer or other public safety official being admitted to a hospital.
- B. Fires involving commercial and mercantile buildings, occurring when buildings or establishments are closed.
- C. Vacant building fires, i.e. stores, houses etc.
- D. Fires in buildings scheduled to be demolished or sold.
- E. Fires with clearly suspicious surround circumstances such as non-operating sprinkler system, signs of forced entry on windows and door locks, or open etc.
- F. Repeated fires at the same location or a series of fires which indicate a pattern of arson activity.
- G. Rapidly spreading fires.
- H. The arson squad will not respond to certain car fires:
 - 1. Criminal mischief fires
 - 2. Garage fires or other fires of a minor nature.
- I. The arson squad will respond to vehicle and garage fires that meet the following criteria:
 - 1. Motor vehicles that are three years old or newer, and/or involving a head value, i.e. tractor (cab), mobile homes, heavy construction equipment, etc. This shall include leased vehicles.
 - 2. Garage fires in attached or detached garages that are substantially damaged by fire.
- J. All suspicious fires, regardless of occupancy, for which a fire fighter, police officer or other public official is a suspect.
- K. All discoveries or recoveries of explosive, destructive or incendiary devices. It should be noted that members of this unit are trained in explosion investigation, not bomb detection or disposal. This type of investigation will be coordinated with the Bergen County Police Bomb Unit or other Bomb Unit as appropriate.
- L. In addition, the following agencies will be notified:

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1. Bergen County Fire Marshall - (see Vol. 7 Tab 3)
2. Borough of Fort Lee Fire Officials
3. The Bergen County Environmental Crimes Unit shall require immediate notification for any fire that involves the following: (Also See V5C10)
 - a. The release/discharge or abandonment/dumping of a suspected hazardous or toxic material.
 - b. Any hazardous/toxic material incident resulting in death or serious bodily injury or in the damage to a substantial quantity of property.
 - c. Any violations of the Environmental Statutes to include, but not limited to:
 - (1) Solid Waste Management Act N.J.S.A. 13:1E-1 et seq.
 - (2) Water Pollution Control Act N.J.S.A. 58:10A-1 et seq.
 - (3) Freshwater Wetlands Protection Act N.J.S.A. 13:9B-1 et seq.
 - (4) Watercraft Sewage Disposal Act N.J.S.A. 58:10A-56 et seq.
 - (5) Spill Compensation and Control Act N.J.S.A. 58:10-21.11 et seq.
 - (6) Solid Waste Utility Control Act N.J.S.A. 48:13A-1 et seq.
 - (7) Air Pollution Control Act N.J.S.A. 26:2C-1 et seq.
 - (8) Comprehensive Regulated Medical Waste Management Act N.J.S.A. 13:1E-48.1 et seq.
 - d. Any other suspected violation which may constitute an environmental hazard.
 - (1) The actual containment of the hazardous/toxic material shall be handled by state, county or local HAZ-MAT Units, local health officers, municipal fire departments or any other agencies having authorization to handle such emergencies.
 - (2) The agency in closest proximity to the site should be contacted immediately to assure that the situation is dealt with promptly and properly.

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 04-08-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VIII
VOLUME TITLE: INVESTIGATION	# PAGES: 5					CHAPTER 17
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ASSAULT FIREARMS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL: N.J.S.A. 52:18B-98	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To provide procedures that can be followed when officers come into contact with persons in possession of firearms.

POLICY:

The New Jersey Legislature addressed the question about the meaning of the term "substantially identical" in New Jersey's assault firearms law. The Legislature addressed this question in the provisions of the Code of Criminal Justice, and despite the clarity of the law, it is appropriate for the Attorney General to provide guidance to the prosecutors in order to ensure that the law is administered uniformly and effectively throughout the State. N.J.S.A. 52:17B-98. The Attorney General is directing the prosecutors, as chief law enforcement officer in their respective counties, to share this guidance with local police departments, who in turn should provide copies of this memorandum to any member of the public who requests information on assault firearms.

The following guidelines will be followed by Fort Lee Police Officers when coming in contact with persons in possession of firearms.

I. ASSAULT FIREARMS

- A. It is unlawful for private citizens to possess an assault firearm as defined at N.J.S. 2C:39-1w, unless that firearm is:

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1. Licensed pursuant to N.J.S. 2C:58-5;
 2. Registered pursuant to N.J.S. 2C:58-12*; or
 3. Rendered inoperable pursuant to N.J.S. 2C:58-13
- B. Prior to the initiation of an investigation which involves an assault firearm law as its only focus, you shall contact the office of the County Prosecutor for further advice and instruction.

***NOTE:** The firearms that have been approved for registration as firearms used for legitimate target shooting purposes are the M-1A, the M-1 Carbine type, the M-14 type and the AR15 type. Members of rifle and pistol clubs that have filed charters with the superintendent of the State Police may register these firearms.

- C. Substantially identical from Attorney General
1. New Jersey law lists firearms that are prohibited "assault firearms." N.J.S.A. 2C:39-1w.(1). In addition, the law provides that the term "assault firearms" includes, "Any firearm manufactured under any designation which is substantially identical to any of the firearms listed" in the law. N.J.S.A. 2C:39-1w.(2). Thus, a firearm is an assault firearm if it is included on the list of banned firearms or if it is "substantially identical" to a specific listed firearm.
 2. We believe "substantially identical" is clear by its plain meaning. The Criminal Code provides that the statutes in the Code must be read "according to the fair import of their terms." N.J.S.A. 2C:1-2c. The Criminal Code explains that where language may be susceptible to different readings it must be construed to "give fair warning of the nature of the conduct proscribed." N.J.S.A. 2C:1-2a.(4), c. Simply put, the phrase "substantially identical" must be given its plain meaning, one that gives fair warning.
 3. The term "substantial" means pertaining to the substance, matter, material or essence of a thing. The term "identical" means exactly the same. Hence, a firearm is substantially identical to another only if it is identical in all material, essential respects. A firearm is not substantially identical to a listed assault firearm unless it is identical except for differences, which do not alter the essential nature of the firearm.
 4. The following examples of manufacturer changes that do not alter the essential nature of the firearm: name or designation of the firearm; the color of the firearm; the material used to make the barrel or stock of the firearm; the material used to make a pistol grip; a modification of a pistol grip. This is not an exclusive list.
 5. A semi-automatic firearm should be considered to be "substantially identical," that is, identical in all material respects, to a named assault weapon if it meets the below listed criteria:

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- a. Semi-automatic rifle that has the ability to accept a detachable magazine and has at least 2 of the following:
 - b. A folding or telescoping stock
 - c. A pistol grip that protrudes conspicuously beneath the action of the weapon
 - d. A bayonet mount
 - e. A flash suppressor or threaded barrel designed to accommodate a flash suppressor
 - f. A grenade launcher
- 6. Semi-automatic pistol that has an ability to accept a detachable magazine and has at least 2 of the following.
 - a. An ammunition magazine that attached to the pistol outside of the pistol grip
 - b. A threaded barrel capable of accepting a barrel extender, flash suppressor, forward handgrip, or silencer
 - c. A shroud that is attached to, or partially or completely encircles, the barrel and that permits the shooter to hold the firearm with the non-trigger hand without being burned
 - d. Manufactured weight of 50 ounces or more when the pistol is unloaded
 - e. A semi-automatic version of an automatic firearm
- 7. A semi-automatic shotgun that has at least 2 of the following:
 - a. A folding or telescoping stock
 - b. A pistol grip that protrudes conspicuously beneath the action of the weapon
 - c. A fixed magazine capacity in excess of 5 rounds
 - d. An ability to accept a detachable magazine

In enforcing this law, prosecutors and police should remember that an assault firearms offense requires proof that the defendant knows he or she possesses an assault firearm, e.g., that the defendant knows that the firearm is "substantially identical" to one of the named assault weapons.

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II. The following guidelines are provided in order to assist law enforcement officers in applying New Jersey firearms laws to persons who are transporting firearms through the State of New Jersey.

- A. New Jersey laws governing firearms permits, purchaser identification cards, registrations and licenses, do not apply to a person who is transporting a firearm through this State if that person is transporting the firearm in a manner permitted by Federal law, 18 U.S.C.A. 926A.
- B. This Federal law permitting interstate transportation of firearms applies only if all of the following requirements are met:
 - 1. The person's possession of the firearm was lawful in the state in which the journey began;
 - 2. The person's possession of the firearm will be lawful in the state in which the journey will end;
 - 3. The person is transporting the firearm for a lawful purpose.
 - 4. The firearm is unloaded;
 - 5. The firearm is not directly accessible from the passenger compartment of the vehicle;
 - 6. The ammunition is not directly accessible from the passenger compartment of the vehicle;
 - 7. If the vehicle does not have a compartment separated from the passenger compartment, the firearm must be in a locked container other than the vehicle's glove compartment or console;
 - 8. The person is not:
 - a. Convicted of or under indictment for a crime punishable by imprisonment for a term exceeding one year
 - b. A fugitive from justice
 - c. An addict or unlawful user of any controlled substance or
 - d. An illegal alien
 - 9. The person has not:

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- a. Been adjudicated to be a mental defective
- b. Been committed to a mental institution
- c. Been dishonorably discharged from the army forces or
- d. Renounced his United States citizenship

C. A person who is transporting a firearm through the State of New Jersey in the manner permitted by 18 U.S.C.A. 926A, see Section III B. above, need not give notice.

III PROCEDURES

A. Investigation of conduct involving the possession or transportation of firearms:

1. An officer who reasonably suspects that a person is transporting a firearm in violation of New Jersey law should make reasonable inquiries in order to confirm or dispel that suspicion.
2. In a case where circumstances reasonably indicate that the person's possession and transportation of the firearm may be permitted by 18 U.S.C.A. 926A, the officer should make reasonable inquiries in order to determine whether the person's possession is permitted by the Federal law.
3. If reasonable inquiries lead an officer to conclude that the person's possession is lawful under either New Jersey law or 18 U.S.C.A. 926A as described above in Section III B., the officer should promptly allow the person to proceed.
4. Whenever an officer has probable cause to believe that a person's possession of a firearm is in violation of New Jersey law and not permitted by 18 U.S.C.A. 926A, as described above in Section III B., then the officer should make an arrest.
 - a. When a weapon is seized and brought into Headquarters, the officer will ensure that the weapon has been rendered safe, by clearing the weapon at the Bullet Trap in the south entrance of Police Headquarters.
 - b. If the officer is unfamiliar with the operation of the weapon, he/she should request assistance from either one of the department's firearm instructors or an ESU officer familiar with such weapons.
 - c. Proper evidence marking and inventory procedures will be followed per department policy.

IV. INQUIRIES FROM PRIVATE CITIZENS

Law enforcement officers should, whenever possible, attempt to be helpful and to respond to inquiries concerning particular firearms. Private citizens should also be encouraged to consult with their own attorneys and, where necessary, referred to the Firearms Unit of the Division of State Police.

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 09-20-2003	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VII
VOLUME TITLE: AUTHORITY	# PAGES: 6					CHAPTER 18
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: ASSET FORFEITURE – COUNTY LEVEL						DISTRIBUTION ALL
ISSUING AUTHORITY: <u>CHIEF THOMAS R. TESSARO</u>						EVALUATION DATE:
ATTORNEY GENERAL: AG 2-1		Special Instructions				
PROSECUTOR'S OFFICE: EI V-7 C-18 V-7 C-11						
REFERENCE:						

POLICY:

Forfeiture statutes in this State are continually under close scrutiny and therefore, must be strictly construed. Two types of forfeiture are generally established; the first being “prima facie” contraband and the second being other forms of property. Officers should follow the procedures outlined in this policy when seizing items subject to forfeiture. Any situations which are not covered in this policy and procedure should be reviewed by the Office of the Prosecutor prior to any action being taken.

PROCEDURE:

I. PROPERTY SUBJECT TO FORFEITURE

A. Prima Facie Contraband

1. Controlled dangerous substances
2. Firearms which are unlawfully possessed, carried, acquired or used.
3. Illegally possessed gambling devices.

Untaxed cigarettes.

Untaxed special fuel.

- B. All property which has been, or intended to be, utilized in the furtherance of an unlawful**

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activity, including, but not limited to:

1. Conveyances intended to facilitate the perpetration of illegal acts.
 2. Buildings or premises maintained for the purpose of committing offenses against the state.
- C. Property which has become an integral part of illegal activity, including, but not limited to:
1. Money which is earmarked for use as financing for an illegal gambling or drug enterprise .
- D. Proceeds of illegal activities, including but not limited to:
1. Property or money obtained as a result of the sale of prima facie contraband, as defined in Section I, A.
 2. Proceeds from illegal gambling, narcotics, prostitution, bribery and extortion.

II. INITIATION OF FORFEITURE PROCEEDINGS

- A. Police Department Responsibilities
1. Any property that is seized by the department pending forfeiture proceedings:
 2. The property/funds shall be secured in the department's Evidence Locker.
 3. Real property shall not be seized without first obtaining authorization from the Bergen County Prosecutor's Office.
- B. The officer interested in pursuing forfeiture proceedings shall immediately notify a Detective Division Supervisor.
1. A Request for Distribution of Forfeited Property Form (Form "A") shall be completed by the Borough of Fort Lee Police Department , Property Evidence Officer, prior to submission to the Bergen County Prosecutor's Office within 48 hours following the seizure.
 2. Funds to be delivered with the form.
 - a. A receipt for the funds shall be given to the delivering officer which shall be placed in the police department case file.
 - b. The property will remain with seizing agency unless otherwise advised by the Bergen County Prosecutor's Office.

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3. Any money seized in connection with an arrest for an indictable offense should be forwarded to the Bergen County Prosecutor's Office within 72 hours of seizure along with notification, prior to delivering the money.
 - a. Contact the Bergen County Prosecutor's Office to make arrangements.
 - b. When the money is delivered, a receipt will be given to the Borough of Fort Lee Police Department for its records.
4. All money found in the possession of a person being charged with possession of CDS with the intent to distribute or distribution of CDS, should be considered for seizure, contact should be made with a Detective Supervisor for a determination.
5. All money found in the possession of a person being charged with simple possession of CDS can be seized and deposited with the Bergen County Prosecutor's Office if the sum exceeds \$500.00, contact should be made with a Detective Supervisor for a determination.
 - a. The investigative supervisor shall have final authority as to whether funds and or property will be seized for forfeiture.
6. All money found in the possession of a person who admits he or she intended to use the money to obtain CDS, or in whose possession if found evidence of prior distribution of CDS, should be seized and deposited with the Bergen County Prosecutor's Office, even if that person is not being charged with distribution of CDS or possession of CDS with intent to distribute.
7. Vehicles and Money may only be seized in connection with an arrest for indictable crimes. A Detective will investigate as to whether a vehicle or money is subject to forfeiture, a vehicle which is seized will be stored by the Borough of Fort Lee Police Department at a location which does not incur any storage expense.

B. Bergen County Prosecutor's Responsibilities

1. When any property, other than prima facie contraband, is subject to forfeiture, such forfeiture may be enforced by civil action, instituted within 90 days of the seizure.
2. The Bergen County Prosecutor's Office shall be responsible for filing the forfeiture civil action upon notification by the Borough of Fort Lee Police Department

III. RECEIVING FORFEITED FUNDS/ASSETS

A. Receiving from Bergen County Prosecutor's Office:

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1. A letter shall be sent from the Bergen County Prosecutor's Office indicating that a final judgement order has been signed.
2. The funds shall be deposited in the Borough of Fort Lee Forfeiture Account, which is maintained by the Bergen County Prosecutor's Office.

B. Receiving from Borough of Fort Lee Chief Financial Officer:

1. A letter shall be sent to the Bergen County Prosecutor's Office requesting authorization to use forfeiture funds from the account.
 - a. Include amount and intended use.
 - b. The letter shall state that there are no budgeted funds for the intended purchase.
 - c. The letter must be signed by the Chief of Police. If the amount requested is in excess of \$5000.00, the Borough Administrator must also sign the letter.
2. A letter of authorization **must** be received from the Bergen County Prosecutor's Office prior to receiving the funds from the Borough of Fort Lee Forfeiture Account.
 - a. A purchase order shall be prepared and sent to the Chief Finance Officer requesting the voucher.
 - b. The requested item will be purchased out of the Borough budget. After the item is received and paid for, the County voucher will be signed by the Chief of Police. The voucher along with proof of payment will then be forwarded to the Prosecutor's Office for reimbursement.
 - b. **All** correspondence shall be maintained for seven (7) years in a forfeiture file, as well as the appropriate case file, pending future review. Additionally all purchases will be reported quarterly to the N.J. Attorney General's Office.

C. Use of Forfeited Assets:

Vehicles

Vehicles that have been authorized disbursed to the Borough of Fort Lee Police Department may be titled and used by the department.

The vehicles shall not be sold or transferred at Borough of Fort Lee auctions, they shall be returned to the Bergen County Prosecutor's Office for auction.

- (1) The proceeds upon sale of the vehicle, shall be deposited into The Borough of Fort Lee Forfeiture Account.

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(a) When requesting use of the funds, follow Section III.

IV. APPLICABLE USE OF FORFEITED FUNDS

- A. Permissible use of forfeited funds must be within the parameters of "law enforcement purposes." Contained within N.J.A.C., 13:77-1.4 is the following definition of "law enforcement purpose."
- B. Forfeited funds may not be used for the payment of regular salaries or to create new personnel positions.
- C. Forfeiture funds shall not be used to meet normal operating needs of a law enforcement agency.
- D. Funding entities may not anticipate forfeiture funds when enacting law enforcement budgets.
- E. Specific expenditures that would clearly fall within the guidelines are:
 - 1. Costs associated with protracted and complex investigations (overtime, equipment, building rentals, etc.)
 - 2. Overtime costs above those covered by the budget.
 - 3. Education of the public.
 - 4. Computer hardware and software.
 - 5. Surveillance equipment.
 - 6. Undercover motor vehicles.
 - 7. Special training for law enforcement personnel.
 - 8. The Attorney General's guidelines indicate that forfeiture funds may be used to pay the salaries of temporary employees hired for a specific purpose. However, the Attorney General must authorize such an expenditure. N.J.A.C. 13:77-2.4.

This list is not intended to cover all expenditures that would be appropriate under the guidelines.

V. QUARTERLY REPORTING

- A. Forfeiture Request Forms, provided by the Office of the Prosecutor, must be completed quarterly and submitted to the Bergen County Prosecutor's Office and the Division of Criminal Justice by the 15th of the month following the end of the reporting period.

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B. Guidelines for Forfeiture

1. The Narcotics Bureau will complete the forms and maintain all paperwork and log books concerning asset forfeiture.
2. See Quarterly Report Instructions.
3. The form shall be submitted when forfeited cash or property has been received, used or disposed of by our department.
4. Regardless of whether any forfeited cash or property has been received, used or disposed of by our department, a quarterly report must be submitted.

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 10-17-2011	REVISION DATE:	PAGE #:	SECTION :	APPROVED	VOLUME IX
VOLUME TITLE: TRAFFIC	# PAGES: 15					CHAPTER 32
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: AUTOMATED LICENSE PLATE READERS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL: DIRECTIVE 2010-05		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

I. PURPOSE AND SCOPE

A. Reasons for Promulgating Uniform Statewide Guidelines

The purpose of these Guidelines is to provide direction to the members of the Fort Lee Police Department on the appropriate use of Automated License Plate Readers (ALPRs) and the data that are collected by these devices and stored for future law enforcement use. These Guidelines are not intended to serve as a comprehensive operational manual. Rather, they are meant to ensure that ALPRs and ALPR-generated data are used in an appropriate manner and only for bona fide public safety purposes.

II. The following Guidelines are promulgated pursuant to Attorney General Law Enforcement Directive 2010-5, should be interpreted and applied so as to achieve the following objectives:

- A. To ensure that "BOLO lists" (the compilation of targeted license plates that an ALPR is "on the lookout" for) that are programmed into the internal memory of an ALPR or that are compared against stored ALPR data are comprised only of license plates that are associated with specific vehicles or persons for which or whom there is a legitimate and documented law enforcement reason to identify and locate, or for which there is a legitimate and documented law enforcement reason to determine the subject vehicle's past location(s) through the analysis of stored ALPR data;
- B. To ensure that data that are captured by an ALPR can only be accessed by appropriate law enforcement personnel and can only be used for legitimate, specified, and documented law enforcement purposes;
- C. To permit a thorough analysis of stored ALPR data to detect crime and protect the homeland from terrorist attack while safeguarding the personal privacy rights of motorists by ensuring that the analysis of stored ALPR data is not used as a means to disclose personal identifying information about an individual unless there is a legitimate and documented law enforcement reason for disclosing such personal information to a law enforcement officer or civilian crime analyst; and
- D. To ensure that stored ALPR data are purged after a reasonable period of time so as to minimize the potential for misuse or accidental disclosure.
- E. Non-Enforceability of Rights by Third Parties
 - 1. These Guidelines impose limitations on the exercise of law enforcement discretion and the use of and access to ALPR-related data that may extend beyond the requirements of the United States and New Jersey Constitutions, and federal and state statutory law. Nothing

in these Guidelines should be construed in any way to create any rights beyond those established under the Constitutions, statutes, and regulations of the United States and the State of New Jersey. The provisions of these Guidelines are intended to be implemented and enforced by the Fort Lee Police department, the New Jersey Office of Homeland Security and Preparedness, the Bergen County Prosecutor's Office, and the Department of Law and Public Safety, and these provisions do not create any rights that may be enforced by any other persons or entities.

III. DEFINITIONS (As used in these Guidelines):

"Automated License Plate Reader" or "ALPR" means a system consisting of a camera, or cameras, and related equipment that automatically and without direct human control locates, focuses on, and photographs license plates and vehicles that come into range of the device, that automatically converts digital photographic images of scanned license plates into electronic text documents, that is capable of comparing scanned license plate text data with data files for vehicles on a BOLO (be on the lookout) list programmed into the device's electronic memory, and that notifies police, whether by an audible alert or by other means, when a scanned license plate matches the license plate on the programmed BOLO list. The term includes both devices that are placed at a stationary location (whether permanently mounted or portable devices positioned at a stationary location) and mobile devices affixed to a police vehicle and capable of operating while the vehicle is in motion. "BOLO (Be on the Lookout)" or "BOLO situation" refers to a determination by a law enforcement agency that there is a legitimate and specific law enforcement reason to identify or locate a particular vehicle, or, in the case of a post-scan BOLO, there is a legitimate and specific reason to ascertain the past location(s) of a particular vehicle.

"BOLO list" sometimes referred to colloquially as a "hot list," is a compilation of one or more license plates, or partial license plates, of a vehicle or vehicles for which a BOLO situation exists that is programmed into an ALPR so that the device will alert if it captures the image of a license plate that matches a license plate included on the BOLO list. The term also includes a compilation of one or more license plates, or partial license plates that is compared against stored license plate data that had previously been scanned and collected by an ALPR, including scanned license plate data that is stored in a separate data storage device or system.

"Initial BOLO list" refers to the BOLO list that was programmed into an ALPR at the time that the device was being used to scan license plates in the field.

"Post-Scan BOLO list" refers to a BOLO list that is compared against stored data collected by an ALPR, including scanned license plate data that has been transmitted to another device or data storage system.

"Stored data" refers to all information captured by an ALPR and stored in the device's memory or in a separate data storage device or system. The term includes the recorded image of a scanned license plate and optical character recognition data, a contextual photo (i.e. a photo of the scanned vehicle and/or occupants), global positioning system ("GPS") data (when the ALPR is equipped with a GPS receiver) or

other location information, and the date and time of the scan. The term applies to both alert data and non-alert data that has been captured and stored by an ALPR or in a separate data storage device or system.

"Alert data" means information captured by an ALPR relating to a license plate that matches the license plate on an initial BOLO list or a post-scan BOLO list.

"Immediate alert" refers to an alert that occurs when a scanned license plate matches the license plate on an initial BOLO list and that is reported to the officer operating the ALPR, by means of an audible alarm or by any other means, at or about the time that the subject vehicle was encountered by the ALPR and its license plate was scanned by the ALPR.

"Non-encounter alert" refers to an immediate alert where the officer operating the ALPR is instructed to notify the agency that put out the BOLO without initiating an investigative detention of the subject vehicle or otherwise revealing to the occupant(s) of that vehicle that its location has been detected or that it is the subject of law enforcement attention (e.g., a Violent Gang or Terrorist Organization File (VGTOF) alert).

"Personal identifying information" means information that identifies one or more specific individuals, including an individual's name, address, social security number, vehicle operator's license number, or biometric records. The term includes personal identifying information that is included within the data comprising a BOLO list, as well as personal identifying information that is learned by checking a license plate scanned by an ALPR against the Motor Vehicle Commission database or any other data system that contains personal identifying information.

"Scan" refers to the process by which an ALPR automatically focuses on, photographs, and converts to digital text the license plate of a vehicle that comes within range of the ALPR. "Authorized user" means a sworn or civilian employee of a law enforcement agency who has been authorized by the chief of the agency, or by the Attorney General or a county prosecutor or his or her designee, to operate an ALPR, or to access and use ALPR stored data, and who has successfully completed training provided by the agency on the agency's ALPR policy and on these Guidelines.

"Designated supervisor" means a superior officer assigned by the chief of Police to oversee and administer, or to assist in overseeing and administering, the agency's use of ALPRs and stored ALPR data. A law enforcement agency may have more than one designated supervisor.

"Chief" of a department or agency means the highest ranking sworn officer of a law enforcement agency.

"Post-Scan BOLO query" refers to the process of comparing a post-scan BOLO list against stored ALPR data.

"Crime scene query" refers to the process of accessing and reviewing stored ALPR data that had been originally scanned at or about the time and in the vicinity of a reported criminal event for the purpose of identifying vehicles or persons that might be associated with that specific criminal event as suspects, witnesses, or victims.

"Criminal event" means a specific incident, or series of related specific incidents, that would constitute an indictable crime under the laws of the State of New Jersey, whether or not the incident(s) have occurred or will occur within the State of New Jersey. The term includes an attempt or conspiracy to commit a crime, or actions taken in preparation for the commission of the crime, such as conducting a surveillance of the location to identify and evade or thwart security measures, or conducting a rehearsal of a planned crime. The term includes two or more separate criminal acts or episodes that are linked by common participants or that are reasonably believed to have been undertaken by a criminal organization or as part of an ongoing conspiracy.

"Crime trend analysis" refers to the analytical process by which stored ALPR data is used, whether alone or in conjunction with other sources of information, to detect crime patterns by studying and linking common elements of recurring crimes; to predict when and where future crimes may occur; and to link specific vehicles to potential criminal or terrorist activity. The term includes an automated process in which a computer program analyzes stored data to identify potentially suspicious activity or other anomalies involving one or more scanned vehicles and where such automated analysis is done without disclosing personal identifying information about any individual to an authorized user or any other person except as may be authorized pursuant to Section 9.2.3 of these Guidelines.

IV. DEPLOYMENT OF ALPRS

A. Restricted Uses

1. An ALPR and data generated by an ALPR shall only be used for official and legitimate law enforcement business.

B. ALPR Scanning Limited to Vehicles Exposed to Public View

1. An ALPR shall only be used to scan license plates of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shopping mall or other business establishment).

C. Supervisory Approval of All ALPR Deployments

1. An ALPR shall not be deployed in the field unless the deployment has been authorized by the Chief of Police or his designee. Such authorization may be given for repeated or continuous deployment of an ALPR (e.g., mounting the device on a particular police vehicle, or positioning the ALPR at a specific stationary location), in which event the deployment authorization shall remain in force and effect unless and until rescinded or modified by the Chief of Police or his designee.

D. Trained Operators and Analysts

1. A sworn officer or civilian employee of the department may operate an ALPR or access or use ALPR stored data only if the person has been designated as an authorized user by the Chief of Police or his designee, and has received training from the department on the proper use and operation of ALPRs, and procedures governing the use of ALPRs and ALPR data issued by the department pursuant to this General Order.

E. Access and Use Authorization

1. Each individual authorized by this department to operate an ALPR and/or access ALPR stored data will receive a secure, person-specific, log-on user identification and password. As all operation of ALPR equipment and access of ALPR data is logged and recorded, this secure, person-specific, log-on user identification and password shall only be used by the assigned user and shall not be shared, transferred, or used by any other individual(s).

V. MAINTENANCE OF RECORDS

A. Records Documenting the Deployment of ALPRs

1. The Bergen County Prosecutor's Office shall maintain a written or electronic record that documents the following information:
 - a. Date and time when the ALPR was deployed;
 - b. Whether the ALPR was mobile, or was stationed at a fixed specified location;
 - c. The identity of the operator, as identified by the operator's log-on user identification and password;
 - d. Whether ALPR data was transferred to any other database or data storage device or system.

B. Records Documenting the Use of Stored ALPR Data

1. The Bergen County Prosecutor's Office shall maintain a record of all access to stored ALPR data, which may be automated, and shall document the following information:
 - a. The date and time of access, and, in the case of access to stored non-alert data, the type of access authorized by Section 9.2 of these Guidelines (i.e., post-scan BOLO query, crime scene query, or crime trend analysis);
 - b. The authorized user who accessed the stored data as identified by the operator's log-on user identification and password; whether an automated software program was used to analyze stored data;

- c. The designated supervisor who reviewed and approved any disclosure of personal identifying information based upon crime trend analysis when such approval is required by Section 9.2.3 of these Guidelines, as identified by the operator's log-on user identification and password;
- d. The designated supervisor who approved any use of an automated crime trend analysis computer program that would automatically alert and disclose personal identifying information in accordance with Section 9.2.3, as identified by the operator's log-on user identification and password;
- e. Any other information required to be documented pursuant to Section 9.2 or any other provision of these Guidelines.

C. Maintenance of Records

- 1. All written or electronic records of ALPR activity and access to ALPR data shall be maintained by the Bergen County Prosecutor's Office for a period of five years, and shall be kept in a manner that makes such records readily accessible to any person authorized to audit the department's use of ALPRs and ALPR-generated data.

VI. CONTENT AND APPROVAL OF BOLO LISTS

A. Criteria for and Examples of Legitimate BOLO Situations

- 1. A license plate number or partial license plate number shall not be included in an ALPR initial BOLO list unless there is a legitimate and specific law enforcement reason to identify or locate that particular vehicle, or any person or persons who are reasonably believed to be associated with that vehicle. A license plate or partial license plate number shall not be included in a Post-Scan BOLO list unless there is a legitimate and specific law enforcement reason to ascertain the past location(s) of that particular vehicle or of any person or persons who are reasonably believed to be associated with that vehicle. Examples of legitimate and specific reasons include, but are not limited to: persons who are subject to an outstanding arrest warrant; missing persons; AMBER Alerts; stolen vehicles; vehicles that are reasonably believed to be involved in the commission of a crime or disorderly persons offense; vehicles that are registered to or are reasonably believed to be operated by persons who do not have a valid operator's license or who are on the revoked or suspended list; vehicles with expired registrations or other Title 39 violations; persons who are subject to a restraining order or curfew issued by a court or by the Parole Board, or who are subject to any other duly issued order restricting their movements; persons wanted by a law enforcement agency who are of interest in a specific investigation, whether or not such persons are themselves suspected of criminal activity; and persons who are on any watch list issued by a State or federal agency responsible for homeland security.

B. Batch Downloading of BOLO List Data

1. BOLO list information may be downloaded in batch form from other databases including, but not limited to the National Crime Information Center (NCIC), National Insurance Crime Bureau, United States Department of Homeland Security, and Motor Vehicle Commission database.

C. Updates to BOLO Lists

1. An initial BOLO list may be revised at any time. In the event that an initial BOLO list is constructed, in whole or in part, with sets of data downloaded from another database, so as to account for any changes that may have been made in the data maintained in those other databases, updates to the initial BOLO list shall, in the case of a mobile unit attached to a police vehicle, be made at the start of each shift, and in the case of an ALPR positioned at a stationary location, be made as frequently as is practicable, and on not less than a daily basis. Information concerning any license plate that is referenced in an AMBER Alert activated by the New Jersey State Police shall be added to the initial BOLO list as expeditiously as possible, and shall remain in the initial BOLO list until the AMBER Alert expires or is withdrawn.

D. Special Instructions for Immediate Alert Response

1. When practicable, the reason for placing a vehicle on BOLO list shall be included with the BOLO and shall be disclosed to the officer who will react to an immediate alert. If for any reason an officer reacting to an immediate alert should not initiate an investigative detention (e.g., where the license plate was included in the BOLO list because the department or any other agency wanted to be notified of the location of the subject vehicle without alerting the driver/occupants that they are the subject of law enforcement attention, such as in the case of Violent Gang or Terrorist Organization File (VGTOF) alert), to the extent feasible, the information attached to the license plate on the BOLO list shall be entered in such a way as to cause the ALPR to clearly designate an immediate alert as a "non-encounter" alert, and shall provide specific instructions to the officer as to who to notify of the alert. See Section 6, *infra*.

VII. POLICE ACTIONS IN RESPONSE TO AN IMMEDIATE ALERT

- A. When an officer operating a vehicle equipped with an ALPR receives an immediate alert, the officer shall take such action in response to the alert as is appropriate in the circumstances. An officer alerted to the fact that an observed motor vehicle's license plate is on the BOLO list may be required to make a reasonable effort to confirm that a wanted person is actually in the vehicle before the officer would have a lawful basis to stop the vehicle. See, State v. Parks, 288 N.J. Super. 407 (App. Div. 1996) (police do not have reasonable suspicion to justify a stop based on a computer check that shows that the operator's license of the registered owner of the vehicle is

suspended unless the driver generally matches the owner's physical description (e.g., age and gender).

- B. An officer reacting to an immediate alert shall consult the database to determine the reason why the vehicle had been placed on the BOLO list and whether the alert has been designated as a non-encounter alert. In the event of a non-encounter alert, the officer shall follow any instructions included in the alert for notifying the law enforcement or homeland security agency that had put out the BOLO. See Section 5.4, *supra*.
- C. Officers will call out with any serious alerts from NCIC (wanted person or vehicle, stolen vehicle, missing person etc) received giving a description of the vehicle, occupants and registration number with their location.
 - 1. If the alert is of a serious nature; officers will wait for backup whenever it is possible to do so.

VIII. SECURITY OF STORED ALPR DATA

A. Physical Security and Limited Access

All ALPR stored data shall be kept in the Bergen County Prosecutor's Office secure data storage system with access restricted to authorized persons. Access to this stored data shall be limited to the purposes described in Section 9 of these Guidelines.

B. Differentiation of Stored Positive Alert Data From Non-Alert Data

Stored ALPR data shall be maintained electronically by the Bergen County Prosecutor's Office in such a manner as to distinguish alert data from non-alert data so as to ensure that access to and use of non-alert data and any disclosure of personal identifying information resulting from the analysis of non-alert data occurs only as may be authorized pursuant to section 9.2 of these Guidelines. Positive alert data will, as appropriate, be transferred to the appropriate active investigation file, see also Section 9.1, *infra*, in accordance with the department's evidence or records management procedures.

IX. RETENTION PERIOD AND PURGING OF STORED DATA

- A. The Bergen County Prosecutor's Office shall, pursuant to the provisions of Section 13 of these Guidelines, establish and enforce procedures for the retention and purging of stored ALPR data in accordance with this Section. ALPR stored data shall be retained for a period of five years, after which, the data shall be purged from the agency's data storage device or system. The

Bergen County Prosecutor's Office may purge ALPR data before the expiration of the five-year retention period only if the data has been transferred to the State Police Regional Operations Intelligence Center (R.O.I.C.) or any other system that aggregates and stores data collected by two or more law enforcement agencies in accordance with the provisions of this General Order/policy. Any ALPR data transferred to another agency, shall indicate the date on which the data had been collected by the ALPR so that the receiving agency may comply with the five-year retention and purging schedule established in this Section. See also Section 10.1 and 10.2, *infra*.

X. LIMITATIONS ON ACCESS TO AND USE OF STORED ALPR DATA

A. Access to Positive Alert Data

A trained police officer/civilian employee, who is authorized to use/access ALPR equipment and/or data, may access and use stored ALPR alert data as part of an active investigation or for any other legitimate law enforcement purpose, including but not limited to a post-scan BOLO query, a crime scene query, or crime trend analysis via Bergen County Prosecutor's Office. Record shall be made of the access to the data, that documents the date of access, and the identity of the authorized user, as identified by the operator's log-on user identification and password. A trained police officer/civilian employee need not obtain approval from the chief or designated supervisor, or Attorney General or county prosecutor or designee, for each occasion on which he or she accesses and uses stored ALPR data. Once positive alert data has been accessed and transferred to an investigation file, it shall not be necessary thereafter to document further access or use of that data pursuant to this General Order/Directive.

B. Access to Non-Alert Data

Access to and use of stored non-alert ALPR data is limited to the following three purposes: a post-scan BOLO query, a crime-scene query, and crime trend analysis. An authorized user does not need to obtain approval from the chief or a designated supervisor, or Attorney General or county prosecutor or designee, for each occasion on which he or she accesses and uses stored non-alert data pursuant to this Section.

C. Post-Scan BOLO Query

A trained police officer or civilian police employee, who is authorized to use/access ALPR equipment and/or data, is authorized to compare a post-scan BOLO list against stored ALPR data where the results of the query might reasonably lead to the discovery of evidence or information relevant to any active investigation or ongoing law enforcement operation, or where the subject vehicle might be placed on an active initial BOLO list. (For example, a trained police officer or civilian police employee may review stored non-alert data to determine whether a specific vehicle was present at the time and place where the ALPR data was initially scanned for the purpose of confirming or dispelling an alibi defense, or to develop lead information for the purpose of locating a specified vehicle or person. A trained police officer or civilian police employee may also check stored data to determine whether a vehicle that was only recently

added to an initial BOLO list had been previously observed in the jurisdiction before it had been placed on an initial BOLO list.)

D. Crime Scene Query

A trained police officer or civilian police employee who is authorized to access and use ALPR equipment and/or data, may access stored non-alert data where such access might reasonably lead to the discovery of evidence or information relevant to the investigation of a specific criminal event as defined in these Guidelines. Note that if the trained police officer or civilian police employee has reason to believe that a specific person or vehicle was at or near the location of the specific crime at the time of its commission, non-alert stored data might also be examined under the authority of Section 9.2.1 as part of post-scan BOLO query.

1. A crime scene query may not be conducted to review stored non-alert data based on general crime patterns (i.e., e.g., to identify persons traveling in or around a "high crime area"), but rather is limited to situations involving specific criminal events as that term is defined in these Guidelines.
2. The crime scene query of non-alert stored data shall be limited in scope to stored non-alert data that is reasonably related to the specified criminal event, considering the date, time, location, and nature of the specified criminal event. For example, a crime that reasonably involves extensive planning and possible "rehearsals," such as a terrorist attack, would justify examining stored non-alert data that had been scanned and collected days or even weeks or months before the criminal event, and that may have been scanned at a substantial distance from the site of the crime or intended crime (e.g., at any point along a highway leading to the intended crime site). A spontaneous crime, in contrast, might reasonably justify examination of stored non-alert data that was scanned and collected on or about the time of and in closer physical proximity to the criminal event.
3. A trained police officer or civilian police employee, who is authorized to access and use ALPR equipment and/or data, shall document the specific crime or related crimes constituting the criminal event and the date(s) and location(s) of the specific crime(s).

E. Crime Trend Analysis

1. A trained police officer or civilian police employee, who is authorized to use/access ALPR equipment and/or data, may access and use stored non-alert data for purposes of conducting crime trend analysis, as that term is defined in these Guidelines, when such access and analysis is approved by trained supervisor and where such analysis is undertaken to produce analytical products that are intended to assist this department in the performance of its duties. A trained supervisor may authorize one or more authorized users to conduct a method or methods of crime trend analysis on a repeated or continuous basis, in which event such authorization shall remain in force and

effect unless and until modified or rescinded by the supervisor. A trained supervisor may also approve the use of an automated software program to analyze stored data to look for potentially suspicious activity or other anomalies that might be consistent with criminal or terrorist activity.

- 2.. Crime trend analysis of automated stored non-alert data shall not result in the disclosure of personal identifying information to an authorized user or any other person unless:
 - a. The officer can point to specific and articulable facts that warrant further investigation of possible criminal or terrorist activity by the driver or occupants of a specific vehicle (i.e., unusual behavior consistent with the modus operandi of terrorists or other criminals), and access to the personal identifying information based on those specific and articulable facts has been approved by a designated supervisor. Such approval may be given by a trained supervisor in advance when the crime trend analysis reveals the existence of specified suspicious circumstances that would warrant further investigation and that would justify disclosure of personal identifying information to the authorized user conducting the analysis under the "specific and articulable facts that warrant further investigation" standard of proof established in this Section. The trained supervisor shall document any and all specified suspicious circumstances for which disclosure of personal identifying information is pre-approved if those suspicious circumstances are revealed by authorized crime trend analysis. When an automated crime trend analysis computer program is used, specified suspicious circumstances that would warrant further investigation and that would justify disclosure of personal identifying information to an authorized user under this Section may also be pre-approved by a trained supervisor and built into the computer program so that if the program identifies the existence of the pre-determined suspicious circumstances, it will automatically alert the authorized user of the suspicious activity and provide to him or her the relevant personal identifying information in accordance with the "specific and articulable facts that warrant further investigation" standard of proof established in this Section; or Disclosure of personal identifying information concerning any vehicle plate scanned by the ALPR is authorized by a grand jury subpoena.
 - b. Nothing in this Section shall be construed to prohibit a computer program from accessing and comparing personal identifying information of one or more individuals who are associated with a scanned vehicle as part of the process of analyzing stored non-alert data, provided that such personal identifying information is not disclosed to a person unless the "specific and articulable facts that warrant further investigation" standard is satisfied. The "specific and

articulable facts that warrant further investigation" standard set forth in this Section applies only to the crime trend analysis of non-alert data, and nothing in this Section shall be construed to limit disclosure of personal identifying information of a person who is the registered owner of a vehicle that is on an initial or post-scan BOLO list (i. e., alert data).

- c. For the purposes of this Section, the "specific and articulable facts that warrant further investigation" standard required for the disclosure of personal identifying based upon crime trend analysis of stored non-alert data is intended to be comparable to the "specific and articulable facts that warrant heightened caution" standard developed by the New Jersey Supreme Court in *State v. Smith*, 134 N.J. 599, 616-19 (1994) (establishing the level of individualized suspicion required before an officer may order a passenger to exit a motor vehicle stopped for a traffic violation).
- d. A trained police officer/civilian police employee accessing stored non-alert ALPR data for purposes of conducting crime trend analysis shall document: the nature and purpose of the crime trend analysis; the persons who accessed stored non-alert ALPR data for use in conducting that analysis; and the trained supervisor who approved access to ALPR non-alert data. In any instance where personal identifying information is disclosed based upon crime trend analysis of stored non-alert data, the trained police officer/civilian police employee shall document the specific and articulable facts that warrant further investigation and the trained supervisor who reviewed those facts and approved the disclosure of personal identifying information, or who pre-approved disclosure of personal identifying information based upon specified circumstances identified by an automated crime trend analysis computer program, or, where applicable, the fact that access to personal identifying information was authorized by a grand jury subpoena.

XI. SHARED LAW ENFORCEMENT ACCESS TO STORED ALPR DATA

A. Authorization to Share and Aggregated Data

- 1. Any ALPR data that may, in a manner consistent with this Policy/Order and Attorney General Directive Number 2010-5, be accessed and used by this agency may also be shared with and provided to any other law enforcement agency. Stored ALPR data may be combined with ALPR data collected by two or more law enforcement agencies (e.g., collection of stored data by the New Jersey State Police Regional Operations Intelligence Center), provided that such aggregated data shall only be retained, accessed, and used in accordance with the provisions of this Policy/Order and Attorney General Directive Number 2010-5.

B. Record of Shared Access and Responsibilities of the Receiving Agency

1. This department will keep a record of each time ALPR data is shared with or provided to any other law enforcement agency, pursuant to section 10.1 of this Policy/Order. This record shall include the identity of the other agency, and the specific officer(s) or civilian(s) of that agency who were provided the information. This does not include that downloading and/or uploading of data to the BOSS Server maintained by the Bergen County Prosecutor's Office.

XII. RELEASE OF ALPR DATA TO NON-LAW ENFORCEMENT PERSONS OR AGENCIES

- A. Stored ALPR data shall be treated as "criminal investigator records" within the meaning of N.J.S.A. 47:1A-1 et seq., and shall not be shared with or provided to any person, entity, or government agency, other than a law enforcement agency, unless such disclosure is authorized by a subpoena or court order, or unless such disclosure is required by the Rules of Court governing discovery in criminal matters. Any agency receiving a subpoena or court order for the disclosure of ALPR data shall, before complying with the subpoena or court order, provide notice to the Chief of Police and County Prosecutor.

XIII. PROMULGATION AND ENFORCEMENT OF DEPARTMENTAL POLICIES

A. Required Contents of Departmental Policies

1. This department will enforce this General Order to ensure compliance against unauthorized use. All users will be trained and held accountable for their action in accordance with this General Order.

B. Notice of ALPR Policies and Revisions Provided to the Bergen County Prosecutor's Office

1. The Chief of this department shall provided a copy of this Policy/Order to the Bergen County Prosecutor's Office and shall provide to the Bergen County Prosecutor for review and approval copies of any amendments and/or revisions to this Policy/Order prior to such amendments taking effect.

XIV. ALPR PROGRAM ACCOUNTABILITY

A. ALPR Program Audits

1. All ALPR records documenting the use of an ALPR, or access to or use of ALPR stored data by trained officers or employees that are maintained in the Bergen County Prosecutor's Office automated record-keeping system, shall be subject to review and audit by the County Prosecutor, or by the Attorney General or his or her designee.

B. Handling of Complaints

1. Any complaints about a department's ALPR program made by any citizen or entity shall be forwarded to the Chief of Police and Bergen County Prosecutor. The County Prosecutor

may conduct an investigation, or may direct the agency that is the subject of the complaint to conduct an investigation and to report back to the County Prosecutor

XV. SANCTIONS FOR NON-COMPLIANCE

- A. If the Attorney General or his or her designee has reason to believe that a law enforcement agency or officer or civilian employee is not complying with or adequately enforcing the provisions of these Guidelines, the Attorney General may temporarily or permanently suspend or revoke the authority of the department, or any officer or civilian employee, to operate an ALPR, or to gain access to or use ALPR stored data. The Attorney General or her designee may initiate disciplinary proceedings, and may take such other actions as the Attorney General in his or her sole discretion deems appropriate to ensure compliance with these Guidelines. Such action by the Attorney General will be cause for disciplinary action.

XVI. AUTHORITY OF ATTORNEY GENERAL TO GRANT EXEMPTIONS OR

A. SPECIAL USE AUTHORIZATIONS

- 1. ALPRs, and all ALPR stored data, shall only be used and accessed for the purposes and in the manner authorized by these Guidelines. In recognition of the need to be able to address issues or circumstances that are not contemplated by these Guidelines, the Attorney General or his or her designee may grant an exemption from any provision of these Guidelines, and may authorize the specific use of an ALPR, or the data collected by or derived from an ALPR, that is not expressly authorized by these Guidelines. Any request by a department to use an ALPR or ALPR-generated data for a purpose or in a manner not authorized by these Guidelines shall be made to the Attorney General or his or her designee through the Director of the Division of Criminal Justice or his or her designee, who shall make recommendations on whether to grant the agency's specific request for an exemption or special authorization. Such requests shall be made in writing unless the circumstances are exigent, in which event the request by the agency and approval or denial by the Attorney General or his or her designee may be given orally, in which event the circumstances of the request and the approval or denial shall be memorialized in writing as soon thereafter as is practicable.

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-23-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME I
VOLUME TITLE: ADMINISTRATION	# PAGES: 13					CHAPTER 12
ACCREDITATION STANDARD(S):	REFERENCE: V#I C#12					
SUBJECT: AWARDS AND RECOGNITION PROGRAMS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To assure that members of the Fort Lee Police Department are fairly rewarded for actions above and beyond the normal call of duty.

To recognize civilians and other Borough employees for meritorious acts.

POLICY:

The Merit Board will review any act of uncommon Police service performed by personnel of the Fort Lee Police Department, based upon investigation of the merits of the particular act, and recommend the category and type of award deemed justifiable.

The Police Department will recognize through awards, acts of Valor Service and achievement accomplished by members of the Fort Lee Police Department.

The Merit Board will also review meritorious acts performed by civilians and other Borough Employees, for possible recognition.

PROCEDURE:

I AWARDS

A. The Awards Program will consist of the following:

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1. Department Medal of Honor
2. Distinguished Valor Award
3. Commendation for Valor Award
5. Meritorious Valor Award
6. Unit Citation for Valor
7. Distinguished Service Award
8. Commendation for Service Award
9. Meritorious Service Award
10. Unit Citation for Service
11. Life Saving Award
12. Combat Award
13. Wounded In Combat Award
14. Injured In Combat Award
15. Honorable Service Award
16. Educational Achievement Award
 - a. Associate Degree
 - b. Bachelor's Degree
 - c. Emergency Medical Technician.
17. War Veteran Award
 - a. Korean War
 - b. Vietnam War
 - c. Expeditionary Service
18. Special Olympic Service (Issued by Special Olympics).
19. Special Achievement Award
20. Civilian Service Award

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B. Issuance of Awards

1. An officer must be recommended for an award by anyone of the following people:
 - a. A member of the police department who witnessed, or has knowledge of the officer's performance.
 - b. Any private citizen that witnessed the officer's performance.
 - c. Officer involved
2. Whenever an officer is recommended for an award, the Officer Award Recognition Application must be completed and submitted to the Chief of Police. A summary report with case number, should be submitted with the applications (See attachment A)
3. Upon receipt of the application, the Chief of Police will ask the Merit Board to review the application and forward their recommendations to the Chief of Police for review. The Chief of Police will have the final decision on all awards.
4. All award applications that have been approved, and a medal issued, will become part of the officer's personnel file.

II AWARD COMMITTEE

C. Merit Board

1. The Merit Board will consist of eleven members, of which, four will be alternates and have the same rights and authority of the other seven.

Six of the members will be selected by the Chief of Police, with approval of the Executive Board of the P.B.A. local, the other five will be selected by the P.B.A. local, with approval by the Chief of Police.

The term for Merit Board members will be for a two-year period, on a schedule set up by the Board. Rank will not be a primary consideration.

Members will possess the following qualifications:

- a. All members will have a minimum of three years of active service.
 - b. The Secretary will so note and notify the Chief of Police of all persons attending meetings, and of time spent, for compensation of off duty time in time due (at time and a half).
2. The Chief of Police will select the Merit Board Presiding Officer.

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- a. Presiding Officer will be responsible for the proper running of the Board,
 - b. He will call all meetings,
 - c. Act as liaison with other officials,
 - d. Delegate the investigation of all nominations to the Merit Board
3. The Presiding Officer will select a Secretary.
 - a. The Secretary will act in the Presiding Officer capacity when the Presiding Officer is absent,
 - b. He will also be responsible for handling all official correspondence, including the receiving and processing of all nominations for awards,
 - c. He will keep minutes of all meetings,
 - d. He will serve at the discretion of the Presiding Officer,
 - e. He will also forward a list of recommendations for awards to the Bergen County Chiefs of Police Association Award Program whenever advised to do so, by the convening Merit Board
4. Award applications will be reviewed when a meeting is held by the committee and submitted to the Chief of Police for final approval. After final approval has been granted by the Chief of Police, a list will be posted containing the names of those officers or civilians that have received a Department Award.
5. All committee recommendations must be based upon documented facts that can be substantiated.

III CRITERIA FOR AWARD

D. Award Criteria

1. Department Medal of Honor

- a. The recipient shall receive a Medal and Citation bar (police). The recipient will also receive a matching framed certificate.
- b. The department's Medal of Honor is the highest single Honor the department can bestow. Hence it will be reserved for those extraordinary acts of Heroism involving the greatest degree of danger, at the greatest risk.

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2. Department Combat Award

- a. The recipient shall receive a Citation Bar (police). The recipient will also receive a matching certificate.
- b. A department's Combat Award may be awarded to any member for the successful performance of an act of extraordinary heroism while engaged in personal combat with an adversary at imminent personal hazard of life in the performance of duty.

3. Wounded in Combat

- a. The recipient shall receive a Citation Bar and a certificate.
- b. A department's Wounded in Combat may be awarded for a wound received in the line of duty, inflicted intentionally by an adversary, resulting in severe puncture wounds, lacerations, fractures, or concussion being suffered by the nominee.

4. Life Saving Medal

- a. The recipient shall be awarded a Citation Bar, and a certificate.
- b. The Life Saving Award may be awarded to any member of the force whose prompt and alert action, through disregard of personal safety, results in saving a life.

5. VALOR AWARD

- a. The recipient shall be awarded the Valor Award, Citation Bar and certificate.
- b. Given in incidents where the officer knowingly put his life in jeopardy to defend or save himself, to protect others or to make an arrest.
- c. The following will be considered when determining which of the Valor Awards are to be given:
 - (1) The amount of danger involved
 - (2) The alternatives open to the officer
 - (3) The complete circumstances of the incident
 - (4) Did the officer knowingly put himself in jeopardy.
 - (5) Did the circumstances warrant the action taken.

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d. Unit Citation for Valor will be given same consideration, with the addition of :

(1) When two or more officers who shared equally in contributing to the incident, but did not meet criteria for individual awards.

e. The Merit Board will vote on the different types of Awards utilizing a point system delineated in V,(C), (1).

6. SERVICE AWARD

a. Service Awards will be recommended for exceptional police work, which in essence, did not involve a degree of danger.

b. Awards will be voted on utilizing the point system, which is delineated in V,(C),(1).

7. LETTER OF APPRECIATION:

a. Letter of Appreciation will be given when the Merit Board wishes to recognize an officer's actions, but cannot justify awarding a higher degree of award.

b. The accumulation of five letters will entitle the officer to a Meritorious Service Award.

8. AWARDS ISSUED BY OTHER AGENCIES:

a. Awards issued by other agencies to members of this Department in the area of Valor or Service, may be worn in addition to those issued by the Merit Board, with approval of the Chief of Police.

(1) Requests should be in writing and copy of request should be sent to the Merit Board.

9. HONORABLE SERVICE AWARD

a. The Honorable Service Award will be given for continued good Police Service over a period of five, ten, fifteen, twenty, twenty-five and thirty years.

b. The Board will record each officer's initial service date. It will be up to the individual officer to properly make out a request form for an Honorable Service award. He will submit this to the Board Secretary.

c. The Board will make no effort to investigate the issuing of this award unless the officer takes the initiative to request it.

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- d. Merit Board will use the Point System in place for issuing this award.

7. Special Achievement Award

- a. This Award will be given to an officer who has made an especially valuable contribution to the running or improvement of the Police Department.
- b. Nominations will come from the Chief of Police, Deputy Chief or a Captain.

9. Military Service Citations

- a. A Citation Award and Bar will be awarded to any member of the department that served honorably in the Armed Forces during :
 - (1) Korean War,
 - (2) The Vietnam Conflict,
 - (3) Desert Storm and Bosnia (Expeditionary Service Award)
- b. Officer will provide DD214 paperwork with request for these awards.

10. Educational Achievement Award

- a. The Educational Achievement Award will be issued to an officer who has received an Associates degree in Police Science from an accredited college.
- b. The Educational Award with Star will be given to an officer who has received a Bachelors degree in a field directly relating to Police Science.

11. Civilian Service Awards

- a. Two types of Civilian Service Awards will be available.
 - (1) The Police Appreciation Award, which may be given for: Valor, Assistance or Service.
 - (2) The Police Department Certificate of Appreciation, which will be distinguished from award issued to regular members of the Police Department.
- b. At the discretion, of the Chief a department plaque may also be awarded.

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12. EMERGENCY MEDICAL TECHNICIAN:

- a. Citation to be worn by Officers completing training and certifying as an E.M.T.

13. RETIREMENT AWARD:

- a. Expresses appreciation for the many years spent in the field of public service, devoting high quality of work, intensity of interest and spirit of dedication.
- b. The Police Liaison along with the Fort Lee Police Department, expresses in some small measure its deep appreciation by presenting a retirement award.
- c. The Chief of Police will upon receiving a list of retirees, will verify it and forward copies to the Police Liaison to the Borough Governing body.
- d. The Chief of Police or his designee will order and have the retirement shield available for presentation, at least one week prior to the announced retirement date of the member of the department.
- e. The Police Chief or his designee will present the award on the retiree's last day of work.
- f. Retirement Award will be awarded to the recipient officer for;
 - (1) Twenty-five or more years of credited service.
 - (2) Accidental disability retirement- the injury must be job incurred and had happened during the performance of Police duties.
 - (3) Ordinary disability retirement- the officer must have fifteen years or more of service.

IV MEDAL DISTINCTION

- | | | |
|----|------------------------|------------------------|
| 1. | Medal of Honor | Green with 12 Stars |
| 2. | Distinguished Valor | Green with single Star |
| 3. | Commendation for Valor | Green |
| 4. | Meritorious Valor | Green / White / Green |

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5.	Unit Citation for Valor	Grey with 3 Green Stripes (2 outside & 1 center)
6.	Distinguished Service	Blue with single Star
7.	Commendation for Service	Blue
8.	Meritorious Service	Blue / White / Blue
9.	Unit Citation for Service	Grey with 3 Blue Stripes (2 outside & 1 center)
10.	Life Saving	Red / White
11.	Combat Award	Red / White with 1 White Stripe on each side
12.	Wounded in Combat	Red with 4 White Stripes
13.	Injured in Combat	Red / White / Red
14.	Honorable Service	Yellow / Green/ White / Blue
15.	Educational Achievement Associates Degree Bachelors Degree	Green / White / Blue Green / White / Blue with single Star
16.	War Veterans Korean War Vietnam Conflict Expeditionary Service	Blue / Yellow with Green & Black Stripes Yellow / White with White and Blue Stripes Blue / White with Red, White, Blue Stripes in Center and Green, Red, Yellow and Black on Each side.
17.	E.M.T.	Red / White with Gold Cadusis
18.	Special Olympic Service	Blue / Yellow with Torch
19.	Special Achievement	Green / White / Blue with Single Star
20.	Civilian Service	Green with Horizontal White Stripe
21	Retirement Award	Shield Award: A duplicate of shield carried by the retiring officer on the day of retirement, with the word RETIRED written across the face of the shield.

V MERIT BOARD MEETINGS

- A. Meetings will be convened punctually, on a date, time and place specified by the Presiding Officer.

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1. To conduct any official business, at least five members must be in attendance.
2. The meetings will be open to the Chief of Police, his designate, and the Police Liaison.
 - a. These officials may comment, but will have no direct vote in the awards decision;
 - (1) except in the special case of the Chief's vote
- B. The Merit Board will first review the summary report.
 1. If any member prior to the meeting requests that witnesses be called, the secretary will make arrangements to have such voluntary witnesses present to testify.
- C. After review and discussion, the members of the Board will each vote as to the type of award they feel should be issued.
 1. If in the category of Valor or Service, the point system will be used.
 - a. If five members are present, each will cast from one to five points for the nomination, depending on how high a rating the member gives the individual act, for a Valor Award.
 - b. In the case of Service Awards, members will cast from one to three Votes in favor of the nomination.
 2. All five members votes will be added up, the a total will determine a degree of award which will be recommended.
 - a. If seven members are present, all seven will cast votes.
 - b. In this case the single highest and single lowest vote total will be eliminated and the other five totaled.
 3. After all tabulation is concluded, each member will have the opportunity to comment, and before the final recommendation is made, may change their vote.
 4. Based upon the number of points, a recommendation will be made as to the award to be given, based on the rating sheet of awards.
 - a. If an even number are present, the Presiding Officer will cast a deciding ballot, and may enter any discussion.
 5. The recommendation will be forwarded to the Chief of Police by the Secretary, for his approval.

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6. The Chief will review the recommendation.
 - a. In the case of Valor Awards, he may at his discretion cast one extra vote to the total number; thus it is possible for the Chief to elevate the award, but only if the point total is within one, of a higher award.
- D. Achievement Awards will be decided by verification of achievement, by members of the Board.
- E. At the end of each meeting, each member will be assigned several applications for investigation. Discussion on each application will take place at the next meeting.

VI CONTESTED AWARDS:

- A. As soon as the Merit Board reaches a decision, it will notify the officer in private of their recommendations.
- B. The officer may contest the recommendation within five days, by submitting his intention and reasons in writing to the Merit Board Secretary.
- C. If the officer does contest the recommendation and submits his intention, the Secretary will notify the Chief of Police.
- D. The Chief will then convene a meeting if the Board Presiding Officer and a representation from the Board Grievance Committee (Chosen by Presiding Officer).
 - a. They will review the Merit Boards decision, and makes its own recommendation to the Chief of Police.
- E. The Chief will be the ultimate authority on the matter.
- F. The entire procedure will be completely documented by the Secretary of the Merit Board.

VII AWARDS CEREMONIES:

- A. Department Awards will be given at appropriate times, usually every three months.
 - a. Under special circumstances, the award may be given at a special ceremony or occasion.
- B. The decision on when the awards are to be given will be left up to the Board Presiding Officer, the Chief of Police and the P.B.A. President.
- C. Posting of awards will be done as soon as the Chief of Police gives final approval.
 - a. Posting will be the duty of the Secretary or the Presiding Officer.

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VIII CITATION BARS:

- A. A Citation Bar may be worn on the Police Uniform to indicate that the wearer is a recipient of an Award..
 - a. A bronze oak leaf cluster will be affixed to the citation bar when three awards of the same type have been received.
 - b. When the fifth award of the same type is awarded, the bar will have a silver oak leaf cluster attached.
- B. Citation bar supply requested for inventory:
 - 20 Meritorious Valor
 - 20 Meritorious Service
 - 5 Commendation for Valor
 - 5 Commendation for Service
 - 5 Medal of Honor
 - 5 Distinguished service Medal for Valor
 - 5 Distinguished Service Medal for Service
 - 10 Educational Achievement Associates Degree
 - 10 Educational Achievement Bachelors Degree
 - 20 Honorable Service with 10 each of inserts for 5-10-15-20-25 & 5 for 30 years
 - 5 Special Achievement
 - 5 Wounded in Combat
 - 10 Bronze Clusters
 - 10 Silver Clusters
 - 20 Unit Citation for Valor
 - 20 Unit Citation for Service
 - 20 Emergency Medical Technician
 - 5 Korean War

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5 Vietnam conflict

10 Expeditionary Service

Special Olympic is issued by the Special Olympics.