

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 4	CHAPTER: 3	# OF PAGES: 6	
SUBJECT: NASAL NARCAN			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: I.A, IV.A-E, IV.F.1 & F.3.b-d, V.A-D, VI.B-G, and VII.A-E	
REFERENCE:		ACCREDITATION STANDARDS: N/A	
EFFECTIVE DATE: 8/02/2017		SUPERSEDES: Narcan V4Ch3	

PURPOSE: The purpose of this policy is to establish guidelines and procedures governing the utilization of the Nasal Narcan administered by officers of the Fort Lee Police Department (the "Narcan Program"). The objective of the Narcan Program is to treat heroin and opioid overdoses and reduce fatal overdoses caused by the abuse of such drugs through the deployment of Nasal Narcan.

POLICY: The Narcan Program is being administered by the Fort Lee Police Department under the supervision of Dr. Marc Dreier of the Valley Hospital, Ridgewood, New Jersey, who is the County Coordinator. The County Coordinator will provide training and medical oversight of the Narcan Program. It is the policy of the Fort Lee Police Department that officers who will be administering Nasal Narcan are properly trained in the use and deployment of the Nasal Narcan according to the laws of the State of New Jersey and Bergen County Prosecutor's Directives and Guidelines.

PROCEDURES:

I. Nasal Narcan Kit:

- A. The Nasal Narcan Kit will include medication (two 2mg doses) and atomizer.

II. Storage:

- A. The Fort Lee Police Department will store the numbered Nasal Narcan Kits in the following primary location, and they will be assigned to officers during daily briefing by the Road Supervisor. A Nasal Narcan Kit may be issued to individual officers as part of their issued equipment.
 - 1. The numbered Nasal Narcan Kits will be stored in the dedicated Narcan Kit rack located behind the Tour Commander's desk.
 - 2. There will be one dedicated Nasal Narcan Kit to be kept behind the Tour Commander's Desk and one dedicated Nasal Narcan Kit in the Cell Block area.

NOTE: Nasal Narcan may be damaged by extreme temperatures, both high and low. Due to this fact, consideration should be given to storing the Nasal Narcan Kit in the interior of a patrol vehicle when these conditions exist and taking the Nasal Narcan Kit from the vehicle and storing it inside the police department after a shift is completed.

III. Issuing Procedure:

- A. The Road Supervisor will be responsible for issuing Nasal Narcan Kits to only trained officers at the start of their tour.
 - 1. Priority of issue:
 - a. Patrol Officers
 - b. Road Supervisors
 - c. Traffic Officers
 - d. Any available officer
- B. The Road Supervisor will be responsible for documenting the issuing of the Nasal Narcan Kits on the vehicle assignment sheet for the shift.
- C. The Traffic Supervisor or Tour Commander should issue any Nasal Narcan Kits that will still be available after Patrol Officers have been issued their Nasal Narcan Kits to trained overlap officers or Traffic Officers. This will be documented on the vehicle assignment sheet for the shift.
- D. The Tour Commander will enter the Nasal Narcan Kit number in the "Narcan Kit" column of the blotter.
- E. At the end of an officer's shift the officer will turn in their assigned Nasal Narcan Kit to the Tour Commander.

IV. Nasal Narcan Coordinator/Co-Coordinators:

- A. The Training Bureau Supervisor is designated as the Fort Lee Police Department Nasal Narcan Coordinator (Coordinator).
- B. The Narcotics Bureau Supervisor is designated as a Fort Lee Police Department Nasal Narcan Co-Coordinator responsible to assist the Coordinator with the timely review and approval of submitted reports.
- C. The Nasal Narcan Instructor is designated as a Fort Lee Police Department Nasal Narcan Co-Coordinator responsible for ensuring that all officers receive training in the use and deployment of Nasal Narcan and will assist the Coordinator as necessary.
- D. The Coordinator will be assisted by the designated Narcotics Bureau Supervisor and the Nasal Narcan Instructor in all functional areas listed below.
- E. The Coordinator and Co-Coordinators shall be responsible for the following:
 - 1. Ensuring the Nasal Narcan inventory is current and not expired (primarily handled by the Nasal Narcan Instructor).
 - 2. Proper and efficient deployment of Nasal Narcan for patrol (primarily handled by the Nasal Narcan Instructor).
 - 3. Replacement of any Nasal Narcan that is either damaged, unusable, expired or deployed (primarily handled by the Nasal Narcan Instructor).
 - 4. Ensuring all personnel that will be using Nasal Narcan have received training in accordance with department policy, Bergen County Prosecutor Guidelines, and the laws of the State of New Jersey (primarily handled by the Nasal Narcan Instructor).
 - 5. Ensure that any deployment of Nasal Narcan to a subject will have a corresponding Investigation Report and a "Naloxone Administration Reporting Form" completed, or in the case of an overdose where Nasal Narcan was not deployed, an "Overdose Reporting Form" has been completed (primarily handled by the Narcotics Bureau Supervisor).
 - 6. Review the "Naloxone Administration Reporting Form" or the "Overdose Reporting Form" and submit it to the Bergen County Prosecutor's Office (BCPO) via the BCPO portal within 24 hours of the deployment or the next business day (primarily handled by the Narcotics Bureau Supervisor).
- F. Nasal Narcan Use:
 - 1. Nasal Narcan shall be administered only by a trained officer, for no fee, when the trained officer reasonably believes a patient is suffering from an opiate overdose.
 - 2. When using the Nasal Narcan Kit, officers should maintain universal precautions, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse. Officer(s) should notify the Fort Lee

Communications Center that the patient is in a potential overdose state. Emergency Medical Services and Paramedics will be dispatched in compliance with Communications Center procedures for medical calls.

3. Officer Nasal Narcan Deployment Protocol

- a. Identify and assess victim for responsiveness, pulse and status of breathing.
- b. If no pulse, initiate CPR and AED as per normal medical procedures; notify incoming EMS providers through the Communications Center.
 - 1) If an opioid overdose is suspected, (based on history, evidence on scene, bystander reports, physical examination) then proceed with Nasal Narcan administration.
 - 2) Continue CPR until EMS takes over or the victim starts to move.
- c. If the victim is not breathing normally but a pulse is present:
 - 1) Provide rescue breathing.
 - 2) If opioid overdose is suspected, (based on history, evidence on scene, bystander reports, physical examination) then proceed with Nasal Narcan administration.
 - 3) Continue rescue breathing and check the victim's pulse about every two (2) minutes.
- d. If victim is breathing normally and a pulse is present, monitor responsiveness, breathing and pulse. Place in recovery position.
- e. Retrieve Narcan Kit.
- f. Assemble Nasal Narcan Kit in accordance with manufacturer's instructions.
- g. Administer a maximum of 1mg in each nostril for a total of 2mg, using the mucosal atomizer device.
- h. Initiate breathing support with pocket mask or bag valve mask, with oxygen if available.
- i. If no response after 3-5 minutes and a second dose of Naloxone is available, repeat the administration.
- j. Continue to monitor breathing and pulse – if breathing increases and there is no evidence of trauma, place in the recovery position.
- k. If at any time the pulse is lost, initiate CPR and AED as per normal procedures.

- l. Keep responding EMS advised of the victim's status when able to do so through the Communications Center.
- m. Give full medical report to EMS when they arrive.

V. Medical Care:

- A. When an officer administers Nasal Narcan, the officer shall ensure that patient care is turned over to EMT's, paramedic units, or the hospital. The administering police officer will not accept a refusal of medical treatment from the patient after administering Narcan. Refusals of medical treatment will be handled by EMS or hospital personnel.
 - 1. Officers should be aware that the effects of Nasal Narcan only last for a limited period of time, and the person may experience another opiate overdose when the effects of the Nasal Narcan wear off.
- B. If Nasal Narcan was administered, and EMS personnel are transporting the patient to the hospital, an officer should accompany the ambulance personnel for their safety during transport.
- C. The officer who administered the Nasal Narcan shall notify the Tour Commander of the hospital where the patient was transported as soon as possible.
- D. When the administration of Nasal Narcan results in a reversal, the Tour Commander or designee, shall, when immediately practicable, notify the Bergen County Public Safety Operations Center (PSOC) at 201-753-7762, and request that a Recovery Specialist be dispatched to the medical facility to which the overdose victim is transported. This will allow the Recovery Specialist to respond to the medical facility and counsel the victim to enter addiction treatment. The Recovery Specialist are coordinated by Children's Aid and Family Services, which can be contacted at 551-500-7560 if there are any issues or concerns regarding the program.

VI. Maintenance / Replacement:

- A. An inspection of the Nasal Narcan Kit Rack shall be the responsibility of the Tour Commander and accounted for on each shift.
- B. Officers assigned a Nasal Narcan Kit for the shift will inspect it upon receiving it from the Road Supervisor.
- C. Missing or damaged Nasal Narcan Kits will be reported directly to the Road Supervisor issuing it.
- D. The Road Supervisor will notify the Tour Commander, who will advise the Nasal Narcan Coordinator and both Co-Coordinators via email of the missing or damaged Kits.
- E. Where any condition that necessitates the Nasal Narcan Kit to be taken out of service or be submitted for replacement, this information shall be directed to the Tour Commander, the Nasal Narcan Coordinator and both Co-Coordinators.

- F. A Nasal Narcan Kit being placed out of service shall be marked with a tag stating it is out of service and placed back in its marked space in the Nasal Narcan Kit Rack.
- G. Replacement: The Nasal Narcan Instructor (or in his absence, an available Co-Coordinator) shall be responsible for replacing the Nasal Narcan Kit and ensuring the department has an adequate supply available for patrol use.

VII. Documentation / Nasal Narcan Report

- A. Upon completing the medical call, the officer shall complete an Investigation Report detailing the nature of the incident, the care the patient received and the fact that Nasal Narcan was deployed. The officer will also complete the "Naloxone Administration Reporting Form" through the BCPO Portal.
 - 1. In cases where there is an overdose but no Narcan was deployed, the officer will complete an Investigation Report and the "Overdose Reporting Form" through the BCPO Portal.
- B. The officer will notify the Nasal Narcan Coordinator and Nasal Narcan Co-Coordination via email that the Nasal Narcan Kit was deployed.
- C. Within 24 hours or the next business day, the Narcotics Bureau Supervisor (or in his absence, an available Co-Coordinator) will review the "Naloxone Administration Reporting Form" or "Overdose Reporting Form" for accuracy, and will lock the report for review by the BCPO. These records must be completed for statistical value and tracking of Nasal Narcan deployments.
- D. Once the Narcotic Supervisor (or in his absence, an available Co-Coordinator) has completed a review of the "Naloxone Administration Reporting Form" or "Overdose Reporting Form", he will forward copies of the reports to the Records Bureau.
- E. If an officer/detective is advised that an unattended death was caused by an overdose, that officer/detective will notify the Narcotics Bureau Supervisor. The Narcotics Bureau Supervisor, or designee, will complete an "Overdose Reporting Form" through the BCPO Portal. The Narcotics Bureau Supervisor will review the report and submit it to BCPO for review. A copy of the report will be forwarded to the Record Bureau. The Narcotics Bureau Supervisor will handle any follow up investigation, if necessary.

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 11-30-2003	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME X
VOLUME TITLE: SERVICE	# PAGES: 3					CHAPTER 4
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: NOISE COMPLAINTS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS R. TESSARO						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:		NOISE COMPLAINTS				

POLICY:

The Borough of Fort Lee Mayor and Council adopted an ordinance to regulate, and in some cases, prohibit certain noises and sounds within the Borough of Fort Lee, 284-3. Most complaints regarding excessive noises are reported to the police department for proper assistance and action. It is therefore, important that the police officer receiving the complaint make every effort to provide assistance to the complainant in a courteous and effective manner to meet the requirements of the ordinance. The following procedures will be adhered to by all department personnel.

PROCEDURE:

I. CITIZEN COMPLAINT

- A. Respond to the call for assistance
 - 1. Attempt to resolve the problem without signing complaints.
 - 2. If caller insists on signing a Borough of Fort Lee ordinance complaint, the officer will:
 - a. Complete an investigation report detailing the incident and whether complaints were signed, if a verbal warning was issued to the violator a notation can be made in CAD by Com-Cen.

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b. Citizen Signing of Complaint Summons

- (1). Where the complainant is a citizen, the officer in charge is to administer the oath and witness the complainant's signature.
 - (a). Officer in charge should verify that the summons is filled out properly, that the complainant's name and address is clearly written in the proper location, and that they date it and have the complainant sign the summons in the proper location - under OATH; administer the Oath and sign it. (Certification portion is only for Police Officers as complainants)
- (2). The Judge, court clerk or deputy court clerk are authorized to issue complaint summonses on citizen complaints, after making a probable cause determination
- (3). An officer is not authorized to issue a complaint summons signed by a citizen.
- (4). All copies of the summons are to be forwarded to the Court to be issued, and a witness subpoena should also be filled out for the complainant and forwarded to the court.

II. OFFICER COMPLAINT

Each supervisor will maintain a Boro Ordinance violation book with their other supplies and equipment. Books will be signed for in the court office in the same manner as Motor Vehicle summonses.

- A. When a violation of a Municipal Ordinance occurs in the presence of the officer, the officer may issue a Municipal Ordinance Summons.
 1. The officer that observed the violation shall ask for a supervisor to respond to the scene and complete the Municipal Ordinance Complaint Summons.
 - a. The officer shall indicate the race of the offender with the sex in the space allotted for "Sex".
 2. The officer that observed the violation shall date and sign the complaint on the line marked signature of complaining witness, under the certification on the right side.
 - a. Officer must then check box below this area marked law enforcement use only.
 3. The officer may then issue the summons by signing the bottom and dating it.

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- a. **There is no administering of oath when the officer signs the certification side of the summons.**
 - b. **The Boro ordinance summons is issued at the scene.**
- 4. The officer must then complete and incident report on the issuance of the Boro Ordinance complaint.
 - a. No other reports need to be generated unless the narrative can not be fit on the incident report, a motor vehicle is involved or involved in a collision.
 - b. Before the end of his/her tour of duty the summons and report should be turned in to the tour commander for review.
 - c. The summons should then be disseminated as follows:
 - (1) Blue copy to the court.
 - (2) White copy to case jacket or Records Division
 - (3) Pink copy to police officer.
 - (4) Green copy remains in summons book.
 - (5) Hard copy to defendant (Delivered to defendant at the scene by issuing officer).

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-07-2002	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VII
VOLUME TITLE: AUTHORITY	# PAGES: 7					CHAPTER 15
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: OFF DUTY ARREST(S)/INCIDENTS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS R. TESSARO						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
SOP 90-3, 40A:14-152, State v. Macuk, State v. Hurtado,						
Bauer v. Cliffside Pk.						

POLICY:

Officers may be required to take specific police actions while off-duty. These actions must be documented and the Chief of Police must be advised when an officer acts in the performance of their duty.

PURPOSE:

The purpose of this policy is to provide guidelines to police officers regarding criteria for acting in the capacity of a police officer under the color of their authority while effecting an off-duty arrest or witnessing an incident. Acting in the capacity of a police officer shall mean the identification of oneself as an officer, displaying department badge or identification, wearing of identifiable parts of the police uniform, displaying a weapon or employing force under the color of authority.

Off-duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. This may lead to injuries to off-duty officers and confusion for those on-duty officers arriving at the scene trying to correctly assess the facts. In order to promote safety, it is necessary to determine and regulate those situations and locations within which a sworn member is permitted to make an arrest while off-duty. On the other hand, minor offenses shouldn't be directly enforced by off-duty police officers.

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PROCEDURE**

I. DEFINITION

A. Unauthorized Arrest

Any enforcement action, including arrests that are not authorized by this policy.

B. Authorized Arrest

Any enforcement action, including arrests that are authorized by this policy.

II. LIABILITY PROTECTION

- A.** The police officers of this department have liability protection for the on and off-duty performance of permitted official duties. This protection does not extend to willful acts to cause injury or damage, or to those actions that the police officer knew, or reasonably should have known, were in conflict with law, or policies of this department.

III. OFF-DUTY POLICE OFFICER'S RESPONSIBILITIES WITHIN THE TERRITORIAL LIMITS OF BOROUGH OF FORT LEE

- A.** When off-duty and within the jurisdiction of Borough of Fort Lee a Police officer may make an authorized arrest only when:

1. There is an immediate need for the prevention of a crime (1st, 2nd, 3rd and 4th degree) or apprehension of an actor suspected of committing a crime; and
2. The arresting officer is in possession of appropriate police identification, armed and properly equipped to secure the actor; and
3. The officer expects to be able to effect an arrest without creating a greater risk of safety to himself/herself, the victim and/or innocent bystanders.
4. While a police officer is not required to make an off-duty arrest in each instance, an officer does have a duty to notify on-duty personnel in an emergency. If any of the criteria listed in Section A 1 to 3 are not met, then the officer shall take the following actions when it is safe to do so:
 - a. Dial 911 for assistance or advise another person to call 911
 - b. Note the physical description of the offender and/or vehicle in addition to the direction of travel.
 - c. Aid the victim

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- d. Assist responding on-duty units
- B. When off-duty and within the jurisdiction of Borough of Fort Lee, an arrest for a disorderly person offense, petty disorderly person offense, motor vehicle violation or the issuance of a summons for a motor vehicle violation are authorized, as follows:
 - 1. The above violation must occur in the officer's presence:
 - a. Through the use of any one of the officer's senses or
 - b. Through the admission(s) of the person to be arrested or
 - c. Through a statutory exceptions to the "in presence" requirement below:
 - (1) Drunk Driving
 - (2) Shoplifting
 - (3) Theft of Library Materials
 - (4) Domestic Violence
 - 2. The arresting officer is in possession of appropriate police identification, armed and properly equipped to secure the actor; and
 - 3. The officer expects to be able to effect an arrest or apprehend a motor vehicle violator without creating a greater risk to the officer, victim or innocent bystander, and
 - 4. If the officer cannot effect an arrest or the issuance of a summons for a serious motor vehicle violation as outlined above in Section B 1 to 3, the officer should then take the following actions when it is safe to do so:
 - a. Dial 911 for assistance or advise another person to call 911
 - b. Note the physical description of the offender and/or vehicle in addition to the direction of travel.
 - c. Aid the victim
 - d. Assist responding on-duty units
- C. Off-Duty Responsibilities
 - 1. While off-duty, if an arrest cannot be effectuated as outlined in Sections A or B, it is the responsibility of the police officer to report any suspected or observed criminal activities to on-duty authorities when it is safe to do so.

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2. When an arrest is necessary for an offense committed in the officer's presence, the off-duty-arresting officer should follow all departmental policies and procedures.

IV. OFF-DUTY POLICE OFFICER'S RESPONSIBILITIES OUTSIDE THE TERRITORIAL LIMITS OF BOROUGH OF FORT LEE

- A. When off-duty and outside the jurisdiction of Borough of Fort Lee, a police officer may make an authorized arrest only when:
 1. There is an immediate need for the prevention of a crime (1st, 2nd, 3rd and 4th degree) or apprehension of an actor suspected of committing of a crime; and
 2. The arresting officer is in possession of appropriate police identification, armed and properly equipped to secure the actor; and
 3. The officer expects to be able to effect an arrest without creating a greater risk of safety to himself/herself, the victim and/or innocent bystanders.
 4. While a police officer is not required to make an off-duty arrest in each instance, an officer does have a duty to notify on-duty personnel in an emergency. If any of the criteria listed in Section A 1 to 3 are not be met, then, the officer shall then take the following actions when it is safe to do so:
 - a. Dial 9-1-1 for assistance or advise another person to call 9-1-1
 - b. Note the physical description of the offender and/or vehicle in addition to the direction of travel.
 - c. Aid the victim
 - d. Assist responding on-duty units
- B. When off-duty and outside the jurisdiction of Borough of Fort Lee, an arrest for a disorderly person offense, petty disorderly person offense, or a serious motor vehicle violation are authorized, as follows:
 1. The above violation must occur in the officer's presence:
 - a. Through the use of any one of the officer's senses or
 - b. Through the admission(s) of the person to be arrested or
 - c. Through a statutory exceptions to the "in presence" requirement below:
 - (1) Drunk Driving

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- (2) Shoplifting
 - (3) Theft of Library Materials
 - (4) Domestic Violence
 - 2. The offense poses an on-going threat to public safety, or
 - 3. The officer is approached by a citizen and asked for assistance.
 - 4. The arresting officer is in possession of appropriate police identification, armed and properly equipped to secure the actor; and
 - 5. The officer expects to be able to effect an arrest or apprehend a motor vehicle violator without creating a greater risk to the officer, victim or innocent bystander, and
 - 6. If any of the criteria listed in Section B 1 to 3 are not be met, then the officer should notify the police department that has jurisdiction as soon as it is safe to do so.
- C. When off-duty and outside the jurisdiction of Borough of Fort Lee, the issuance of a summons for a motor vehicle violation is authorized, as follows:
- 1. The above violation must occur in the officer's presence:
 - a. Through the use of any one of the officer's senses or
 - b. Through the admission(s) of the person to be arrested , and
 - 2. The offense poses an on-going direct threat to public safety, or
 - 3. The officer is approached by a citizen and asked for assistance.
 - 4. The arresting officer is in possession of appropriate police identification, armed and properly equipped to handle the stop; and
 - 5. The officer expects to be able to effect a motor vehicle violator without creating a greater risk to the officer, victim or innocent bystander, and
 - 6. If any of the criteria listed above in this section cannot be met, then, the officer should notify the police department that has jurisdiction as soon as it is safe to do so.

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- D. When an officer is engaged in regular off-duty employment of a non-police nature, an arrest is not authorized if the officer's actions are only the furtherance of the interests of the private employer. (See Vol. 1 Chap. 15)

V. COURT APPEARANCE

- A. Police officers may receive subpoenas for testimony resulting from off-duty arrests. Police officers shall be given time off to attend court hearings resulting from authorized off-duty arrests only.
- B. If the court appearance for an authorized off-duty arrest occurs during the officer's time off, they shall be compensated as specified by the current collective bargaining agreement.
- C. Police officers will not be monetarily compensated for court appearances resulting from unauthorized off-duty arrests.

VI. REPORTING

- A. Anytime that an off-duty officer is involved in any arrest or a direct witness to an incident that may result in charges, they shall:
1. Assist the responding on-duty units or agency by providing required information.
 2. Verbally notify the Tour Commander of the incident as soon as possible, but no later than 1 hour after the incident. If the officer is unable, another officer may notify the Tour Commander.
 3. A written narrative report should be completed as soon as possible, but no later than 8 hours after any off-duty arrest. If extenuating circumstance exist the Chief is to be notified.
 4. A written narrative report should be completed within 24 hours of any off-duty incident. If extenuating circumstance exist the Chief is to be notified.
 5. The written report should contain the following:
 - a. Officer's name, rank and badge number
 - b. Incident location
 - c. Arrestee's name, address and identifiable information
 - d. Charges
 - e. A description of the incident and actions taken

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- f. If the incident occurred in another jurisdiction:
 - (1) Police department having jurisdiction
 - (2) Known witnesses
- 6. The report(s) shall be submitted to the Tour Commander, who shall forward it through the Chain of Command to the Chief of Police by the next workday.

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BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 08-11-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VII
VOLUME TITLE: AUTHORITY	# PAGES: 2					CHAPTER 23
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: OFFICIAL COMMUNICATION SUBPOENA'S / DISCOVERY REQUESTS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS RIPOLI						
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE: 96-1						

PURPOSE:

To provide a positive and uniform method of notifying department personnel of various essential requirements, appearances, and responsibilities.

SCOPE:

This procedure shall be applicable to all employees of the Fort Lee Police Department as necessary.

DEFINITION:

"Official Notification" shall be defined as the serving of any documentation to an individual employee of this department, or a group of individual employees of this department that pertains to an essential responsibility or an assignment of an individual or individuals. This documentation shall include, but not be limited to such items as:

Court subpoenas, civil and criminal; Writs of Discovery for any reports, complaints or MV summonses, and other essential documents/notifications directed at an individual employee.

This policy specifically excludes the service of department wide official communications normally reviewed at briefings and directed to all personnel in the department, in a division, or in a squad. See Written Directive Policy Vol, I, Ch, 2.

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I. PROCEDURE:

- A. The officer responsible for serving the document shall, prior to serving same, make a photocopy of the document and place the following format on the copy in any space available:
 - 1. Served To:

Served by:

Date Served:

Time Served:
 - 2. The format may be handwritten, typed, or rubber stamped as necessary.
 - 3. The copy and the original will then be attached together until time of service.
- B. The officer will then serve the document directly to the employee if practical, and complete the format as outlined above.
 - 1. If the subject officer is not on duty or is unavailable at the time, the serving officer will forward the document to that officer's supervisor or commanding officer for service at the earliest possible time.
 - a. If the subject employee is a member of the Patrol Division, the serving officer shall place the document in the officer's tour 12x8, 8x4, or 4x12 mail slot at the Tour Commander's desk.
 - b. As part of the Tour Commander's daily routine, the mail slot for his respective tour will be checked for documents to be served, and any officers who are on duty at that time will be served by the Tour Commander or Road Supervisor.
 - 2. If an officer who is the subject of a subpoena or other document is on duty, the supervisor will serve the document and ensure that the above listed format is completed.
 - 3. The copy of the document with the completed confirmation of service will then be placed in the record room box.
 - 4. The Record Room Supervisor will then direct that any served and confirmed documents be filed in their proper place or forwarded to the appropriate division or authority.
- C. In cases where the officer is unable to be served due to vacation, illness, retirement etc, it should be noted on the document and forwarded back to the issuing authority or individual.
- D. **Officers that receive a subpoena via mail from any jurisdiction, will date and initial the subpoena and forward a copy to the records bureau for the court officers records.**

**ORGANIZATION
OPERATIONS DIVISION RESPONSIBILITIES
VOL. II, CH. 4**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 02-11-2005	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME II
VOLUME TITLE: ORGANIZATION	# PAGES: 4					CHAPTER 4
ACCREDITATION STANDARD(S):	REFERENCE:					
SUBJECT: OPERATION COMMANDER						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

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

POLICY:

There shall be a branch of the police department known as the Operations Division. The Operations Division shall be under the direct control of the Chief of Police. The Chief of Police will designate a Commander-in-Charge of the Operations Division.

I. OPERATIONS COMMANDER RESPONSIBILITIES

- A. The Operations Division Commander will be held responsible for the management and good order of all the delegated areas of responsibility under his/her command, the areas of command are the Patrol Division and the Detective Division.
 - 1. Patrol Division includes the Traffic Bureau and Community Policing.
 - 2. Detective Division includes Narcotics Bureau, Juvenile Bureau and ID/Evidence.
- B. The Operations Division Commander shall perform any other duties as required by the Chief of Police.

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II. PATROL AND INVESTIGATIVE DIVISION

- A. The Division Commander is held accountable for the administration and management of daily patrol operations.
- B. The Division Commander shall review monthly services performed by the patrol and report results to the Chief of Police.
- C. The Division Commander shall monitor and review the attendance of all personnel assigned to his command.
 - 1. He will prepare the bi-annual patrol work schedule.
 - 2. The Commander shall monitor the entire patrol work schedule, assignment of personnel to special details and ensure adequate manpower coverage.
 - 3. The Commander will coordinate scheduling of patrol personnel temporarily assigned to another division.
 - 4. Temporary assignments will be initiated when new criminal patterns and trends emerge.
- D. The Division Commander shall be charged with the proper and efficient enforcement of all laws and ordinances within his area of responsibility; and he shall have direct managerial responsibility for the personnel and equipment assigned to his command. He shall ensure that all investigations performed by members within his command have been properly conducted with thorough and complete reports submitted to Records for proper recording, filing and further action.
- E. The Division Commander shall make himself available to subordinates when they require guidance and technical assistance.
- F. The Division Commander must ensure that subordinates within his command adhere to the department Rules and Regulations.
- G. The Division Commander shall communicate and coordinate all activities with the Investigative Division Commander as may be received from time to time and ensure the smooth and efficient operation of the department.
- H. The Commander shall schedule and supervise staff meetings.

III. CRIME ANALYSIS

- A. Submit reports that depict the total number of incidents investigated by the police department to the Chief of Police.
- B. Prepare data, as follows:

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1. Total arrests by type.
2. Total juvenile arrests by type.
3. Total adult arrests by type.
4. Percentage comparison reports of the current year with previous years.

V. ANNUAL REPORTING

- A. The Division Commander is responsible for developing, preparing and submitting annual reports, as specified.
- B. A two-year crime comparison shall be prepared yearly.
 1. The report should reflect percent increases or decreases, for U.C.R. Offenses.
 2. The report should reflect a service call comparison, all other crime comparisons.
 3. A clearance rate comparison.
 4. An arrest comparison (Juvenile and Adult).
 5. Identification of high frequency crime locations.
- C. Patrol
 1. Yearly performance comparison.
 2. Yearly arrest comparison.
- D. Goals and Objectives
 1. This section shall include all planned goals and objectives for the following year.
 2. He shall also evaluate the progress that was made for the attainment of the prior year's goals and objectives.
- E. Budgeting

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1. The Division Commander shall be responsible for:
 - a. Preparing and submitting budget requests for personnel and operating expenses effecting his division.
 - b. Continuous monitoring of expenses pertaining to personnel and items in his division.
 - c. Providing requests for capital expenditures for the Operations Division.

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 02-26-2004	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME X
VOLUME TITLE: SERVICE	# PAGES: 4					CHAPTER 3
ACCREDITATION STANDARD(S):	REFERENCE: V# X, C# 3					
SUBJECT: ORDINANCE VIOLATION SUMMONSES						DISTRIBUTION ALL
ISSUING AUTHORITY:						EVALUATION DATE:
ACTING CHIEF BERNARD M. HART						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To establish guidelines to ensure that enforcement actions are commensurate with applicable statutes and ordinances, and take into account the degree and severity of the violation committed.

DISCUSSION:

The enforcement of municipal laws and ordinances is a basic responsibility of the department. Uniform enforcement procedures support the ultimate goal of municipal law enforcement, which is to achieve voluntary compliance with the laws by all residents of the municipality.

The role of the officer is to observe, detect and prevent violations of municipal ordinances and to take appropriate enforcement action when violations are observed. Enforcement policies cannot and should not supplant the individual officer's discretion, based upon sound judgement and a combination of training and experience.

POLICY:

All sworn officers shall take appropriate enforcement action for each violation of the law witnessed or reported to them. Enforcement action does not provide the officer a privilege to scold, belittle, berate or otherwise verbally abuse an ordinance violator. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner using one of the following four methods:

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- . Verbal warning (for minor violations)
- . Borough Ordinance Summons (not for criminal violations)
- . Physical arrest for criminal violations

The officer's action should demonstrate a professional attitude and serve to improve the relationship between the public and the department.

PROCEDURES:

I. PHYSICAL ARREST:

- A. There may be incidents in which a violator should be physically arrested. The decision to effect a physical arrest should be based upon sound legal principles as opposed to peripheral issues such as the violator's "attitude". The need for a physical arrest would have to be for a violation of law other than that of the Borough of Fort Lee ordinance violation. (Example, the violator of the Borough of Fort Lee ordinance assaults the investigating officer).
- 1. All physical arrests require investigation, arrest reports and case jackets when appropriate.

II. NOTICE TO APPEAR/SUMMONS

- A. Notice to Appear Summons. The issuance of an ordinance summons is applicable in the majority of cases for those violators residing within the boundaries of the jurisdiction in which the case will be adjudicated.

The ordinance summons should be issued to all violators who, in the judgement of the responding officer, would not benefit from a verbal warning, or the event in question is of a serious or hazardous nature.

- 1. All summonses issued (no physical arrest) require an investigation report.
- 2. Police officers are not authorized to arrest for a violation of a local ordinance, nor can they conduct a search of the property or the person that is issued a Borough of Fort Lee Ordinance Summons. The physical arrest in section I, A of this policy would be for a violation of law other than a Borough of Fort Lee ordinance.

III. MUNICIPAL ORDINANCE VIOLATIONS

Each supervisor will maintain a Borough Ordinance Violation Book with their other supplies and equipment. Books will be signed for in the court office in the same manner as Motor Vehicle Summonses.

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- A. When a violation of a Municipal Ordinance occurs in the presence of the officer, the officer may issue a Municipal Ordinance Summons.
1. The officer that observed the violation shall complete the Municipal Ordinance Complaint Summons.
 - a. The officer shall indicate the race of the offender with the sex in the space allotted for "Sex".
 2. **The officer that observed the violation shall date and sign the complaint on the line marked signature of complaining witness, under the certification on the right side.**
 - a. **Officer must then check box below this area marked law enforcement use only.**
 3. **The officer may then issue the summons by signing the bottom and dating it.**
 - a. **There is no administering of oath when the officer signs the certification side of the summons.**
 - b. **The Borough ordinance summons is issued at the scene.**
 4. The officer must then complete and incident report on the issuance of the Borough Ordinance Complaint.
 - a. No other reports need to be generated unless the narrative can not be fit on the incident report, a motor vehicle is involved or involved in a collision.
 - b. Before the end of his/her tour of duty the summons and report should be turned in to the tour commander for review.
 - c. The summons should then be disseminated as follows:
 - (1) Blue copy to the court.
 - (2) White copy to case jacket or Records Division
 - (3) Pink copy to police officer.
 - (4) Green copy remains in summons book.
 - (5) Hard copy to defendant (Delivered to defendant at the scene by issuing officer).
- B. Citizen Signing of Complaint Summons

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1. Where the complainant is a citizen, the officer in charge is to administer the oath and witness the complainant's signature.
2. The Judge, court clerk or deputy court clerk are authorized to issue complaint summonses on citizen complaints, after making a probable cause determination
3. An officer is not authorized to issue a complaint summons signed by a citizen.
4. The summons is to be forwarded to the Court to be issued.
5. A witness subpoena should also be filled out for the complainant and forwarded to the court.

C. Criminal complaints

1. Borough Ordinance summonses will not replace criminal complaints, if a charge can be placed on a CDR 1 or 2, then it should be. Borough Ordinance violations such as disorderly conduct are for downgrade purposes only.

III. VERBAL WARNINGS:

A. Verbal

1. A verbal warning is appropriate when the violator commits an act which may be due to ignorance of a local ordinance which may be unique or a violation of which the subject may not be aware.
2. Information on verbal warning will be entered in the computer aided dispatch system under comments.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES



VOLUME: 2

CHAPTER: 1

OF PAGES: 9

SUBJECT: ORGANIZATION AND STRUCTURE

BY THE ORDER OF:

Keith M. Bendul
Chief of Police

REVISIONS:

REFERENCES:

ACCREDITATION STANDARDS: 1.5.3, 12.1.2

EFFECTIVE DATE:

06/20/2016

SUPERSEDES:

V2Ch5 Organization and Structure

PURPOSE: To facilitate the smooth operations of the Borough of Fort Lee Police Department, continuous up-dating of the Organizational Chart and its command structure will be maintained. Clear definition of Chain of Command, Unity of Command and Span of Control will be provided.

POLICY: The department will be organized into components specified in this order and depicted in the Organizational Chart.

CHAIN OF COMMAND:

The first chain of command involves that incorporated within individual Divisions, Bureaus, and Specialized Units. The commanding officer is designated by the Chief of Police, and as Commander assumes all of the duties and responsibilities to which the unit is assigned. In the absence of the unit commander, the officer of next highest rank, or of most seniority within that rank, will assume command and be responsible for unit operations.

CHIEF OF POLICE:

The Chief of Police shall be the head of the department and shall be the final department authority in all matters of policy, procedure, special orders, day-to-day operations, and discipline.

PROCEDURE:

I. ORGANIZATION

- A. The department is organized into four major divisions.
 - 1. Operations Division:
 - a. Officer in charge of this Division is the Operations Division Commander
 - 2. Administration Division:
 - a. Officer in charge of this Division is the Administrative Division Commander.
 - 3. Detective Division:
 - a. Officer in charge of this Division is the Detective Division Commander.
 - 4. Patrol Division:
 - a. Officer in charge of this Division is the Patrol Division Commander.
- B. The Patrol and Detective Divisions have a Commander who reports directly to the Operations Commander, who reports to the Chief of Police. The Administrative Division Commander reports directly to the Chief of Police.
- C. The Detective Division is responsible for the follow-up of all criminal investigations, except those that are traffic related, Confidential and Special Investigations, Intelligence, Warrants, Summons and Computer Entry of Warrants and Summons into NCIC by the Communication Center as well as press releases by the Public Information Officer (PIO) assigned by the Chief. The Division is subdivided as follows:
 - 1. General Investigations Bureau- answerable to the Detective Division Commander. General Investigations Detectives and Supervisors, along with the Division Commander, will be responsible for follow-up investigations in areas of homicide, rape, assault, robbery, burglary, auto theft, arson, larceny, check fraud and other general investigations as assigned.
 - 2. Evidence Bureau- answerable to the Detective Division Commander. Evidence Bureau Detectives are responsible for preserving and safeguarding all evidence and property taken into the Fort Lee Police Department, logging and categorizing all evidence and property into the evidence computer system, the submission of evidence to the appropriate laboratories and the disposition of evidence in accordance with guidelines and directives. This Bureau is also responsible for Photo Equipment, Video Equipment and Fingerprinting.
 - 3. Narcotics Bureau- answerable to the Detective Division Commander. Narcotic Bureau Detectives and Supervisors, along with the Division Commander, are responsible for all drug related and vice investigations.

4. Juvenile Bureau- answerable to the Detective Division Commander. Juvenile Bureau Detectives and supervisor, along with the Division Commander, are responsible for all juvenile related investigations and programs.
- D. The Patrol Division is responsible for calls for Police Service, general Traffic Enforcement and Accident Investigation, Quality of Life Services and conducts the Field Training of Probationary Officers. The division is subdivided as follows:
 1. Uniform Patrol
 - a. The Uniform Patrol Division is responsible for general police operations during each of the three shifts under the supervision of the Shift Supervisor, shift Lieutenant or designated Tour Commander.
 - b. The squad supervisors are under the command of a supervisor in Section a above.
 - c. If supervisors of the same rank are in patrol the Tour Commander will have general supervisory authority for the shift.
 - d. All supervisors, regardless of rank, are to work in a coordinated effort for efficient delivery of police services.
 2. Traffic Bureau.
 - a. The Traffic Bureau will operate under the Patrol Division and will be responsible for the following functions:
 - 1) Fatal Accident Investigations
 - a) Investigate fatal accidents with the Prosecutor's office for criteria cases and on their own for non-criteria cases with serious injury.
 - 2) Motorcycle escorts and special details
 - a) Escorts for parades, funerals, VIP's and any other detail assigned through the Chief's Office.
 - 3) Road construction site safety
 - a) Review and inspection of construction areas and traffic control plans on municipal and county roadways for proper safety measures and deployment of traffic control devices in compliance with the Manual on Uniform Traffic Control Devices (MUTCD)
 - 4) Towing regulation enforcement

- a) Investigate complaints about towing companies, inspect their facility for proper signage and licensing of their operators.
- 5) Traffic Engineering studies and reporting
 - a) Perform traffic studies, as needed for borough ordinance issues, complaints, handicapped parking and grants.
 - b) The Traffic Bureau will be responsible for the following job tasks:
 - i. Traffic posts
 - ii. Emergency Traffic Management
 - iii. Administration of the School Crossing Guard Program
 - iv. Review of site plans of proposed construction
 - v. Investigation of requests for changes in parking and traffic regulations
 - vi. Investigation of accidents involving departmental vehicles
 - vii. Traffic Enforcement programs
 - viii. Traffic Radar / Laser Maintenance Program
 - ix. Special detail traffic control
 - x. Funeral escorts
 - xi. Occupant Safety (Seat Belt) Program & Instruction
 - xii. Trailer maintenance
 - xiii. Assisting & clearing of disabled vehicles
 - xiv. Investigating & clearing of abandoned vehicles
 - xv. Investigation and removal of obstructions to traffic
 - xvi. Targeted / Directed Enforcement for traffic problems
 - xvii. Investigation of traffic signal malfunctions

xviii. Construction Work-Site Safety Instruction

xix. School Crossing Guards

E. The Administrative Division Commander is responsible for the following divisions:

1. Communications Center- ensures that the Department's communications system is in compliance with local, state, and federal guidelines
2. Training Bureau
 - a. Departmental Training- scheduling mandated and elective courses for all personnel
 - b. Accreditation- management of the Department's written directives
 - c. Background Investigations- hiring of Departmental Employees
3. Records Bureau- ensure that proper procedures are followed in the handling and maintenance of all Departmental records.
4. Computer/Information Technologies- Management of all aspects of electronic messaging through individual computers and computer networks within this agency.
5. Responsibilities under this division will also include Buildings and Grounds, Alarms, Data Operations (entering data on summonses and general entry as required), Department Property (other than Evidence), Surveys and Planning Research Grants.

F. All personnel assigned to their respective Divisions shall report to their supervisor through the chain of command.

II. COMMAND STRUCTURE

A. Rank in the police department as established by municipal ordinance shall descend in the following order:

1. Chief of Police;
2. Deputy Chief of Police;
3. Captain;
4. Lieutenant;
5. Sergeant;
6. Police Officer;
7. Civilian.

- B. The Chief of Police is responsible for the day-to-day operation of the police department.
 - 1. In the Chief of Police's absence from the state or due to planned incapacitation, such responsibility should be assigned to his/her designee as ordered.
 - 2. The highest ranking supervisor on-duty shall be responsible for police operations occurring during the shift.

III. Responsibilities

A. Command Officers

- 1. Subject to higher authority, a command officer has direct control over all employees within their command. In addition to the general and individual responsibilities of all employees, a command officer is responsible for the following:
 - a. Command: The direction and control of personnel under their command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and supervision in their absence;
 - b. Loyalty and Esprit de Corps: The development and maintenance of esprit de corps and loyalty to the department;
 - c. Discipline and Morale: The maintenance of discipline and morale within the command and the investigation of personnel complaints not assigned elsewhere;
 - d. Intradepartmental Action: The promotion of harmony and cooperation with other divisions, sections and units of the department. Initiation of proper action in cases not regularly assigned to their command when delay necessary to inform the proper unit might result in a failure to perform a prescribed duty;
 - e. Organization and Assignment: Organization and assignment of duties to assure proper performance of department functions and those of their command;
 - f. Reports and Records: Preparation of required correspondence, reports, and maintenance of records relating to the activities of their command. Assurance that information is communicated up and down the chain of command as required;
 - g. Maintenance: Assurance that headquarters, equipment supplies and material assigned to their command are correctly used and maintained;
 - h. Within the department, officers will, when necessary to discuss a report, complaint or oral request with a command officer in the chain of command, first receive permission to do so by his immediate supervisor, thence upward until the desired supervisor is reached.

In no instance will any officer approach the Chief of Police for any official reason, except:

- 1) He has permission to do so through the chain of command.
 - 2) He is a Division commander or staff member authorized to do so
 - 3) He is reporting a serious violation or breach of conduct by other officers
 - 4) Notwithstanding, a supervisor or designated officer, may notify the Chief of Police of an event as required by another written directive.
 - 5) This also does not prevent an officer from responding to a request made by the Chief of Police
- i. No officer of this department is to circumvent the chain of command in dealing with or approaching other Borough, County, or State agencies, including the Courts, Payroll etc, unless routinely authorized in his daily duties to do so, or unless he receives permission to do so by the Chief of Police.
 - j. Staff Authority: May exercise the authority relevant to their position and assignment as staff member.
 - k. Command Staff: May exercise command authority over other divisions when:
 - 1) In the absence of the normal Division Commander, the use of authority is necessary to ensure the preservation of life or the efficient operations of the department.
 - 2) In such cases, the Division Commander should be informed by the other Commander of their actions.

B. Supervisors

1. In addition to the general and individual responsibilities of all employees, each supervisor is specifically responsible for the following:
 - a. Good Order: The general good order of their assigned personnel during their tour of duty to include proper discipline, conduct, welfare, field training and efficiency;
 - b. Roll Call: Conduct Roll Call, Briefings, relay communications and orders, or other information as well as inspection and correction of their personnel as necessary;
 - c. Reporting: Reporting as required by a commanding officer;
 - d. Personnel Complaints: Inquiry into personnel complaints against employees under their supervision in accordance with the provisions of established written directives.

- e. Supervision: Closely supervise the activities of their subordinates, making corrections where necessary and commending where appropriate;
- f. Leadership: Provide on the job training as needed for efficient operation and coordination of effort when more than one employee is involved;
- g. Direction: Exercise direct supervision in a manner that assures the good order, conduct, discipline and may extend to subordinates outside their usual spheres of supervision if the objective or reputation of the department so requires. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than their own to leave a regular assignment, the supervisor so directing, will inform the subordinate's direct supervisor as soon as possible;
- h. Enforcement of Rules: Enforcement of department rules and regulations, and requiring compliance with the department's written directives and orders regardless of division or off duty status.
- i. Inspection: Inspection of activities, personnel, and equipment under their supervision and initiation of suitable action in the event of a failure, error violation, misconduct, or neglect of duty by a subordinate;
- j. Assisting Subordinates: Have a working knowledge of the duties and responsibilities of their subordinates. Observing contacts made with the public by their subordinates and being available for assistance or instruction as may be required. Under normal work circumstances, and time permitting, they shall respond to calls of serious emergencies, crimes in progress, aggravated assaults, and other calls unless actively engaged in a police incident. They should observe the conduct of the assigned personnel and take active charge when necessary.
- k. Performance: Supervisors are to monitor subordinates performance for quality and the efficient use of time in achieving the department's objectives. Monitoring should be as follows:
 - 1) Squad Supervisors- on a daily, weekly, monthly basis.
 - 2) Division Commander and Lieutenants on a monthly basis
 - 3) Command Staff- on a monthly, quarterly and annual basis

IV. General Provisions

- A. In the absence of a personnel order to the contrary, command shall always be exercised by virtue of rank, and in cases of equal rank, by length of time in service in such rank; and, where equal, the Chief of Police shall designate the officer's respective seniority as listed on the Departmental Telephone Roster

- B. The Chief of Police or designee may, based upon specialized training/expertise/experience, appoint a specific person, not necessarily by rank, to be in charge for a predetermined emergency/unusual occurrence or for a specific operational activity/special event.
- C. During the temporary absence of a command officer in normal day-to-day operations, when the Chief of Police makes no other provision, command is automatically assigned to the present subordinate who is next highest in rank.
- D. Employees of the department who, by order of Chief of Police or designee may be temporarily assigned to a position of an employee of higher rank, shall exercise the authority and perform the duties of such higher rank, and shall be held responsible in like manner as if regularly appointed to such higher office. They shall not alter or countermand any order issued by the employee whose place they temporarily occupy, except when expediency demands.
 - 1. In such cases, the temporary employee should notify the normally assigned employee of the change as soon as possible.
- E. Upon all occasions when a body of employees of the department is assembled, the ranking officer present shall take command and will be held responsible for the official action and conduct of those present. Command shall be familiar with all that affects their command and shall exact from subordinates efficient performance of duty.
- F. Consistent with the provisions herein stated, when personnel from two or more Divisions, Bureaus or Units are operational at the same event, overall command of the operation shall rest with the highest ranking supervisor, responsible for the completion of the event.
- G. When two or more employees are sent upon any special duty and no ranking employee accompanies them, absent a designation of command by a supervisor, the employee senior in terms of department service shall have command responsibilities.
- H. To promote efficiency and responsibility, employees are only directly accountable to one supervisor at any given time. They shall be accountable to their immediate supervisor unless situations/circumstances dictate accountability shifting to a supervisor or staff position outside their established chain of command.
- I. Unless extenuating circumstances exist, personnel wishing to communicate up or down the chain of command shall adhere to the established structure.
 - 1. Extenuating circumstances would be any on-going situation resulting in the emergent need for immediately reporting such situation to prevent injury to any person or to protect the integrity and/or reputation of the police department.
- J. In order to promote efficiency, it may, from time to time, be necessary for a supervisor to relay an order through a subordinate employee. In such situations, the employee receiving a relayed order shall treat the order as though directly issued by the applicable supervising officer, regardless of the rank of the employee relaying the order.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 5	CHAPTER: 3	# OF PAGES: 12	
SUBJECT: PERFORMANCE EVALUATIONS			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: 2.2.1, 2.2.2	
EFFECTIVE DATE: 06/20/2016		SUPERSEDES: All Previous/Title V1Ch16	

PURPOSE: To establish an employee appraisal system for the evaluation of employee performance. The evaluations shall be designed to set, communicate and document performance goals, monitor the goals through the evaluation period, measure progress and to encourage self-improvement.

POLICY: Performance evaluations are a tool used by an organization to meet organizational and community expectations as well as provide for employee growth, development and job satisfaction. All department employees who are responsible for the evaluation of subordinate personnel shall adhere to the established criteria and procedures contained herein.

PROCEDURE:

I. OBJECTIVES OF THE PERFORMANCE EVALUATION SYSTEM

- A. The objectives of the performance evaluation system are to:
1. Provide assistance for fair and impartial employee decisions.
 2. Improve performance.
 3. Provide a medium for employee counseling.
 4. Facilitate proper decisions regarding probationary employees.
 5. Provide an objective and fair means for measurement and recognition of employee performance.
 6. Identify training needs.
 7. Ensure optimum job satisfaction on the part of the employee.

II. RATING AND CRITERIA DEFINITIONS

A. General

1. Supervisors shall use the department's rating definitions and the criteria described herein when involved in the rating function. It is essential that each supervisor chooses the rating that is most representative of the employee's performance, behavior and conduct as they relate to individual criteria during the evaluation period.
2. Rating definitions serve as guidelines for both employees and raters, and are designed to make the system more precise and definitive.

B. Sworn Personnel - Ratings Defined:

1. **Acceptable** - The employee consistently meets expectations and demonstrates effort in achieving goals, maintaining satisfactory performance level and occasionally requires correction or counseling. The employee has an acceptable command of job responsibilities and duties; requires periodic supervision; occasionally makes effective suggestions and recommendations. The employee displays satisfactory interest and enthusiasm towards duties; follows rules and regulations. The employee frequently displays sound, reasonable and prudent judgment. The employee frequently asks deliberate and appropriate questions, seeking advice of peers and superiors, working in a steady and reliable fashion.
2. **Needs Improvement** - The employee's performance and behavior is frequently apathetic and seldom meets expectations and goals; displays substandard results, errors, a lack of achievement and confidence; requires constant monitoring and supervision. The employee frequently seeks shortcuts and circumvents department rules and regulations; displays few ideals common to the interests of fellow employees, the department and the community. The employee frequently displays poor judgment. The

employee requires frequent, direct supervision, guidance and correction, lacking concentration, focus and interest towards duties; displays minimal effort and/or achievement. The employee fails to rely on training and experience, while displaying minimal knowledge and command of approved methods, strategies and procedures.

C. Sworn Personnel – Criteria Defined:

1. **Knowledge of Criminal Law (Title 2C)** - Evaluates the employee's working knowledge and understanding of the elements of crimes and offenses and whether he/she is able to make appropriate decisions and judgments in applying charges or categorizing incidents.
2. **Knowledge of Motor Vehicle Law (Title 39)** - Evaluates the employee's working knowledge of all motor vehicle violations relevant to and commonly enforced within the jurisdiction, relies on same and is able to make effective and appropriate decisions regarding charging.
3. **Knowledge of Local Ordinances and Miscellaneous Laws** - Evaluates the employee's working knowledge of Borough ordinance violations and miscellaneous laws relevant to and commonly enforced within the jurisdiction, relies on same and is able to make appropriate decisions regarding enforcement.
4. **Knowledge and Application of Constitutional Guidelines** - Evaluates the employee's working knowledge of constitutional law, maintaining an awareness of case law decisions and is able to work within their parameters, making appropriate decisions.
5. **Knowledge of Department Procedures and Rules and Regulations** - Evaluates the employee's compliance with department procedures as well as working knowledge and understanding of and is able to apply them to circumstances involving their position.
6. **Knowledge of Borough Streets and Businesses** - Evaluates the employee's knowledge of his/her present location while on patrol. Evaluates the employee's knowledge of local business and streets, if able to properly use and understand the street guide/map, able to relate location to destination. Evaluates the employee's knowledge of patrol areas and Borough boundaries and whether he/she demonstrates a good sense of direction.
7. **Attendance and Punctuality** - Evaluates the employee's attendance record. Does the employee report for duty on time and manage available time off (vacation days, holidays, personal days, etc.) appropriately? Also maintains awareness of any new details or events and is prepared to assume duties as required.
8. **Relationship with General Public** - Evaluates the employee's relationship with the general public. Does the employee demonstrate empathy, sensitivity, a concerned willingness to assist, a positive attitude representing themselves and the department in a professional fashion towards all individuals?
9. **Relationship with Peers** - Evaluates the employee's relationship with

his/her peers. Does the employee work well with, is respectful of, and offers assistance to fellow employees, demonstrating collaborative and cooperative work habits and sensitivity, self-discipline and control of emotions?

10. **Relationship with Supervisors** - Evaluates the employee's relationship with his/her supervisors. Is the employee respectful and cooperative with supervisors, contributing to the organizational component and department objectives, does not complain or reject assignments and participates effectively in times of need? Does the employee follow the chain of command and follow lawful orders?
11. **Display of Honesty, Ethics and Integrity** – Evaluates if the employee manifests personal conduct, behavior, trustworthiness, personal principles and values that reflect well upon the Borough of Fort Lee, the police department, fellow employees and the law enforcement profession.
12. **Display of Tenacity, Flexibility, Resourcefulness and Initiative** – Evaluates if the employee is a self-starter, displays confidence and acceptance of responsibility, is judicious in carrying out assignments without direction, demonstrates an ability to think along constructively, makes practical suggestions, demonstrates self-reliance and resourcefulness, effectively applies new concepts and techniques, is focused yet resilient and is willing to recognize input from others. The employee is dependable, effective and efficient, and displays a willingness to assume responsibility, has the flexibility and skill to solve problems, avoids distractions and maintains focus upon following directions and completing assignments in a safe, timely and proficient manner.
13. **Acceptance of Constructive Criticism** - Evaluates the employee's ability to accept criticism. Does the employee respond to criticism in a positive manner, ask appropriate questions, demonstrate willingness to learn and/or to employ corrective techniques and tactics, and demonstrate genuine effort towards improvement?
14. **Judgment, Poise and Self Confidence** - Evaluates if the employee presents a professional and neutral attitude, demonstrating restraint, employing the appropriate use of force options, relying upon effective investigative techniques and striving to gain the confidence and cooperation necessary to achieve law enforcement objectives. The employee consistently uses logic, discretion and common sense in the performance of duty, displaying a sound thought process, reasonableness and justification in decision making without over or under reacting.
15. **Completes Assigned Duties in Timely Manner** - Evaluates the employee's ability to complete tasks in a timely manner. Does the employee display efficiency, effectiveness and thoroughness in completing assignments, duties and tasks within expected time periods, relying well on training, past experiences and the positive experiences of others? Time sensitive reporting is completed within the established time period.
16. **Officer Safety** - Evaluates if the employee adheres to established agency safety rules and precautions that relate to their assignment, relies upon approved methods and procedures as well as upon training, experiences, experiences of others or supervisor direction.

17. **Effectiveness of Patrol Techniques** - Evaluates the employee's exercise of discretion and effort in patrol of area, post or assignment, operates assigned equipment safely and prudently, relies upon training, experience and the positive experiences of others, maintains knowledge and awareness of the geographical composition of the jurisdiction, trouble spots or vulnerable areas of concern, avoids distractions and focuses upon current trends involving calls for service. The employee makes proper arrests, motor vehicle stops and is alert to suspicious activity, completing field interviews when appropriate.
18. **Effectiveness under Stress** - Evaluates the employee's ability to function effectively and maintains confidence and composure in the face of danger, chaos, disorder or other challenging and/or emergency conditions while displaying command of events, using discretion and judgment, making good decisions, and selecting alternative solutions.
19. **Effort Applied to Non-Stressful and Non-Critical Duties** – Evaluates the employee's exercises of discretion and effort in their duties, applying thoroughness and initiative to investigations, while relying upon training, experience, available resources and prescribed or approved techniques and strategies, thoroughly prepares self for court appearances and other judicial matters. The employee maintains situational awareness, can be depended upon to accomplish their purpose, disregarding distractions, assessing situations accurately and displaying self-confidence and the ability to implement a plan of action.
20. **Response to Calls and Assignments** - Evaluates the employee's ability to respond in an appropriate and timely manner (i.e., emergency equipment/non-emergency as required, or in keeping with the time of the day, distance traveled, traffic congestion, roadway conditions, etc.), safely avoiding hazards, providing necessary back-up when appropriate, and does not require multiple calls from communications to gain radio contact.
21. **Verbal Communication Skills** - Evaluates the employee's ability to clearly, distinctly and concisely articulate their thoughts in an easily understood manner.
22. **Report Writing Skills** - Evaluates if the employee is able to clearly, accurately, distinctly convey thoughts, ideas and information when preparing reports or other written documents. The reports illustrate details that properly reflect upon and describe specifically, all events and circumstances. Evaluates the employee's ability to apply sound technique, appropriate spelling and grammar to written reports, forms, e-mails or other written communications. The employee's reports are neat, legible, concise, and submitted within established time periods and all documents are properly selected and prepared.
23. **Computer Literacy** - Evaluates the employee's ability to make effective use of computer equipment and facilities, complies with agency guidelines, understands department computer applications, and keeps abreast of new department software applications.
24. **Radio Demeanor** – Evaluates the employee's adherence to established communications devices and systems (radios, computers, phones, etc.)

procedures, messages are clear, concise, distinct and well thought out. All communications are within guidelines and the employee is aware of other message traffic involving supervisors, communications, other units or jurisdictions.

25. **Appearance and Dress Code** – Evaluates the employee's appearance and grooming habits. Does the employee conform to the department dress code and represent a professional image, presenting him or herself in the designated neat, clean uniform or attire?
26. **Care of Department Equipment** – Evaluates if the employee maintains his/her equipment in proper working condition and within the manufacturer's guidelines, replacing worn or defective items as necessary, making prompt notification regarding lost, damaged or defective items and is always prepared for duty as assigned.

Note: The below criteria shall also be used in addition to the above for supervisory personnel.

27. **Assigning Tasks, Duties and Responsibilities** - Evaluates if the supervisor maintains an awareness of activities, events and crime patterns, assigns personnel proportionately, with consideration for individual employee's performance capabilities and the unique requirements of the task at hand.
28. **Evaluation and Assessment of Subordinates** - Evaluates if the supervisor continually identifies strengths and weaknesses and the proficiency of individual employees, providing feedback to improve on effective behavior and overcome deficiencies. The supervisor maintains an accurate record of activity and events of each employee, furnishes employees with constructive personal and agency goals and reliable strategies. The supervisor makes valid, fair, written evaluations of assigned employees. The supervisor relies upon observations and written documentation of performance consistent with the department's performance evaluation system.
29. **Training and Instructing Subordinates** - Evaluates if the supervisor makes valid observations regarding employee's specific training needs. He/she provides employees with informational guidance, direction and correction, while developing knowledge and skill. The supervisor makes genuine measurements of the employee's level of comprehension and understanding. He/she makes recommendations for providing the employee with training to achieve career goals.
30. **Leadership** - Evaluates if the supervisor is a role model for employees and peers, exhibiting and providing a strong code of personal ethics, actively ensuring that the work of assigned personnel is accomplished while upholding the standards of and promoting and achieving the goals and objectives of the organization. He/she shares authority and responsibility to improve organizational effectiveness, recognizes the need to concentrate on people rather than tasks. He/she is technically proficient in all areas, striving for self-improvement and the improvement of others. The supervisor provides equitable treatment towards all while administering discipline; rewards appropriately.

D. Civilian Personnel - Ratings Defined:

1. **Outstanding Performance** – The performance far exceeds the standard for this job.
2. **Highly Effective Performance** - The performance exceeds the standard for this job.
3. **Good Competent Performance** - The performance meets the standard for this job.
4. **Needs Improvement** - The performance needs slight improvement to meet the standard for this job.
5. **Unsatisfactory** - The performance needs much improvement to continue in this job.

E. Civilian Personnel - Criteria Defined:

1. **Quality of Work** - Accuracy and thoroughness of work.
 2. **Quantity of Work** - Volume of work produced or accomplished.
 3. **Job Knowledge** - Demonstrated knowledge of requirements, methods, techniques and skills involved in doing the job and in applying these to improved productivity.
 4. **Initiative** - Ability to take positive action independently.
 5. **Judgment** - Ability to form an opinion, arrive at a conclusion and make the appropriate decision.
 6. **Ability to Communicate** - Effectiveness in using oral and written communications and in keeping employees, associates, supervisors and others informed.
 7. **Ability to Work under Pressure** - Ability to meet tight deadlines and adapt to changes.
 8. **Interpersonal Skills** - Effectiveness in relating in an appropriate and productive manner to associates, supervisors and others.
 9. **Dependability** - Reliability in assuming and carrying out the commitments and obligations of the position.
 10. **Planning Effectiveness** - Ability to anticipate needs, set goals and standards and measure results.
- Note:** The below criteria shall also be used in addition to the above for supervisory employees.
11. **Delegating** - Effectiveness in delegating work, assigning responsibility and establishing appropriate controls.

12. **Developing People or Leadership** - Ability to select, train and evaluate personnel, set standards of performance, and provide motivation to grow in their capacity to handle increasingly difficult work and greater responsibility.

III. PROCEDURES FOR USE OF FORMS

- A. Supervisors (Raters) shall utilize the forms and/or formats set forth in the performance evaluation policy and provide a copy of the completed performance evaluation report to the employee.
 1. Employee Evaluation Report - Sworn Personnel;
 2. Employee Evaluation Report - Civilian Employee.
- B. All performance evaluations shall be completed by the employee's immediate supervisor.
 1. Probationary sworn employees (trainees) are evaluated as part of the Field Training & Evaluation Program Policy V5Ch2.
 2. If a probationary sworn employee is released from the Field Training Program during an evaluation period then the supervisor is to rate the employees for the period of time that they are assigned to that supervisor.
- C. The supervisor (rater) shall complete the performance evaluation report assigning a rating based upon documented incidents or observations.
 1. The rating supervisor may review and rely on CAD/RMS reports for the rating period.
 2. The rating supervisor may review and rely on other department statistical reports for the rating period.
 3. The rating supervisor may rely on Performance Notices and sustained disciplinary actions during the rating period.
- D. Documentation of Performance
 1. The documentation should reflect the personal communication between supervisor and employee. Whenever possible, negative performance should be discussed with the employee prior to documentation. This review will provide employees with timely notification of performance issues which could result in a "needs improvement" rating.
 2. The goal is to monitor performance daily so supervisors should set aside some time to this task.
 3. Proper and thorough documentation of both the positive and negative will have an overall positive impact on the department.
 4. Performance documentation is an official record which must be written in a detached, clear, and professional manner.

- E. The employee being evaluated will sign on the evaluation form in the appropriate space, acknowledging that they have reviewed the evaluation with the rating supervisor.
- F. There are situations where certain categories on the sworn performance evaluation form may not have any application to the subject employee's current assignment.
 - 1. In such situations, the rater shall enter "N/A" in the score box of that rating category.
 - a. **Not Applicable** - The criteria is not applicable to the employee's job assignment or rank, (e.g., "N/A" would be appropriate on the Leadership section for the rank of a police officer on the Sworn Personnel Evaluation. The "Leadership" section shall be used on all supervisor evaluations).
- G. The rater shall indicate an overall rating for the evaluation period in the appropriate section on the civilian performance evaluation form.
- H. The rater shall indicate if the objectives from the last review were met by checking the appropriate box on the civilian performance evaluation form.
- I. The Performance Evaluations shall be completed in accordance with the timetable established in Section VI.

IV. SUPERVISOR (RATER) RESPONSIBILITIES

- A. All supervisors shall evaluate each employee under their immediate supervision.
- B. Supervisors shall rate the employee on performance in the position held during the current evaluation period.
- C. At the beginning of each evaluation period, the supervisor must meet with the employee to discuss the following:
 - 1. Role, responsibilities and goals defined for the employee during initial conversations;
 - 2. Recommended strategies for attaining goals.
- D. If an employee is transferred from another assignment during an evaluation period, the new supervisor shall discuss:
 - 1. Tasks of the employees position;
 - 2. The level of performance expected during the period;
 - 3. The employee's goals and objectives;
 - 4. The criteria to be utilized in evaluating the employee's performance during that period.
- E. The supervisor shall justify comments on each rating provided.

- F. A rating of needs improvement will require a performance improvement plan to raise performance levels to at an acceptable rating. (e.g., training).
- G. Performance Evaluation Review
 - 1. Pre-Employee Conference Review - The performance evaluations shall be reviewed by the (rater's) immediate supervisor and the Division Commander prior to the conference with the employee. The rater's immediate supervisor shall initial and date the final page of the evaluation report.
 - 2. Employee Conference
 - a. Following completion of the pre-employee conference review, the supervisor shall meet with the employee to review and discuss the findings. This discussion serves the following purpose:
 - 1) To give the supervisor an opportunity to verbally highlight areas of strength and weakness on the part of the employee while providing specific examples of each;
 - 2) To provide guidance and direction concerning the employee's performance;
 - 3) Resolve any questions concerning the evaluation;
 - 4) Provide the employee an opportunity to discuss training, performance expectations, assignments, or other personal needs;
 - b. The supervisor (rater) shall have the evaluation signed, indicating that it has been read, discussed and understood. Any employee comments may be entered in the space below on the evaluation report;
 - c. The employee shall sign their performance evaluation after reviewed with them by their supervisor. The employee's signature does not constitute agreement, but only acknowledgment of having read and discussed the performance evaluation.
 - d. At the conclusion of the employee conference, the supervisor shall provide a copy of the performance evaluation report to the employee and forward the original to the Chief of Police via the chain of command, to be entered in the personnel file.
 - e. During the conference, the Annual Harassment Questionnaire must be also be completed.

V. SUPERVISOR (RATER) TRAINING

- A. Raters shall be provided in-service training on the performance evaluation system to include the following areas:
 - 1. Performance Evaluation;
 - 2. Department policy;

3. Forms and use.

VI. PERFORMANCE EVALUATION TIMETABLE

A. The performance evaluation reports shall be completed as follows:

1. All full-time employees shall be evaluated on an annual basis, with the exception of the Chief of Police. The rating period will be from February 1 to January 31. If an employee did not work for their present supervisor for the entire rating period, their previous supervisor will complete an evaluation for the preceding portion of the evaluation period.
2. Performance Evaluations should be completed by February, 15 unless extenuating circumstances exist.

VII. PERFORMANCE EVALUATION – APPEAL, STORAGE AND RETENTION

A. Appeals

1. If an employee wishes to contest the performance evaluation, he/she shall indicate in writing to their immediate supervisor within five days of their review meeting. The supervisor will forward the report up the chain of command. If no appeal is requested, then an employee may provide comments in the comments section.
2. If an appeal is requested within the five day period, the performance evaluation shall be subject to the following process:
 - a. The rater's supervisor must examine all relevant documents pertaining to the performance evaluation report and then schedule a conference with the employee and the rater;
 - b. If during the conference, the ratings or findings are adjusted by the rater's supervisor and all are in agreement with the new findings, they are to be recorded on a new evaluation form. All relevant documents shall be forwarded through the chain of command to the employee's personnel file;
 - c. If during the conference, there is no mutual agreement regarding the performance evaluation report findings or ratings, the rater's supervisor is to render a decision in writing that must be presented to the employee within two (2) working days.
 - 1) If the employee wishes to contest this decision, the employee shall notify the next level supervisor in the employee's chain of command in writing within 3 days.
 - 2) Steps a.-c. above shall be followed by that ranking officer.
 - 3) The final decision, after all internal levels of appeal have been exhausted, rests with the Chief of Police and shall be binding.

B. Storage

1. After the performance evaluation has been reviewed with the employee and after any appeals have been decided, the performance evaluations shall be filed in each employee's personnel file.

C. Retention

1. The performance evaluation shall be retained pursuant to the New Jersey Division of Archives and Records Management Code, and Records Retention and Disposition Schedule.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES



VOLUME: 2

CHAPTER: 4

OF PAGES: 7

SUBJECT: PERSONNEL BENEFITS

BY THE ORDER OF: Thomas O. Ripoli
Chief of Police

ACCREDITATION STANDARDS: 22.2.2

Effective Date: 07/26/2012

Supersedes: All Previous

PURPOSE: To outline the various personnel programs available to employees.

POLICY: It is the policy of the Fort Lee Police Department to make available information to employees regarding the available personnel programs provided during their employment. It is the responsibility of the individual employee to familiarize themselves with their current PBA or Civilian Contract.

PROCEDURE

I. Background

- A. The Fort Lee Police Department provides employee benefits to its members. There are certain benefits that are negotiated between the Borough governing body and the respective employee collective bargaining groups, such as salary, number of vacation days and personal days, terminal leave, and certain health benefits. The Borough also provides retirement benefits, workman's compensation, and liability protection. Employees are expected to fully avail themselves of the benefits of employment offered by the Department.
- B. Negotiated benefits are described in the employee's respective collective bargaining contracts, which are made available to individuals through the bargaining unit. Descriptions of other Borough benefits are available to employees, upon request, through the Fort Lee Borough Administrator's Office.

II. Action

- A. The following listed employee benefits are protected through contractual agreements between the Borough of Fort Lee and the bargaining unit of PBA Local 245.
 - 1. Salary and wage increase (employee's salary/wages are governed by existing collective bargaining agreements. The Department of Finance will advise new hires of their starting salary and steps, if applicable. Refer to salary appendix in the current PBA contract. Employees are paid every two weeks).
 - 2. Hours of work and schedule compensation days (the current work schedule for a police officer is 2080 hours per year. The Chief of Police will provide the scheduling of assignment, hours of work, and days off for all employees).
 - 3. Overtime may be taken in pay or in compensatory time per departmental guidelines (see PBA contract).
 - 4. Court time may be taken in pay or in compensatory time per departmental guidelines (see PBA contract).
 - 5. Vacations (annual leave shall be selected on a rotating seniority basis, by squad within rank for members assigned to patrol division, and by seniority within rank for all other divisions within the department. All vacation picks shall be in compliance with the PBA contract. The number of vacation days allotted to each employee is determined by the collective bargaining agreement between the Borough and the PBA (see PBA contract).
 - 6. Military leave (a member or employee, who is a member of the Organized Reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, United States Marine Corps Reserve or other affiliated organization, shall be entitled to a leave of absence from duty, without loss of pay or time, on all days during which s/he shall be

engaged in field training. Such leave of absence shall be in addition to the regular annual leave allowed such member or employee (source NJSA 38:23-1). Enlistment or Re-enlistment in National or State Military Organization: Members and employees of the Department shall not enlist, re-enlist, or accept a commission, in any federal or state military organization without having made prior notification to the Chief of Police.

7. Sick leave and leave of absence for death in family
8. Longevity (longevity increments are governed by existing collective bargaining agreements. This information will be provided to new hires by the Payroll office (see PBA contract).
9. Personal (administrative) leave
10. Special reimbursement
11. Clothing, equipment and weapons
12. Medical, dental, and death benefits
13. Education incentive
14. Terminal leave and maternity leave

III. Newly Hired Sworn Officers and Civilian Employees

- A. All newly hired sworn officers and civilian employees will be notified of employee benefits provided by the Borough of Fort Lee within the first two weeks of commencing employment.
- B. All new hires will be provided with required Borough or State forms, in regard to benefits, by the Payroll office. Forms are to be completed fully and returned to the Payroll office without delay.
- C. The Borough Payroll office will provide all new hires with information or informational booklets on all employee benefits provided by the Borough or State. The Chief of Police or his designee will provide new hires with instruction on work schedules, shift rotation, days off, holidays, personal days, vacation and overtime.
- D. Compensation for Police Officers
 1. The salary program for the Department is covered in the current PBA contract. The contract explains the following types of compensation:
 - a. Entry-level salary;
 - b. Salary differential within ranks;
 - c. Salary differential between ranks;
 - d. Compensatory time policy;
 - e. Overtime policy; and

- f. Provision of salary augmentation.
2. These benefits are explained in the individual articles and appendices of the present PBA contract.
3. -Civilian employee compensation is covered under their collective bargaining agreement.

E. Benefits

1. The leave program for the Department is covered in the current PBA or civilian employee -contract. The contract explains the following types of leave:
 - a. Personal (Administrative) leave;
 - b. Holiday leave (civilians only);
 - c. Sick leave; and
 - d. Vacation (annual) leave.
2. These benefits are explained in the individual articles of the present PBA contract. The New Jersey Family Medical Leave Act (NJSA 34:11B1-34:11B-16) explains family medical leave benefits.

F. Retirement Program

1. Eligible employees will be enrolled in either the Public Employees Retirement System (PERS) or the Police and Fireman's Retirement System (PFRS) as administered by the State of New Jersey.
2. Handbooks are also available on the Internet at:
<http://www.state.nj.us/treasury/pensions/index.html>

G. Health Insurance Plan

1. Medical Coverage:
 - a. The Borough provides medical coverage for employees during their working career and through retirement after 25 years of uninterrupted service. Medical coverage by the Borough is provided in collective bargaining agreements. Refer to the benefits booklet for a description of the health plan.
2. Dental Coverage:
 - a. Dental coverage will be in accordance with existing collective bargaining agreements (see PBA or Civilian Employee contract).

H. Disability and Death Benefits

1. Employees shall be provided with death benefits and disability benefits as provided for in their applicable retirement system (PFRS, PERS), and consistent with state and federal statutes.
- I. Support Services/Line-Of-Duty Deaths
 1. Support services include providing information on employee benefits and help for the employee and family in cases of injury or death, with the employee benefit and assistance package offered by the Borough. In the event of a death or serious injury incurred by a member of the Department, see SOP Vol, IV. CH, 15 Notification of Next of Kin and SOP Vol, III. CH, 4, Victim/Witness Assistance.
 - J. Liability Insurance
 1. The Borough maintains a liability program to protect police department employees for acts or omissions directly related to their law enforcement function. Liability protection is provided in a variety of ways, typically including officers' liability coverage, vehicle liability coverage and self-insurance. Since the exact components of the liability protection program are subject to periodic change through contract expiration and renegotiation, any employee desiring to know the specific components currently in effect may contact the Chief of Police through the chain of command.
 2. The liability protection program covers all police officers, school crossing guards and full- and part-time civilian employees of the department. Any employee who receives notice, in any form, of actual or impending legal suit or claim, shall, as rapidly as possible, explain the circumstances through the chain of command to the Chief of Police. The Chief of Police, shall, in turn, provide appropriate notification to both the Borough administrator and the Borough attorney.
 3. No employee shall imply or accept financial liability for loss or damage on behalf of the town. Any inquiries concerning financial liability will be referred to the Borough attorney.
 4. The Department may not cover an act or omission of duty by an officer, when that act or omission constitutes gross and willful negligence.
 - K. Clothing And Equipment
 1. Clothing allowance for the maintenance and replacement of uniforms and equipment is paid in accordance with existing collective bargaining agreements (see PBA contract).
 - L. Educational Benefits
 1. Education incentive are paid in accordance with the collective bargaining agreement (see PBA contract). Civilian employees are not entitled to any education reimbursement.
 - M. Employee Assistance Program

1. An employee assistance program is intended to assist employees who are suffering from persistent problems that may tend to jeopardize the employee's psychological and/or physical well being. The goal of this type of program is to help individuals who have developed problems by providing services for consultation, treatment and rehabilitation in order to prevent their condition from progressing to a degree that it will prevent the employee from functioning effectively in the workplace.
2. Referral and mandatory participation in any rehabilitation/treatment program would be at the discretion of the Chief of Police based on conduct that is detrimental to the department or is determined to cause the employee to be unfit for duty. The department would compensate any mandatory participation and all program particulars would be kept confidential.
 - a. Bergen County
Department of Health Services
Employee Assistance Program
201-242-1388
3. All supervisors should be cognizant of and identify any employee behaviors that would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. It is the supervisor's responsibility to be familiar with the services described in this SOP and determine if any of the available services are necessary in order to refer the employee in question to that service.
4. Another service available to employees is the Law Enforcement Intervention Hotline (1-866-COP 2COP). This is a toll-free 24-hour service that is staffed by qualified retired officers and trained counselors that provide services for active and retired officers and their families. The help and referral services are confidential and include peer counseling, assessments, and critical incident stress management. The program provides assistance for personal or job-related depression, anxiety, stress, tension, trauma or other problems.

N. Physical Examinations

1. Self-initiated physical examinations are recommended for all officers on an annual basis. A physical examination is a benefit to both the employee and the agency. Should the necessity arise for requiring a physical exam for a member of the department, the department will incur any costs associated with that physical exam. The required physical exam would be conducted only to confirm the employees' continued fitness to perform the tasks of their assignments and to inform them of their general physical condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.

O. General Health And Physical Fitness

1. The functions of a law enforcement agency require a level of physical fitness not demanded by many other occupations. Regulation VII, Rule #14 of the Fort Lee Police Department Rules and Regulations requires that Members and Employees shall maintain good physical condition so that they can handle the strenuous physical contacts often required of a law

enforcement officer. The Department reserves the right, on a random or as required basis, to appropriately test a Member's or Employee's physical fitness for duty.

P. Information Regarding Employee Benefits

1. The Fort Lee Payroll office maintains informational booklets that are available to employees on a limited basis.
2. The collective bargaining units within the Department are responsible for the distribution of contracts to their respective members concerning negotiated benefits.

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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-27-2004	REVISION DATE: 11-06-2009	PAGE #: 1	SECTION: Procedures	APPROVED	VOLUME #IV
VOLUME TITLE: OPERATIONS	# PAGES: 9					CHAPTER 6
ACCREDITATION STANDARD(S):	REFERENCE: V# VI, C# 6					
SUBJECT: PERSONNEL CONDUCT						DISTRIBUTION ALL
ISSUING AUTHORITY: Chief Thomas O. Ripoli						EVALUATION DATE:
ATTORNEY GENERAL:	Special Instructions					
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To establish acceptable standards of performance and conduct of members of the Borough of Fort Lee Police Department.

POLICY:

Police officers often exercise discretion in the daily performance of their duties. To assist in that discretion, the following procedures have been established setting a level of acceptance in performance and conduct. The standards in this policy are part of the overall Borough of Fort Lee Police Department written directives system.

PROCEDURE:

The personnel of the Borough of Fort Lee Police Department will adhere to the following areas of performance and conduct in their daily response to all police services.

During any contact with the public, officers are to maintain a presence of professionalism and are to include Courtesy, Professionalism and Respect in their dealings with the public.

I. BEGINNING AND ENDING OF SHIFTS:

- A. Every officer will begin his tour of duty at his official starting time.

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1. Tour means in briefing, in full uniform of the day as per uniform policy, properly groomed and ready to answer calls.
 2. Only a supervisor can authorize a deviation to this rule.
 - a. All officers and supervisors will use the time clock when reporting for duty and when ending tour.
 - b. The supervisor must have good cause to deviate and so indicate on his daily roster, comments can also be added to the blotter.
 - c. Every officer will end his shift no sooner than ten minutes to the official hour of completion.
- B. Every officer will remain in his assigned area unless otherwise relieved by supervisor, or dispatched to a call out of their sector.
1. Any and all reports should have been completed during the tour of duty.
 2. Any required additional time required for reports must be approved by the supervisor.
- C. **General Practices During Tour**
1. Each officer will patrol all areas of his sector during his tour of duty.
 2. Each officer will plan his tour so as to give proper and equal coverage of the area.
 - a. All officers will complete a walking assignment when possible in their sector, in one of their assigned grids for a period of 20-30 minutes. During this time they will call in 10-90's to Com-cen on areas that are in need of attention in the area, ie: street signs that need replacing, vacant houses that need to be boarded up, board of health violations, construction code violations etc.
 - b. 12 x8 tour will do business checks in-place of walking assignments.
 3. Each officer will schedule his break and half hour meal time so as not to cause more than two patrol units to be on break at any given time.
 - a. The supervisor may authorize limited discretion on occasion for more than two officers to be on break at the same time.
 4. All breaks and meals must be within Borough of Fort Lee.
 - a. Supervisors may authorize on occasion meals within one-quarter mile of the Borough of Fort Lee line on limited basis.
 - b. Any officer abusing this privilege may be restricted from doing so.

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- c. Patrol units must ask permission from a supervisor to take a meal break at the Range.
 - d. Only one officer will be permitted to take a break at the range at the same time.
 - e. Officers will ask permission to leave their sectors for meal breaks.
- 5. Each officer will call in the location when starting and completing details for the following:
 - a. Radar speed enforcement
 - b. Special enforcement
 - c. Survey
 - d. Traffic detail
 - e. Surveillance
 - f. Special detail
- 6. Business Property Checks
 - a. Each officer is required to make business property checks in his assigned area during 12x8 Shift .
 - b. The checks should be physical unless the officers daily activity indicates he was unable to do so.
 - c. Each officer will call into communications when he/she physically or visually checked a business.
 - (1) One time for several businesses is not acceptable.
 - (a). Same CAD entry may have multiple business names that were checked.
- 7. House Checks:
 - a. An officer on 8x4 and 4x12 Shift will be assigned to check the vacant houses in the vacant house book.
 - b. Each officer will record all the information on the vacant house book as required.
- 8. Radio and Phone Contact:

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- a. Each officer while on assigned duty will at all times be in radio or phone contact with communications.
- b. At **ALL TIMES** each officer when leaving his vehicle and going to a fixed location, will call into communications giving location and reason. They will then on completion, call back in service.
- c. Each officer when answering the phone, or having direct contact with anyone, will do so in a courteous and pleasant manner.
 - (1) Make every effort to assist the person.
 - (2) Direct to proper person if required.
 - (3) If message is required, follow message procedure.

Whenever personnel receive a phone call or someone comes to headquarters to see another member of the department, the individual receiving the call will forward the call or direct the party to the proper location within headquarters.

If the person requested is not available or in, arrange for notification that the party was attempting to contact them, including call back numbers.
- d. Each officer when utilizing a department radio, will do so following proper radio procedure and in a professional manner, all three car numbers are to be used. If not in a vehicle, officers shield number should be used.
- e. All personnel during times in headquarters, will when entering the building, advise the personnel in com- center of their being in headquarters and where. Each person when leaving will also advise of their leaving and being back in service. **THIS IS A MUST.** Communications Center will record this information in the computer.
 - (1). Patrol units will ask permission from the Tour Commander to come into headquarters, whether it be for personal reasons, to complete a report or to end their tour.
- f. Whenever a person calls or directly requests to speak with the Chief of Police, the person will be referred to the Chiefs' receptionist while she is working. When the Chiefs' receptionist is not available, the officer should call the Chief and advise him of the phone call and follow the Chief's instructions (put on hold, transfer call or take message). During the hours the Chief is not in the office or off, the officer receiving a request to speak to the Chief will get the name of the person and a phone number and advise them he will contact the Chief and have him call them.

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- g. Notification to the Chief of Police in regard to emergencies. It is the responsibility and requirement that the Officer-in-Charge to contact the chief immediately in regards to the following instances:
 - (1) Fatalities
 - (2) Any unusual emergencies: flooding, heavy snowstorm, hurricane, etc.
 - (3) Suspicious Deaths
 - (4) Assaults with weapons
 - (5) Any 1st or 2nd degree crimes which have occurred
 - (6) Pursuits involving 1st or 2nd degree crimes, injuries or collisions.
 - (7) Major fires
 - (8) Any injuries to officers while on duty (not minor injuries).
- 11. Street Lights:
 - a. Each officer on 4x12 and 12x8 Shift check for street lights out in their sectors and advise the communications of same.
- 12. Gasoline From DPW Pump:
 - a. All patrol vehicles will be filled at the conclusion of each shift.
 - b. No smoking while putting gas in vehicle near pump.
 - c. Gas from any Borough of Fort Lee pump is to be used for official purposes only. Any exception must be approved by the Chief of Police.
- 13. Smoking at Headquarters:
 - a. There will be no smoking in headquarters.
- 14. Prior to beginning patrol, or as soon as possible, officers are to conduct a vehicle inspection of their patrol unit and fill out a vehicle inspection form, any items that need to be replenished should be done prior to going on patrol.
 - a. Trunks of vehicle will be checked and inventoried for proper equipment .
 - b. Supervisors are also required to inspect patrol units at the start of the tour, and make sure all equipment is in operable condition.

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II. PATROL SECTORS

Borough of Fort Lee will be divided into three sectors, North, South and Highway.

A. NORTH SECTOR:

1. Area from east to west north of Main St., including Main St.

B. SOUTH SECTOR:

1. Area from east to west south of Main St., including Main St.

C. HIGHWAY SECTOR:

1. Area covering all highways in Fort Lee that have businesses which need to be patrolled. Includes State Highways Rte 4, 1,9, State Rte.63 (Bergen Blvd.) Excludes I-95.

2. Only Highway sector unit should be assigned to patrol that sector per tour.

D. Supervisors will assign patrols to sectors.

E. Each officer assigned to a sector will patrol and handle all calls for service in that sector for the entire shift of each day. The supervisor should try to alternate the sectors every day.

F. When the officer transports any person for good cause, he will first advise communications and call in the mileage at the beginning and at the end of the transportation. Transport means taking a person in the patrol vehicle to a location.

- a. Unless a person is under arrest or there are other extenuating circumstances, no person should be transported to a location that they have not requested to go.

III. HEADQUARTERS PROCEDURES:

A. Security and Parking

1. When coming into headquarters, any officer using a security access door will ensure that the door used has properly closed after they enter the building.
2. Communications will be notified of the officers status in HQ and when back in service.
3. While in HQ all officers are to be in the uniform of the day while completing any reports.

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4. Any officer entering the cell area must be unarmed when doing so.
 - a. Weapons should be secured in the locked weapons locker at the entry area of the processing room.
5. All police vehicles are to be parked in their designated areas and backed in and locked.
6. No unauthorized persons or citizens are to be in the main headquarters area; this is, the area that is secured at all times unless escorted by a member of the department.
7. Unless they are on official business or have received special approval by an officer-in-charge, all unauthorized persons and citizens are to stay in the public area that has been provided.
8. When someone is allowed into the secured area, the person that they are seeing must escort them to and from their office.
9. No officers are to remain in Com-Cen for any reason other than to get or give information to or from dispatchers, no breaks are to be taken in Com-Cen.

B. Cleaning of Areas After Breaks:

1. The area where you take your break/breaks is to be cleaned before returning to your tour of duty or going off duty.
2. Coffee containers, soda cans and other items should be put in proper trash containers. Pizza boxes and large food containers should be put in the outside dumpster.
3. All newspaper should be placed in a neat pile.
4. Chairs must be placed back in order.
5. When using restrooms, ensure that the area is left in an acceptable manner for the next person to use it.
6. All personal items must be stored in lockers, desks, assigned slots or vehicle.

C. Posting of material in headquarters:

1. Any postings that are not police business or PBA related are prohibited, unless they are approved by the administration.
2. Every member of this department has an obligation to remove and report any of these postings. Anyone observed posting any derogatory writings, photos, jokes, etc. will be held accountable. Supervisors in particular are expected to act as such and will be held accountable for their failure to do so.

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3. Any posted material that is approved by the administration will have the administrative officers name added to it and the date that it was approved.

D. Processing:

1. All processing of prisoners will be handled in the processing area.
2. Each officer when processing a subject will secure his weapon in the weapons locker.(locker must be locked)
 - a. Approval must be obtained from the supervisor in charge prior to any strip search.
5. When handling evidence, he will follow the department Evidence Procedure **Volume VII, Ch. 11.**
6. When transporting a prisoner, he will follow the department Prisoner Transportation Policy, **Volume VII, Ch. 9.**
7. When fingerprinting, he will follow the department Fingerprinting Policy, **Volume VII, CH 12**
8. If a prisoner is cooperative and is not being aggressive, he may be held in the processing/interview room area (minor violations). An officer will be present with the subject **AT ALL TIMES**.
9. No objects are to be left out on the desktops in holding/interview room which can be used as a weapon.
10. If a prisoner is not cooperative and he is aggressive, he will be held in processing room until the processing is completed.

An officer is to be assigned to observe the subject **AT ALL TIMES** he is in the processing room. When a subject is being held in the processing room, the officer should make every effort to complete the processing and release the subject, transfer to a cell or to the county jail.

11. All prisoners are to be entered in the cell log book if they are placed in the processing room or jail cell.

IV. AUTO ENTRY RELEASE FORM:

- A. The Auto Entry Waiver Form is to be filled out whenever a citizen requests the department to gain entry into their vehicle because it was accidentally locked and the only way to gain access for the citizen would be to have the police department unlock the vehicle by use of "lock jock", "Slim-Jim" or other entry tool.

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- B. If the person requesting this service does not sign the release form, then no attempt is to be made by the police officer to gain entry into the vehicle.
- C. The release form is to be submitted to the Tour Commander.

V. ASSIST TO DISABLED MOTORIST

- A. It is the responsibility of every patrol officer when observing a disabled motorist or responding to a call of a disabled motorist, to render proper assistance.
 - 1. If necessary, place proper warning devices and if necessary, aid in traffic direction.
 - 2. If a mechanic or towing service is needed, assist the motorist through the communications center to obtain this service by following procedures in the Towing Policy VOL V, CH 8.
- B. Under the area of disabled motorist, all other procedures in this chapter will be adhered to.
- C. If an officer is required to leave the disabled motorist, communications is to be advised and the motorist shall be advised that the officer will return after he has completed the call that he was required to leave the location.

**ADMINISTRATION
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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 04-17-2007	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME I
VOLUME TITLE: ADMINISTRATION	# PAGES: 3					CHAPTER 11
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: PERSONNEL RECORDS						DISTRIBUTION ALL
ISSUING AUTHORITY: CHIEF THOMAS O. RIPOLI						EVALUATION DATE:
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To establish an organized system for the retention of personnel records.

POLICY:

It is the policy of this department to establish an organized system of personnel records to meet State, County, and local requirements. The system will also comply with file retention regulations as outlined by the Department of State, Division of Archives and Records Management.

PROCEDURE:

The Fort Lee Police Department Personnel Records System shall be maintained in three categories:

Individual Officer Employee File

Confidential Officer Employee File

Internal Affairs File

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I. INDIVIDUAL OFFICER EMPLOYEE FILE (Public Record)

A. The file will contain the following:

1. Employee application (Basic only)
2. Payroll and attendance records
3. Training and special schools
4. Assignments and promotions
5. Awards and Commendations
6. Disciplinary Action (Penalties only)
 - a. Only final dispositions
 - b. The final disposition form will be used

II. CONFIDENTIAL EMPLOYEE FILE

A. The file will contain the following:

1. Psychological reports
2. Medical questionnaires **ADA** access
3. Medical reports **ADA** access
4. Financial reports
5. Original Background Investigation file

B. Access to these reports is restricted to an **ABSOLUTE "Need to Know" basis!
(Governing body not entitled to view)**

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III. INTERNAL AFFAIRS FILE

- A. The file will contain the following:
 - 1. Citizen complaints
 - 2. Department complaints
 - 3. Supervisor reports
 - 4. Internal Affairs reports
 - 5. Statements
 - 6. Inter-Agency correspondence
 - 7. Findings and recommendations
 - 8. Final dispositions
- B. The file will be organized to reflect the following:
 - 1. Internal Affairs general folder
 - 2. Separate folders for each complaint received.
 - a. Each folder will be identified to reflect the type of complaint.
- C. This file is available strictly on a need to know basis.

IV. REVIEW OF FILES

- A. Officers may review their personnel files on request.
 - 1. IAD files may be reviewed in the presence of an assigned supervisor.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 2	CHAPTER: 14	# OF PAGES: 9	
SUBJECT: POLICE AND BOROUGH AGENCY INVOLVED MOTOR VEHICLE CRASH INVESTIGATIONS			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS:	
REFERENCE:		ACCREDITATION STANDARDS: 2.1.4	
EFFECTIVE DATE: 10/12/2016		SUPERSEDES: Accidents Involving Police or any Agency Vehicles V9Ch20	

PURPOSE: The purpose of this policy is to describe the responsibilities of the police department for the investigation of a motor vehicle crash involving a police officer and police vehicle or borough employee and borough vehicle. The police department is committed to the principles of risk management and will make every effort to reduce police officer involved motor vehicle crashes.

POLICY: All officers are to operate motor vehicles in a safe manner. Officers are to remain aware of their surroundings and the environmental conditions while operating motor vehicles. The police department will thoroughly investigate all police officer and police vehicle motor vehicle crashes to determine the cause. In addition, the police department will, upon notification, thoroughly investigate all motor vehicle crashes involving a borough employee and a borough vehicle to determine the cause. The police department will conduct a meaningful review of the results of police motor vehicle crash investigations and make recommendations, if any, for policy change, additional training, equipment enhancements and/ or discipline as a result of the review. The police department, through the Chief's Office, may, upon request, assist another department with their administrative review.

PROCEDURE

DEFINITIONS:

Department Vehicle- Any vehicle used for official business, which is owned/leased for or by the police department, or a vehicle being operated by an employee while under the terms of their employment.

Department Vehicle Crashes- A crash involving a department vehicle subject to the full reporting requirements of this policy. It is reportable regardless of injury, property damage, where it occurred, who was responsible or whether or not the department vehicle was occupied. This definition specifically excludes those crashes occurring while an employee is participating in a supervised driver's training exercise sanctioned by an academy.

Department/Agency Vehicle Incident- Any other happening, which results in damage to a department vehicle including, but not limited to the following, which should be documented in an incident report:

Damage from material that falls, drops or is propelled by the movement of the vehicle;
Vandalism;
Storm damage;
Driver's training crashes; or
Damage of an undetermined nature.

Employee- any individual who is acting on behalf of the department, i.e., sworn officers or civilian personnel.

Agency Vehicle- Any vehicle used for official business, which is owned/leased by the Borough of Fort Lee (i.e. Department of Public Works, Building Department, Parking Authority, Fire Department, Fort Lee Volunteer Ambulance Corp, Office of Emergency Management) or which would be covered by the Borough's Workers Compensation (i.e. volunteers responding to an emergency call in a personal vehicle), or a vehicle being operated by an employee while under the terms of their employment.

I. Communications Center Responsibilities

A. Com-Cen shall obtain the following information from the caller/officer:

1. Location;
2. Injuries;
3. Seriousness of the crash.

B. Com-Cen shall:

1. Immediately advise another patrol unit and the Road Supervisor;
2. If there are injuries, dispatch an ambulance and paramedics, if appropriate;
3. Provide a detailed location of the crash;
4. Provide additional assistance as directed by the Road Supervisor.

II. Patrol Responsibilities - Initial Response

- A. Upon receiving notification of a crash the initial response should be conducted in compliance with the Accident Investigation Policy V3Ch18.
- B. A crash report (NJTR-1) should be completed by the assigned officer unless:
 - 1. The crash occurred in another jurisdiction. That law enforcement entity is required to complete the crash report.
 - a. A copy of the crash report must be obtained from the other law enforcement agency by the Tour Commander and forwarded to Records for filing.
 - 2. The AIU (Accident Investigation Unit) responds to the scene and assumes responsibility for the investigation.
- C. Take charge of all town owned property if the responsible employee is incapable due to injury or other reasons. The officer's weapon(s) should be turned over to a supervisor to secure.
- D. The officer should secure all valuables and papers left at the scene resulting from the crash. Valuables and papers can later be turned over to the respective owners.
- E. Ensure that the Road Supervisor is provided with all pertinent information regarding the crash.
- F. Provide a supervisor any information requested.

III. Officer Involved Responsibilities

- A. An officer who is involved in a motor vehicle crash, provided the officer is not incapacitated and there are injuries, will immediately summons emergency medical services and tend to the injured.
- B. The police department Road Supervisor or officer in charge shall be immediately notified to respond.
- C. If the police motor vehicle crash was a result of a police response to any emergency that involved bodily injury to any person, as defined in N.J.S. 2C:11-1(a), or property damage occurring during a pursuit, the County Prosecutor's Office shall be notified.
 - 1. Depending on the circumstances of the police involved motor vehicle crash the County Prosecutor's Office may conduct the crash investigation.
 - 2. If the County Prosecutor's Office authorizes the police department to conduct the investigation, Section II of this policy will be adhered to.

IV. Road Supervisor / Incident Commander Responsibilities

- A. Respond to all crashes involving a police vehicle or a borough vehicle.

- B. Notify the Tour Commander, when there are any injuries.
 - 1. The Tour Commander should notify:
 - a. Highest ranking on-duty supervisor via the chain of command.
 - b. In the case of serious and potentially life threatening injuries, or a fatality, the Chief of Police and Division Commanders should be notified regardless of on-duty status.
 - c. The Chief, or designee, will make notifications to Borough Hall.
 - 2. In the case of a borough employee or volunteer, then the Tour Commander is to notify the head of that department/agency/authority.
- C. Evaluate the need for the AIU. If needed, follow the Fatal / Serious Accident Investigation Policy V3Ch18.1.
- D. Ensure that removable department equipment (i.e. shotguns, oxygen, radar units) be removed by an officer as assigned by a supervisor. The equipment should be secured in HQ.
 - 1. If equipment is secured from a vehicle belonging to this agency then the officer assigned to the task of securing the equipment should prepare an Incident Report describing the equipment that was secured and the location. The officer should then notify the department unit responsible for the equipment.
- E. Ensure that the scene is secured so that the normal flow of traffic can resume. If there are any particular factors that caused the crash, the proper authorities are to be notified before the officer leaves the scene. Example: Wires down, holes in roadway, etc.
- F. Complete a Department Incident Report.
- G. Complete the supervisor's portion of the required Workman's Compensation reports as specified in the Employee Injury Investigation and Worker's Compensation Policy V1Ch4 at the earliest time possible.
- H. Notifications:
 - 1. Notification to family members that are related to an officer are not to be made by any department employee unless authorized by a supervisor.
 - 2. When an officer is transported to a hospital, the Road Supervisor or designee at the scene should take possession of the injured officer's firearm and duty belt.
 - 3. The name of a deceased officer is NOT to be put over the police radio.
- I. When a police department employee is involved in a collision involving serious bodily injury or death, that employee is to be removed from their line of duty assignment pending administrative review.

- J. A supervisor may restrict the use of a vehicle for any officer/detective/supervisor under their command for the remaining portion of the shift after any collision. The supervisor may make an adjustment to the officer/detective/supervisor's shift tasks and assignments.

V. Tour Commander Responsibilities

- A. Notify the highest ranking on-duty supervisor via the chain of command.
- B. Notify the Chief and Division Commanders regardless of on-duty status, immediately if any of the following exists:
 - 1. Any fatal crash or one involving serious or potentially life threatening injuries.

Note: The Chief, or designee, will make notifications to Borough Hall.

- C. In the case of a borough employee or volunteer, then the Tour Commander is to notify the head of that department/agency/authority.
- D. Notify the Patrol Division Commander when:
 - 1. Serious traffic hazards or other conditions exist that require immediate attention or authorization for correction.
 - 2. An officer's actions appear to be a contributing factor to a Reportable Crash (see Section VI below).
- E. Ensure that the disabled equipped police vehicle is towed to the police yard or the disabled unequipped vehicle is towed to the DPW yard.
- F. Forward the Crash Report Case Jacket, containing the original reports, to the Traffic Bureau Supervisor for review.
- G. Forward photocopies of the Crash Report to the Patrol Division Commander and Operations Commander for review.
- H. Forward a photocopy marked "Incomplete" to the Records Bureau Supervisor for filing.

VI. Driver Supervision Program

- A. When an officer/detective is involved in a collision (appearing to meet the Reportable Collision Threshold) and, based on preliminary assessment of the contributing factor(s) by the Division Commander or higher, and it is their preliminary belief that the officer's actions contributed to the collision, then the officer will be assigned to the Driver Supervision Program.
 - 1. The officer/detective will be assigned to the program in writing by the Division Commander, or higher.
 - 2. The officer/detective may be assigned to another shift where a Road Supervisor is readily available.

3. While in the program the officer will be ineligible for overtime offer with no change in the Overtime Rotation.
 4. The officer/detective will be released from the program in writing by the Division Commander, or higher.
 5. An officer must complete the Driver Supervision Program before being authorized to operate a police vehicle unsupervised.
- B. To complete the Driver Supervision Program:
1. The officer, in uniform, is to be directly observed driving a vehicle by the Road Supervisor for five working days. During this time, the Road Supervisor(s) will evaluate the officer's driving ability.
 2. The officer will complete an online driver safety training course assigned by the Training Supervisor. The training should be completed during the officer's next tour of duty, unless extenuating circumstances exist as determined by their supervisor.
 3. If the Road Supervisor is not available for any reason, then the officer is to be assigned to the Tour Commander at the Desk. If the officer is assigned to the Desk for more than three hours then the shift will not be counted towards the required five days.
- C. The officer may still be assigned to a walking post, complete a previous assignment, or a traffic post based on conditions and the needs of the shift. If the officer is assigned to a post for more than three hours then the shift will not be counted towards the required five days.
- D. The Tour Commander and the Road Supervisor will be accountable to the Division Commander(s) for the assignments of an officer, which delays their completion of the Driver Supervision Program.
- E. At the completion of the fifth day, the supervisor(s) will do a report, evaluating the officer's driving ability and any need for additional driver training and forward it to the Division Commander. If the evaluation period is completed on a weekend then the report is to be forwarded via email to the officer's Division Commander. The Division Commander may then release the officer from the program or may contact the Chief to authorize an assignment change based on the supervisor(s) recommendation(s).
- F. If the five-day evaluation has not been completed within eight days where the officer is working and available for observation, then the officer may request to meet with the Division Commander and their immediate supervisor to discuss their status in the program.
- G. When a supervisor is involved in a collision (appearing to meet the Reportable Collision Threshold) and, based on preliminary assessment of the contributing factor(s) by the Division Commander or higher, and it is their preliminary belief that the officer's actions contributed to the collision then the supervisor will be:
1. Assigned to complete an online driver safety training course assigned by the Training Supervisor.

2. The Chief or Division Commander may assign the supervisor to the Tour Commander's Desk until such time that the supervisors driving skills have been assessed.
 3. The Chief or Division Commander may assign the supervisor to the Driver Supervision Program or impose other restrictions on the use of borough vehicles.
 4. The supervisor may be assigned to another shift where a higher ranking supervisor is readily available. The supervisor will be released from the program in writing by the Division Commander, or higher.
 5. The supervisor will be notified in writing of the decision by the Division Commander, or higher.
- H. When an officer/detective/supervisor is involved in a collision (appearing to any degree to be their responsibility and below the Reportable Collision Threshold) the officer's immediate supervisor, if not working, then the Tour Commander:
1. May restrict the use of a vehicle for the remaining shift,
 2. Should have the Road Supervisor monitor the officer's driving skills,
 3. Will notify the Training Bureau to assign the officer/detective/supervisor to an online driver safety training course. The training should be completed while working their next shift, unless extenuating circumstances exist as determined by their supervisor.
 4. Will notify the officer's immediate supervisor, the Division Commander and the Chief via email of the actions taken.
 5. The immediate supervisor's actions will in no way limit the decision of the Division Commander or the Chief to take other corrective action.
- I. If mitigating contributing factor(s) become apparent then they should be brought to the Division Commander's attention and the officer's assignment to the program may be ended.

VII. Investigation

- A. The Traffic Bureau Supervisor, or designated Accident Investigation Unit member, should conduct all motor vehicle crash investigations involving police officers or borough employees, if available. If not, then the Road Supervisor should lead the on-scene investigation.
1. If a supervisor or command level officer is involved in a police vehicle crash, the investigation shall be conducted by an officer higher in rank than the subject officer involved.
 2. At no time shall a non-supervisory officer conduct a motor vehicle crash investigation on an officer of equal rank unless under the direct supervision of a ranking supervisor.

- B. The investigating officer should complete the NJTR1 Motor Vehicle Crash Report and forward it to the Traffic Bureau Supervisor.
- C. Photos of the crash scene and damage to the police vehicle and other vehicle(s) shall be taken.
- D. Witness statements shall be gathered in writing, when possible.
- E. The police officer involved in the motor vehicle crash shall prepare a written statement detailing the events of the motor vehicle crash.
- F. The supervisor is responsible for preparing any reports required by the agency motor vehicle insurance provider and including such forms and reports with the investigation report.
- G. The Traffic Bureau Supervisor is to advise the Chief of Police of the results of the investigation.
- H. A copy of the completed report will be forwarded to the Borough Administrator.
- I. If the AIU responds to the scene, the following protocol should be followed:
 - 1. The AIU may prepare the State of New Jersey Crash Report as outlined in the department's Accident Investigation Policy V3Ch18.
 - 2. Locate and identify witnesses. Interviews and witness statements are to be conducted with the detectives assigned to the investigation.
 - 3. Assist the detectives with follow-up photography and / or witness statements.
 - 4. Assist the tow company in the removal of the vehicles. Ensure that the tow company clears the entire roadway of debris upon the removal of the vehicles.
 - 5. All vehicles are to be towed to the impound area and secured if the AIU believes that there is a question of mechanical failure.

VIII. Detective Responsibilities

- A. Respond to the scene and assist the AIU with photographing the vehicle and any roadway evidence, as requested.
- B. Locate and identify witnesses. Interviews and witness statements are to be conducted with the AIU if conducting the investigation.
- C. Assist the AIU with follow-up photography and / or witness statements.

IX. Review of the Motor Vehicle Crash Investigation

- A. Each Division Commander is to administratively review the NJTR1 Motor Vehicle Crash Report, supplemental reports, and/or required Incident and Workers Compensation forms for officers under their command.

- B. After completion of the administrative review, a report shall be forwarded to the Chief of Police, or designee, with recommendations if any policy changes, additional training, equipment enhancement or disciplinary action is warranted.
- C. If the County Prosecutor's Office conducted the motor vehicle crash investigation, and completed their investigation, and administratively returned the investigation for review, the procedural steps in Section IX, paragraph A and B shall then be followed.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 5	CHAPTER: 6.1	# OF PAGES: 13	
SUBJECT: PROJECT MEDICINE DROP			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: N/A	
EFFECTIVE DATE: 8/2/2018		SUPERSEDES: 	

PURPOSE: To provide guidelines for the use of the Project Medicine Drop Program, which allows residents of New Jersey to dispose of unused and expired prescription medications anonymously, at stationary prescription drug drop boxes located at the Fort Lee Police Department or in mobile drop boxes deployed during public events and gatherings.

POLICY: It is the policy of the Fort Lee Police Department to maintain a stationary and a mobile drop box in accordance with New Jersey Division of Consumer Affairs Project Medicine Drop Program. The stationary drop box will be stored in a secure area within headquarters and made available to the public on a 24-hour basis, whereas the mobile drop box should only be made available to the public during public events and gatherings. The Fort Lee Police Department will ensure that the stationary drop box is checked and emptied on a regular basis, as outlined in this policy. All deposited drugs will be removed, handled, processed, disposed of and destroyed in compliance with all appropriate laws and regulations, and in compliance with the Fort Lee Police Department's Policies and Procedures.

I. Definitions

- A. **Division** means the New Jersey Division of Consumer Affairs.
- B. **Department** means the Police Department, Sheriff's Office, or other Law Enforcement Office that is partnering with the Division and has signed the Project Medicine Drop Memorandum of Understanding ("MOU") to which this SOP is attached.
- C. **Stationary Drop Box** refers to the secured metal box provided by the Division to the Department to be maintained within the Department's headquarters so that members of the public may safely and securely dispose of their unused and expired household prescription drugs.
- D. **Mobile Drop Box** refers to the portable customized disposal bins provided by the Division to the Department to be used by the Department to collect unused and expired household prescription drugs at public events and gatherings.
- E. **Medications** refers to household prescription drugs deposited by members of the public into both drop boxes.
- F. **PMD** refers to the Project Medicine Drop program.

II. Drop Boxes, Project Medicine Drop Materials and Artwork

A. Drop Boxes

The Department may obtain a stationary PMD drop box either from the Division at no cost, or through the Project Medicine Drop Voluntary Self-Pay Program. In both instances, the Department shall provide its Department logo to the Division so that the Division may prepare it for submission to the vendor for inclusion on the drop box. Upon the Department's request to the Division, the Division may supply one or more mobile drop boxes to the Department, also at no cost to the Department. All stationary drop boxes provided at no cost to the Department shall remain the property of the Division. All mobile drop boxes shall remain the property of the Division.

B. Project Medicine Drop Materials and Artwork.

1. Upon request, the Division will supply the Department with the following, provided said materials are available:
 - a. Art work and/or graphics for use by the Department to develop advertising and/or promotional materials.
 - b. Project Medicine Drop flyers and/or brochures.
2. To the extent that the Department plans to use any Project Medicine Drop graphics or artwork to promote Project Medicine Drop in any type of media, including but not

limited to billboards, flyers, and/or public service announcements, the Department shall submit the proposed materials to the Division for approval and comply with the terms set forth in Section XI herein. All proposed materials shall be provided to the Project Medicine Drop Coordinator Rich Rebisz, c/o Amina Williams at williamsa@dca.lps.state.nj.us.

III. Special Instructions for Department Prior to Accepting Drop Boxes

The Department will use the "DEA Waiver Form Letter," attached to this SOP as Attachment "A" to request a waiver to collect household medications under the PMD partnership from the U.S. Drug Enforcement Administration, New Jersey Field Division, Special Agent in Charge.

IV. Installation of the Stationary Drop Box

All stationary drop boxes shall be delivered by the Division to the Department and installed by the Department in a location that meets the security and public access needs set forth below. Please see Attachment "B" annexed hereto for an example of a PMD stationary drop box display.

A. Security Needs:

1. The stationary drop box must be located so that members of the public will have access to the drop box while also remaining visible, at all times, to on-duty Department personnel.
2. The stationary drop box must be bolted to the floor or otherwise secured to the floor, or wall, or both, and must be locked at all times.
3. Representatives of the Division shall review the Department's specific arrangements, policies, and logistical resources to determine whether they are compliant with the terms and conditions set forth herein.
4. At all times, the stationary drop box must remain locked, and the key kept in a secure area within the Department, except when the drop box is being emptied and its contents removed for secure storage and eventual destruction.
5. In the event there is an attempt to steal the contents of the drop box, said incident must be reported within 48 hours to the Division. Specifically, notice must be given to the following individuals:
 - a. Rich Rebisz, New Jersey Division of Consumer Affairs at RebiszR@dca.lps.state.nj.us
 - b. Amina Williams, New Jersey Division of Consumer Affairs at williamsa@dca.lps.state.nj.us

- c. Edward Tuminello, Chief, Enforcement Bureau, New Jersey Division of Consumer Affairs at tumminelloe@dca.lps.state.nj.us
- 6. In the event there is any attempt to steal the contents of the drop box, the Department must, within 72 hours of said incident, provide the following documentation related to said theft to PMD Coordinator, Douglas S. Collier, via email or hard copy:
 - a. Any and all incident and/or arrest reports;
 - b. Copies of all evidence, including, but not limited to, surveillance videos and photographs of the scene; and
 - c. Copies of any final Orders and/or Reports setting forth the final disposition of the matter.

B. Public Access Needs:

- 1. Members of the public must be able to deposit medications into the stationary drop box anonymously, 24 hours a day, seven days a week, 365 days per year. In the event that this time frame is not possible given the Department's staffing or logistical concerns, the public will have access to the stationary drop box seven days a week for a reasonable number of hours each day at times most useful to the public that the Department can accommodate. The Department must notify the Division if its hours of accessibility by the public deviate from the required 24 hours per day, seven days per week, 365 days per year. Specifically, notice must be given to Douglas S. Collier, New Jersey Division of Consumer Affairs, c/o Amina Williams at williamsa@dca.lps.state.nj.us. Any and all proposed modifications must continue to ensure and security and accessibility needs of this program.
- 2. The stationary drop box must be located in a place that is visible to all members of the public who visit the Department.

V. Mobile Drop Box

The mobile drop box is a portable, wheeled, lockable container to be used by participating Project Medicine Drop police departments to collect unused, unwanted and/or expired household medications at public events and gatherings hosted in their communities.

Upon request, the Division may deliver one or more mobile drop boxes to the Department to be used at such events in a manner that meets the security and public access needs set forth herein. Please see Attachment "C" annexed hereto for photographs of the mobile drop box program. See also Attachment "D" annexed hereto for suggested ways to utilize the mobile drop box.

A. Security Needs:

1. While in use, the mobile drop box must, at all times, be accompanied by a Department police officer in order to keep discarded medicines secure and to protect the integrity of the Project Medicine Drop program.
2. The mobile drop box shall only be accessible to members of the public when Department police officers are present to guard the box and its contents.
3. Any and all medications deposited into the mobile drop box must be removed as soon as possible by the Department evidence custodian and placed into the Department's secured area along with the other medications collected from the stationary drop box.
4. Only Departments participating in the Project Medicine Drop program and which have a stationary drop box are eligible to receive a mobile drop box.
5. At all times, the mobile drop box must remain locked and the key kept in a secure area by Department evidence custodians, except when the drop box is being emptied and its contents removed for secure storage and eventual destruction.
6. In the event there is an attempt to steal the contents of the mobile drop box, said incident must be reported within 48 hours to the Division. Specifically, notice must be given to the following individuals:
 - a. Rich Rebisz, New Jersey Division of Consumer Affairs at RebiszR@dca.lps.state.nj.us
 - b. Amina Williams, New Jersey Division of Consumer Affairs at williamsa@dca.lps.state.nj.us
 - c. Edward Tuminello, Chief, Enforcement Bureau, New Jersey Division of Consumer Affairs at tumminelloe@dca.lps.state.nj.us

B. Public Access Needs:

1. Members of the public must be able to deposit medications into the mobile drop box anonymously during public events and gatherings.
2. The mobile drop box must be located in a place that is visible to members of the public attending the public event.

VI. Materials Accepted Into Both Drop Boxes (Stationary and Mobile)

Both drop boxes (stationary and mobile) shall be clearly labeled to identify the materials that may, and may not be, deposited into said receptacles. Specifically, the following terms shall apply to both drop boxes:

- A. Both drop boxes (stationary and mobile) accept household medications only.

- B. Both drop boxes (stationary and mobile) accept pills, capsules, patches, and pet medications.
- C. Both drop boxes (stationary and mobile) may accept liquids provided said liquids are securely held in either a bottle or other type of container. The Department shall have discretion to determine whether it will accept liquids.
- D. The drop boxes do not accept mail, trash or syringes.
- E. The Department shall have discretion to determine whether it will accept the packaging such as pill bottles and cardboard boxes, along with the medications dropped off by members of the public.
- F. In the event that the Department receives pill bottles or other packaging that includes labels with the patient's names, addresses, or other identifying information, the Department must protect the privacy of this information by keeping the packaging, along with the medications, in a secure evidence locker, until the packaging is destroyed along with the medications. Additionally, the Department must prohibit any personnel from photographing, sharing, or otherwise recording or disseminating any labels, or the information on labels, that includes patients' names, addresses, or other identifying information.

VII. Special Instructions for Department Personnel Who Are, or May Be, Pregnant

According to the U.S. Centers for Disease Control and Prevention, certain medications may cause serious birth defects and should be avoided by all women who are or might become pregnant. Accordingly, when making staffing decisions related to Project Medicine Drop and the potential handling of the contents of the two drop boxes, the Department must be aware of the concern that certain medications are not to be handled by women who are pregnant or who might become pregnant.

VIII. Removal, Storage, and Destruction of Medications Placed in the Drop Boxes

- A. Removal of Medications from the Drop Boxes.
The Department must ensure that law enforcement personnel, specifically evidence custodians, empty the drop boxes and remove its contents to a secured storage area, such as the narcotics vault in the Evidence Bureau, at least twice per month. The process of emptying medications from both drop boxes (stationary and mobile) shall include the following steps:
 - 1. Evidence custodians accountable for removal of medications from the drop boxes shall have the communication center generate a case number for this process.
 - 2. One evidence custodian, and if possible, a secondary sworn officer shall be present when the drop box is opened and emptied.
 - 3. After removing its contents, the evidence custodian shall close and lock the drop box, and return the key to its secure keeping place.

4. One evidence custodian, and if possible, a secondary sworn officer shall seal the contents of the drop box in a sealable evidence bag and record the assigned case number, item number and initials on said package.
5. The evidence custodians shall mark the evidence bag or container with the words "Project Medicine Drop" in order to clarify for Department personnel that the contents contain PMD collected medications.
6. The evidence custodians shall weigh the contents of the drop box.
7. The evidence custodians shall immediately take the contents of the drop box to the secured narcotics vault in the Evidence Bureau, where the collected medications shall be stored prior to their ultimate destruction.
8. Evidence custodians will generate an evidence report to document the medication that was removed from the drop boxes.
 - a. A description will indicate Project Medicine Drop, an assigned item number, how the removed medication is contained (ie. bag), the weight of the medication that was removed and whether it was removed from the stationary or mobile drop box.
9. Evidence custodians will then enter the item into the Evidence/Property Management Software Program, such as Crime Fighter BEAST by Porter Lee Corporation.

NOTE: Because medications deposited in the drop boxes may create dust, it is recommended that officers wear gloves and dust masks while removing materials from the Drop Box. Please also see the note above, about the potential danger to Department personnel who are or may become pregnant.

B. Storage of Collected Medications Prior to Destruction.

After removing the collected medications from the drop boxes, and before transporting them for final destruction, the Department shall keep the medications in the narcotics vault located in the Evidence Bureau. The Department may keep the medications in the narcotics vault for as long a period of time as the Department deems necessary. For example, some participating Departments have set aside a specific area within their storage locker for PMD medications, and will transport the medications for final destruction only when that area is close to full capacity.

C. Destruction of Medications.

1. The Fort Lee Police Department is responsible for the destruction of the collected PMD medications. Evidence custodians shall update the status of PMD items that are destroyed in the Property/Evidence Management Software Program, such as

the Crime Fighter BEAST by Porter Lee Corporation, set forth in the Evidence and Property Control Policy V5Ch6.

- a. Departments may dispose of the collected medications, free of charge, through a partnership that the Division has established with the disposal facilities listed below. Each of these facilities will accept household medications collected through the PMD Program from any participating police department located throughout the State of New Jersey, provided the Department follows the instructions mandated by each disposal facility. Please note that ONLY household medications from the PMD drop boxes may be provided to these facilities for free disposal under this partnership.

1) Covanta Energy Corporation's "Rx4Safety" Program

Covanta Energy Corporation ("Covanta") operates the following four (4) energy-from-waste facilities in New Jersey:

- a) Covanta Essex Company
183 Raymond Boulevard
Newark, NJ 07105
(973)344-0900
- b) Covanta Warren Energy Resource Co., L.P.
218 Mt. Pisgah Avenue
Oxford, New Jersey 07863
(908)453-2195
- c) Covanta Union, Inc.
1499 US Highway 1
Rahway, New Jersey 07065
(732)499-0101
- d) Covanta Camden a/k/a Camden County Energy Recovery Center
600 Morgan Boulevard
Camden, New Jersey 08104
(856)966-7174

2) Wheelabrator Gloucester Company
Wheelabrator Gloucester Company ("Wheelabrator") operates the following disposal facility in New Jersey:

- a) Wheelabrator Gloucester Company
600 U.S. Route 130
Westville, New Jersey 08093.
(856)742-1484

NOTE: For GPS, please use the following address:

600 Crown Point Rd
Westville, NJ 08093

2. In order to dispose of PMD medications free of charge at any of the above facilities, the Department must:
 - a. Contact the disposal facility to schedule a visit.
 - 1) If disposing of PMD medications at a Covanta facility, contact Covanta representative John Frotton at jfrotton@covanta.com, or (862)345-5039. Initially, each Department must complete Covanta's Form 1G and email it to John Frotton. See Attachment "E" annexed hereto for Covanta's Form IG.
 - 2) If disposing of PMD medications at the Wheelabrator facility, contact Teresa Sigmund at tsigmund@wm.com or (856)742-5090.
 - b. Transport the PMD medications to the respective Covanta or Wheelabrator facility.

Please note that by letter dated July 11, 2013, the New Jersey Department of Environmental Protection granted limited approval for any law enforcement agency to transport PMD collected medications to the above-referenced facilities for disposal. See Attachment "F" annexed hereto for copies of the July 11, 2013 letters to the Covanta and Wheelabrator facilities.

- c. Present the PMD medications for destruction by the respective Covanta or Wheelabrator facility. In so doing, Department personnel shall:
 - 1) Notify the facility's staff that he/she has arrived at the disposal facility to conduct a direct burn of the PMD medications.
 - 2) "Witness" the placement of all of the PMD medications into the "feed chute" and the burn of the PMD medications.
 - 3) Record the details of this burn in the Department's "PMD Transport/Disposal Log".

Departments who have their own arrangements for the disposal and destruction of PMD collected medications may continue to use those arrangements, so long as they are in compliance with all applicable statutes and regulations. Departments that use a different method to destroy the PMD collected medications should notify the Division of the method used as well as comply with all reporting requirements set forth herein. Said notice shall be sent to Amina Williams, New Jersey Division of Consumer Affairs at williamsa@dca.lps.state.nj.us.

IX. Chain of Custody

- A. The Fort Lee Police Department shall ensure safety, security, and accountability throughout its custody of the collected medications that have been deposited in the PMD drop boxes, including but not limited to, the processes by which the medications are:
 1. Removed from the drop boxes;

2. Placed and kept in a secured storage area such as an evidence locker; and
 3. Transported for destruction.
- B. Specifically, the New Jersey Division of Consumer Affairs requires each Department participating in Project Medicine Drop Box shall maintain copies of both a PMD Custody Log and a PMD Transport/Destruction Log as described below. The Division, may, at any time, inspect said logs to ensure compliance with the PMD terms and conditions. The Fort Lee Police Department shall utilize the Evidence/Property Management Software Program Crime Fighter BEAST by Porter Lee Corporation for tracking PMD Custody and as the PMD Transport/Destruction Log.
1. Custody Log.
 - a. The Fort Lee Police Department Evidence Bureau Custodians shall conform to a "PMD Custody Log" by ensuring to record the date and time of each following activity in the Evidence/Property Management Software Program Crime Fighter BEAST:
 - 1) The removal of contents from the drop box;
 - 2) The sealing of the contents from the drop box;
 - 3) Weighing the contents;
 - 4) Placing the contents in the evidence locker; and
 - 5) Transporting the collected medications for destruction.
 2. PMD Transport/Disposal Log
 - a. The Fort Lee Police Department Evidence Bureau Custodians shall conform to a "PMD Transport/Disposal Log" by recording those instances when the medications collected from the drop boxes are transported from the evidence locker to the disposal site for final destruction. Specifically, the Evidence Bureau Custodians shall update the comments section of the Evidence/Property Management Software Program Crime Fighter BEAST with the following recorded information when scanned out for destruction:
 - 1) The date/time that the contents were removed from the evidence locker (already provided by BEAST software program when scanned out for destruction);
 - 2) The weight of said contents (already included in comments in BEAST software program when initially received and recorded by evidence custodian);

- 3) The method of transportation to the disposal site (to be entered into comments when scanned out for destruction in the BEAST software program); and
 - 4) Whether the Officer in Charge witnessed the disposal site personnel load all of the contents into the "feed chute" of the furnace for destruction. (to be entered into comments when scanned out for destruction in the BEAST software program)
- b. The signed receipt issued to the Department by the disposal facility shall be maintained in hard copy form. The Evidence Bureau Custodian Shall then print a hard copy of the Chain of Custody Report for each case number, affix the disposal facility receipt to it and file it in the three ring PMD Transport/Disposal Log binder

X. Mandatory Reporting Requirements

- A. Each Department shall adhere to the following reporting requirements:
1. Each Department shall submit quarterly collection weights per drop box (both stationary and mobile) for recordkeeping and program evaluation purposes.
 2. Each Department shall use the "Project Medicine Drop Quarterly Collection Form" annexed to this SOP as Attachment "I".
 3. Each Department shall submit its quarterly reports no later than ten (10) days after the following dates.
 - a. January 1
 - b. April 1
 - c. July 1
 - d. October 1
 4. Said quarterly reports shall be submitted to the Division, via email, to the attention of Amina Williams at pmd@dca.lps.state.nj.us
- B. **Failure to comply with the above reporting requirements may result in the removal of the drop boxes as well as termination of the Department's participation in Project Medicine Drop.**

XI. Promotional Events

- A. In the event that the Department intends to:

1. Hold any promotional events related to Project Medicine Drop, including but not limited to, press conferences, radio and/or television broadcasts, take back events;
2. Issue any press releases and/or announcements regarding the Project Medicine Drop Program; and/or
3. Engage in any advertising related to this program, including but not limited to billboards, newspaper ads, transit ads, website banner ads, and/or public service announcements, the Department shall comply with the following terms:
 - a. Any written materials, press releases, advertising and/or promotional materials that the Department intends to issue regarding Project Medicine Drop must contain specific language and/or graphics that have been approved by the New Jersey Division of Consumer Affairs. Said materials also shall include the Office of the Attorney General logo, the Division of Consumer Affairs logo and the Project Medicine Drop logo. See the "Press Release Template" contained in the Project Medicine Drop Media Kit.
 - b. Before issuing any press releases and/or announcements regarding Project Medicine Drop, the Department shall provide the Division with advance notice and a copy of the proposed press release and/or announcement a minimum of 2 business days prior to such press release or announcement. Said notice and copy shall be provided to the Project Medicine Drop Coordinator Rich Rebisz, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
 - c. Before holding any promotional events related to Project Medicine Drop, including but not limited to, press conferences, radio or television broadcasts, take back events, the Department shall provide the Division with advance notice of a minimum of 5 business days of such events and a copy of the proposed talking points. Said notice shall be provided to the Project Medicine Drop Coordinator Rich Rebisz, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
 - d. Before engaging in any advertising related to this program, including but not limited to the use of billboards, newspaper ads, transit ads, website banner ads, and/or video or audio public service announcements, the Department shall provide the Division with advance notice and a copy of the proposed advertising a minimum of 5 business days prior to placing said advertisement. Said notice and copy shall be provided to the Project Medicine Drop Coordinator Rich Rebisz, c/o Amina Williams at williamsa@dca.lps.state.nj.us.
 - e. In no other manner shall any written materials, publications and/or advertisements contain any reference to the PMD, the Office of the Attorney General or the Division or include any of their respective logos or other State logo or seal, without the express prior written consent of the Division.

Furthermore, any and all materials shall be distributed or displayed only in the manner previously approved by the Division.

XII. Contact Information

- A. The Division:
Attn: Rich Rebisz, Director of Strategic Initiatives
124 Halsey Street
P.O. Box 45027
Newark, New Jersey 07101
(973)504-6275– Office
RebiszR@dca.lps.state.nj.us

All emails should be sent to Rich Rebisz c/o Amina Williams at
williamsa@dca.lps.state.nj.us

- B. Fort Lee Police Department
Capt. Steve Gallagher
1327 16th Street Fort Lee, NJ 07024
(201) 592-3700
sgallagher@fortleepolice.org

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 2	CHAPTER: 18	# OF PAGES: 4	
SUBJECT: PROMOTIONAL PROCESS-SUPPLEMENTAL			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: N.J.A.C. 4A: 4-2.4 et seq		ACCREDITATION STANDARDS: 2.3.1	
EFFECTIVE DATE: 07/06/2016		SUPERSEDES: All Previous; Promotional Process V1Ch3.1	

PURPOSE The purpose of this policy is to codify this department's responsibilities in the promotional process for sworn personnel.

POLICY Promotion denotes vertical movement in the organization hierarchy from one rank classification to another, accompanied by increases in salary. Validity of the promotional process can only be accomplished through clear concise written procedures. The promotional process has been developed to identify employees who possess the ability for assuming greater responsibilities combined with the necessary skills and knowledge to perform competently at a higher organizational level.

It is the policy of the Fort Lee Police Department to comply with the promotional process established in N.J.A.C. 4A: 4-2.4 et seq.

PROCEDURES

I. General

- A. New Jersey Civil Service Commission regulations provide for the administration of a fair and equitable promotion process that identifies those individuals who best possess the skills, knowledge and abilities necessary for the agency to achieve its overall mission, goals, and objectives.
- B. The New Jersey Civil Service Commission administers the examination and candidate certification phases of the process in accordance with applicable law and rules.
- C. The New Jersey Civil Service Commission will:
 - 1. Provide written announcement of promotional testing to the agency;
 - 2. Notify applicants of the scheduled date, time and location of the promotional test;
 - 3. Make a comprehensive promotional study guide available to candidates;
 - 4. Provide the applicant with a description of the test review and appeal process;
 - 5. Provide the applicant with their test results and ranking;
 - 6. Provide the applicant expiration date of promotional eligibility list(s);
 - 7. Provide the agency with a list of applicants that have satisfactorily passed the testing process and their ranking.
- D. The Chief of Police or designee will ensure that all eligible candidates are notified of pending promotional testing opportunities and provided with the information necessary to participate in the promotional process. The test announcements will be posted by memorandum or electronic means and will contain the following information:
 - 1. A description of the job classification that is being tested;
 - 2. A tentative date, time and location of the examination;
 - 3. A brief description of eligibility requirements
- E. The Chief of Police or designee shall be responsible for conducting interviews of promotees prior to their appointment to probationary status, when necessary.

II. Testing Process

- A. The New Jersey Civil Service Commission will post a comprehensive orientation/study guide on their website approximately three months prior to the examination date. The purpose of the guide is to help familiarize eligible candidates with the type and format of the test questions that will be administered during the

exam and includes a list of reference materials appropriate for the test format selected.

- B. Regardless of the type of examination used, the Borough of Fort Lee has no input or influence into the test design or validity methodology used by the New Jersey Civil Service Commission.
- C. The examination process may include individually or a combination of the following types of examinations:
 - 1. Written problem-solving exercises may be used to assess the candidate's knowledge and their ability to identify problems and arrive at sound decisions. These questions are typically in a multiple-choice, Q & A format.
 - 2. Oral examinations are a common component of promotional processes, especially at higher ranks and are typically used to supplement the written test. They may be conducted with single or multiple examiners. Oral examinations include structured components and may also include unstructured questioning.

III. Eligibility

- A. The process of testing, weighting, seniority, ranking, and placing candidates on a promotional eligibility list falls under the control of the New Jersey Civil Service Commission. The Borough of Fort Lee has no input or influence on the process or outcome of the testing process.
 - 1. Sworn members are eligible to participate in the promotional process provided they have complete three (3) years of uninterrupted service with the Borough of Fort Lee Police Department.
 - 2. Officers seeking promotion to the rank of lieutenant or above must have served a minimum of one (1) year in their present rank.
 - 3. Promotions shall be made from within the department provided the candidate meets the eligibility requirements established by the New Jersey Civil Service Commission and successfully completes the examination process.
- B. Prior to the written examination, the New Jersey Civil Service Commission will announce the specific procedures to be used. These announcements are typically part of the orientation guide issued by the Civil Service Commission. The guide will list the factors and numerical weights, which are typically used to place candidates on an eligibility list. These include percentage points related to a combination of years of service, time in rank, and the employee's raw score earned in the examination process.
- C. When the Civil Service Commission issues candidates their final score and their order of placement on the eligibility list, they will also include the number of years for which the list is valid and the procedures for which to review and appeal promotional elements.
 - 1. Generally, promotional lists are active for three (3) years. The NJCSC may extend a list in accordance with NJCSC regulations.

- D. When promotions are called for, the Chief of Police will request to the governing body that a certain number of candidates from the list be certified for promotion.
- E. Following the publication of the promotional list and notification to those on the list by the Civil Service Commission, the officers listed must write to the Borough's Appointing Authority within five (5) business days advising of their interest in the position.
- F. The selection of names from an eligibility list shall be in conformance with the guidelines issued by the New Jersey Civil Service Commission.
 - 1. The table of organization ordinance will be followed to fill positions through the promotional process.
 - 2. The Mayor and Council will vote on how many promotions will be made and set a date.
 - 3. The Governing Body of the Borough of Fort Lee will make the final decisions on promotions using the current table of organization and with the recommendations of the Chief of Police.
 - 4. If there are three (3) or less officers eligible to take a promotional exam, provisional appointment may be made in compliance with the Civil Service Commission's Rule of Three (3).
- G. Officers promoted to a higher rank shall serve a probationary period of 90 days from the date of appointment.

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 03-27-2007	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME #VI
VOLUME TITLE: GENERAL	# PAGES: 2					CHAPTER 1
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: PROSECUTOR'S OFFICE SPECIAL DIRECTIVES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS O. RIPOLI						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

POLICY:

In order that the Borough of Fort Lee Police Department complies with all directives from the Bergen County Prosecutor's Office, this volume and chapter is established to facilitate quick access to the Prosecutor's policies and procedures that do not affect a specified Borough of Fort Lee Police Department policy and procedure.

PROCEDURE:

All personnel in the Borough of Fort Lee Police Department must adhere to the following procedures.

I. COUNTY WIDE NOTIFICATION PROCEDURES AND REQUEST FOR SPECIAL SERVICES FROM THE BERGEN COUNTY PROSECUTOR'S OFFICE:

- A. There shall be immediate notification by the Borough of Fort Lee Police Department in accordance with its established internal procedure to the Bergen County Prosecutor's Office, in matters involving the following criminal offenses or occurrences:
 1. Homicide
 2. Any potential homicide, i.e., an incident in which the death of the victim is probable, after which the case would be listed as a homicide.
 3. Suspicious or unnatural deaths
 4. Suicides, Bergen County Police Department will be notified, an investigator from the

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Bergen County Medical Examiner's Office will be sent, he will notify Prosecutor's Office if needed.

5. Fires or explosions involving a fatality, suspected fatality, serious injury, or incidents involving a church, unoccupied or closed business and fires to businesses after hours..
 6. Industrial accident involving a death or serious injury.
 7. Vehicle accident involving a fatality or serious injury. A vehicle accident shall include automobiles, trains, planes, boats. Police vehicles or alcohol related.
 8. All deaths or seriously injured individuals who were in the process of being detained, arrested, or transported by a law enforcement officer.
 9. All deaths of patients in psychiatric care facilities (i.e., Greystone Park Psychiatric Hospital).
 10. Any Crime involving sexual assault or sexual contact.
 11. Any firearm discharge that result in injury or death (including accidental), by a law enforcement officer resulting in injury or death. Those not causing injury or death should be reported within 48 hours.
 12. Any incident wherein the services of the Bergen County Police Underwater Search and Recovery Team are required. Mobilization of this Team will be authorized and facilitated through the Bergen County Police Department.
- B. Members of the Prosecutor's Office are on call 24 hours a day and may be contacted during normal working hours at(See v3c7 tab 3). At all other times, the duty detective may be contacted through the Bergen County Police Communications Center at(See v3c7 tab 4).
- C. The circumstances surrounding each incident will be evaluated and a determination will be made by the duty detective if a response is warranted. When the duty detective(s) response is not required, he will be available, via telephone, to provide whatever assistance or guidance is necessary.

II. Assistance in the other areas of investigation will be at the discretion of the officer in charge of the Investigation Division.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 5	CHAPTER: 10	# OF PAGES: 8	
SUBJECT: PUBLIC INFORMATION			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCES: 		ACCREDITATION STANDARDS: 1.7.1	
EFFECTIVE DATE: 06/20/2016		SUPERSEDES: All Previous	

PURPOSE: To establish a uniform procedure for the release of structured and accurate information to the public and the news media. The guidelines set forth in this policy have been established to facilitate and accommodate interactions between the media and to balance the requirements of the First Amendment, as the Freedom of Information Act, with the responsibilities of the law enforcement mission. It is recognized that no policy can adequately cover all possible circumstances. Individual member's knowledge of the department's intentions and stated rules coupled with personal and professional discretion form the basis for successful practical implementation.

POLICY: It is the policy of the Fort Lee Police Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to the activities of the department, as long as these activities do not unduly interfere with departmental operation, infringe upon individual rights or violate the law.

PROCEDURE:

I. DEFINITIONS

- A. Public Information: Information that may be of interest to the general public regarding policy, procedures or events involving the department or other newsworthy information that is not otherwise legally protected, does not unduly interfere with the mission of the department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interests of law enforcement, victims, witnesses or others.
- B. News Media Representatives: Those individuals who are directly employed by agencies of the electronic or print media such as radio, television, newspapers and internet based media outlets. Media representatives must possess and present authorized identification from either a local, national or international news organization.
- C. Public Information Officer (PIO): The department's on-duty Captains and Detective Lieutenant shall serve as a central source of information for release by the department and respond to requests for information by the news media and the community.
 - 1. In the event the Patrol Division Captain is unavailable, the on-duty Shift Supervisor or Tour Commander are to obtain the news release and contact the last on duty Captain, they will then relay the information to him/her and provide a phone number for the reporter seeking the information. Any other requests concerning departmental policy shall be made to the Chief of Police during normal business hours.
 - 2. On certain issues information will only be released by the Chief of Police who will be contacted by the Captain or Detective Lieutenant.

II. DUTIES AND RESPONSIBILITIES

- A. The Public Information Officer ("PIO") or designee shall be responsible for:
 - 1. Assisting news personnel in covering routine news events and reporting needs at the scenes of incidents;
 - 2. Arranging for, and assisting at, departmental news conferences;
 - 3. Coordinating and authorizing the release of information about victims, witnesses and suspects;
 - 4. May release information to the news media and/or public in the event of an exceptional incident;
 - 5. Coordinating the release of authorized information concerning confidentiality agency investigations and operations;
 - 6. Coordinating through the Chief of Police, the release of information or departmental news designed to generate public interest;

7. Ensuring that information is released in a press release, a press conference or verbal statement in a manner consistent with all appropriate Executive Orders as well as the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq. and relevant court decisions.
- B. The Arresting/Investigating Officer and Tour Commander shall be responsible for the following:
1. The arresting and/or investigating officer(s) shall prepare a press release on the department prescribed form for the PIO prior to the end of his/her shift or immediately upon the request of the PIO.
 2. The Tour Commander will review the press release and contact the Supervisor in charge of the Detective Division and confirm that the information in the press release is allowed to be disseminated to the media.
 3. When there is a media release involving a police department employee, the Chief of Police shall be notified and authorize the release prior to dissemination to the media.
- C. Media Identification
1. The release of information should only be provided upon verification that the individual is a bona fide representative of a recognized news organization or has proof of free-lance assignment with a recognized news organization.

III. RELEASE OF INFORMATION

- A. The following information **shall not be** released, except as permitted by law:
1. Juvenile records;
 2. Child Abuse records;
 3. Criminal History records;
 4. Domestic Violence records;
 5. Names of victims of sex crimes;
 6. The name of a victim of an incident resulting in serious injury, crime or fatal accident, where there has been no notification of next of kin, until the proper notifications have been made;
 7. Any information that is likely to compromise the safety of an individual or investigation;
 8. Identity, statement, or expected testimony of any witness or victim;
 9. Any information pertaining to a defendant's prior arrest record, character or reputation;

10. Existence or contents of any confession, admission, or statement of a defendant or his/her failure or unwillingness to make a statement;
11. Performance or results of any tests or a defendant's refusal or failure to submit to tests;
12. The results of any investigation procedure such as photo arrays or the process by which a defendant was identified, or other procedures (the fact that these tests have been performed may be revealed without further comment);
13. Opinions given by any employee of the department as to the guilt or innocence of the accused, nor any opinion, knowledge, or speculation of the potential for a plea bargain or other pretrial or judicial action;
14. Information which, if prematurely released, may interfere with the investigation or apprehension such as the nature of leads, specifics of a modus operandi, details of the crime known only to the actor(s) and law enforcement, or information that may cause the suspect to flee or more effectively avoid apprehension;
15. Information that may be of evidentiary value in criminal proceedings;
16. Specific cause of death, unless officially determined by the medical examiner;
17. The search warrant document along with the search warrant affidavit and related court documents;
18. Photographs or video, or other electronic medians which depict seized weapons, drugs, contraband or other evidence seized as part of a law enforcement investigation.
19. Information regarding the suspect's or defendant's medical condition;
20. Investigative records, except what is otherwise authorized to be released;
21. The home address or telephone number of any member of a law enforcement agency;
22. Direct interviews with a Fort Lee Police Officer involved in a case are prohibited unless authorized by the Chief of Police.

B. The following information **may be** made available to the public.

1. In certain cases involving adult arrests and investigations, the PIO or designee should, upon inquiry, provide news media representatives with details of the arrest.
2. The following information may be released by the PIO or designee unless such information will hamper an ongoing investigation:
 - a. Defendants' name, age, street and municipality of residence, occupation, and marital status;

- b. Unsolved crime information such as type of crime, time, location, and type of weapon, if any;
 - c. Circumstances of an arrest, including but not limited to, time and place of arrest; resistance and pursuit, if any; nature and use of weapons; identity of investigating and arresting officers/detectives and their agencies including duration of the investigation. (Exception: the names of any undercover personnel shall not be released);
 - d. The defendant's bail amount, conditions of, and whether or not it was posted;
 - e. The type and quantity of property taken or damaged;
 - f. Requests for aid from other agencies to locate complaints, suspects, or evidence; and
 - g. Sensitive information relating to internal or confidential investigations will not be released without the expressed permission of the Chief of Police or his designee.
3. Under special circumstances, when an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual. No department photographs, mug shots, videotape, film, or composites of subjects in custody shall otherwise be released to the media unless authorized by the Chief of Police or his designee.
4. Before providing information to the news media or responding to inquiries from media representatives, the following requirements should be carefully considered:
- a. The necessity to prevent interference with or hampering of an investigation;
 - b. The necessity to preserve evidence;
 - c. The necessity to protect the safety of the victims or witnesses of the crime;
 - d. The necessity to protect the identity of informants;
 - e. The necessity to successfully apprehend the perpetrators of a crime;
 - f. The necessity to protect the constitutional rights of persons accused of a crime;
 - g. The necessity to avoid prejudicial pretrial publicity;
 - h. The necessity to preserve the privacy for certain victims and witnesses;

- i. If the release of information would deprive a person of the right to a fair trial or an impartial adjudication, or give one party to a controversy an undue advantage by exclusive access to such information;
- j. If the release of information would constitute an unwarranted invasion of the personal privacy rights of another person;
- k. If the release of information would reveal the identity of an individual who has furnished information to the department under confidential circumstances;
- l. If the release of information would disclose investigative techniques and procedures, thereby impairing future effectiveness of the department;
- m. When investigations are conducted under the direction of another law enforcement agency, all requests for information shall be directed to that agency.

IV. COOPERATION WITH THE MEDIA

- A. Authorized news media representatives shall have reasonable access to the PIO or the Chief of Police in accordance with this policy. When information must be denied to a media representative, the basis for that denial shall be fully and courteously explained.
- B. This department recognizes authorized identification from all local, national and international news organizations as well as press credentials issued by the New Jersey State Police. Failure of media personnel to present authorized identification may provide grounds for restricting access to requested information or to incident scenes.
- C. Public information must be released to the media within twenty four (24) hours or sooner if practical, within appropriate legal and operational guidelines.
- D. Public information may be provided to media representatives by authorized personnel over the telephone, provided the identity of the representative is known or can be verified.
- E. The Tour Commander shall be responsible for ensuring that the Chief of Police and PIO are immediately informed of events that may have media interest.
- F. Written press statements shall be released only following approval of the Chief of Police or in his absence, his designee.

V. NEWS MEDIA ACCESS

- A. When a major investigation, or sensational event, attracts wide news media coverage, the Chief of Police and the primary PIO shall be immediately informed by the Tour Commander.

- B. If numerous news media personnel are present at Headquarters due to a high profile crime or investigation, the Tour Commander shall contact the Chief of Police and the primary PIO and arrangements will be made to use an alternative meeting place to conduct a news conference.
- C. Photographs of active crime scenes by the media are strictly prohibited. Where crime scenes are in the public view, the commanding officer at the scene should establish a perimeter that creates an inability to photograph the crime scene as much as practicable. Once evidence has been processed, removed, and secured, the scene shall be released upon the authorization of the commanding officer.
- D. The news media shall not be permitted access to any secured crime scene area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed or otherwise prejudiced by its existence being published, broadcast, or portrayed.
- E. At the scene of significant accidents, man-made or natural catastrophes, the principles of media cooperation shall be maintained to the degree that they do not interfere with the overall mission or any emergency relief workers.
- F. Media representatives, vehicles and equipment may be granted access to the outer perimeter of a scene, except when:
 - 1. Access to the area will interfere with the investigation, collection or preservation of evidence, or the general flow of traffic.
 - 2. There is danger of personal injury.
- G. A media staging area outside the perimeter of any active scene(s) shall be established allowing for the controlled and timely release of information to the media.
 - 1. If approval has been given by the Chief of Police, media access to personnel for interview purposes shall be arranged at a secured off-site location, preferably one that gives law enforcement the ability to screen persons entering the press area by verifying that they have proper State of NJ Press Credentials. All media will be given fair and equal access when necessary.
- H. **TACTICAL FLIGHT RESTRICTIONS (TFR):** A TFR is a regulatory action issued via the U.S. Notice to Airmen (NOTAM) system to restrict certain aircraft from operating within a defined area, on a temporary basis, to protect persons or property in the air or on the ground. Should an event occur (e.g., Active Shooter) whereby tactical operations are in progress and there is a real concern that the suspect(s) may possess the capabilities of observing said real-time operations on television, thereby putting at risk the safety of law enforcement personnel and/or innocent victims, or that such broadcast may impede/interfere with law enforcement operations at an on-going event, the lead law enforcement agency may pursue a TFR by contacting the Operations Manager in Charge of either the NY Center (Ronkonkoma, Long Island, NY - has jurisdiction over most of New Jersey) or the Washington Center (Washington D.C. - has jurisdiction over the southern portion of New Jersey) and requesting a TFR. The contact number for our area is 1-631-468-5959.

1. For more detailed explanations of TFR's, go to www.faa.gov, and under the subheading of "Regulations & Guidelines", click on "Advisory and Circulars". Then in the "search" window type in "91-63c", which will bring up the actual Advisory Circular which gives specific information related to TFRs.
- I. Jurisdiction for Press Releases
1. In cases involving more than one law enforcement agency, such as high speed chases, hostage situations, joint investigations and other cases in which mutual aid is employed, all contact with the media should be coordinated in a joint manner through one interview, press release or press conference.
 2. However, if it is a joint investigation involving the Bergen County Prosecutor's Office or the Division of Criminal Justice, the Prosecutor or representative from the Division of Criminal Justice will take the lead in dealing with the media, issuing press releases, and scheduling and conducting press conferences.
- J. Photographing or Videotaping a Defendant
1. The photographing of a suspect or defendant in public places is neither encouraged nor discouraged, but the accused shall not be posed.
- K. Pre-Trial Disclosure
1. If an indictable arrest has been made and the suspect arraigned, all future inquiries of the case should be referred to the Bergen County Prosecutor's Office or the New Jersey Office of the Attorney General unless otherwise determined by the Chief of Police.
- L. Nothing in this policy is intended to preclude the use of the media to disseminate information to the public in the following situations:
1. When a serious crime occurs and there is a description of a suspect or vehicle, and the law enforcement officer feels that public assistance will expedite the identification and/or apprehension of the responsible party. For crime alerts, the release shall contain a telephone number where members of the public can call with information relating to the incident.
 2. There is a serious traffic, road, weather or other condition present that would warrant prompt notification to the general public for informational and warning purposes.

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PUBLIC/PRIVATE FORUM APPEARANCES
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DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 02-04-05	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME VI
VOLUME TITLE: GENERAL	# PAGES: 2					CHAPTER 6-1
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: PUBLIC/PRIVATE FORUM APPEARANCES						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS RIPOLI						
ATTORNEY GENERAL:						Special Instructions
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE: To establish guidelines for officers to follow when they are asked to appear at a public or private forum to represent the Fort Lee Police Department for any of the following reasons.

Press interview

Civic organization meeting

Presentations

Award ceremonies

Grand openings

Public meetings

Federal, State or Local Government meeting

School functions

**GENERAL
PUBLIC/PRIVATE FORUM APPEARANCES
VOL, VI, CH 6-1**

POLICY: Officers of the Fort Lee Police Department will follow the procedures set-forth below whenever they are asked to appear at a public or private forum to represent the Fort Lee Police Department. An officers appearance in any of these forums reflects back on the department, they will conduct themselves in a Courteous, Professional and Respectful manner at all times.

PROCEDURES:

A. Notification of Command

1. Whenever an officer is asked to make an appearance in a public or private forum to represent the Fort Lee Police Department the Chief of Police or Deputy Chief of Police are to be notified.
 - a. If the Chief and Deputy Chief are not available, the duty Captain is to be notified.
2. The officer is to provide the time and date of the appearance, the location and the purpose.
3. The Chief, Deputy Chief or Captain will then decide whether it is appropriate for that officer to make the appearance.
 - a. If the determination is made for the officer to make the appearance, he/she will then be instructed to wear either a class "A" uniform, the uniform of the day, or a business suit.
 - b. Uniform policy guidelines will be followed regarding uniform and grooming. Volume I, Chapter 17 of the department SOP's.
4. On the officers next tour they will forward documentation of the outcome of the event to the Chief of Police, Deputy Chief of Police and Captains.
5. Should the decision be made not to have the officer appear, the officer will advise the individual(s) that made the request that they will not be permitted to do so.

B. P.B.A. Matters

1. When an officer is appearing at a P.B.A. forum, and wishes to wear the department uniform, they are representing the department and will follow the above procedures.