

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
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SUBJECT: TRAINING			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: 1.5.2b, 1.9.1, 1.9.2, 1.9.3, 1.9.6, 1.9.7, 1.9.8, 1.9.10, 1.9.11	
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PURPOSE: The purpose of this policy is to establish a standardized protocol which will thereby provide all employees of this department with the means and opportunities for receiving all required agency training as well as additional in-service training as offered by area training facilities.

POLICY: One of the most important responsibilities of a law enforcement agency is the training of all personnel. This policy will address the organization and administration of the training process, utilization of the training academy, recruit training, in-service training, roll call training, advanced training, specialized training, school crossing guard training and civilian personnel training.

All personnel are encouraged to attend relevant training programs that will enable them to perform their current duties more efficiently and professionally. In addition the training may prepare them for future assignments and/or promotions within the department.

The Borough of Fort Lee Police Department encourages sworn personnel to constantly increase their knowledge through education. The Fort Lee Police Department will utilize the various training facilities available through federal, state and county agencies in addition to private training corporations.

PROCEDURE:

I. TRAINING BUREAU

- A. The establishment of a Training Bureau/Special Projects Unit has been authorized by the Chief of Police.
 - 1. The Training Bureau will be staffed by supervisors/officers assigned by the Chief of Police.
 - 2. The Training Bureau Supervisor shall be responsible for the management of the department's Training Bureau to include the department's training programs.
- B. The Training Bureau shall be assigned to the Administrative Division.
 - 1. The Training Office staff will be responsible to the Chief of Police through the Administrative Division Commander.
- C. Training Bureau Instructors should possess the following qualifications:
 - 1. Successful completion of a Methods of Instruction (MOI) course or an Instructor Course containing a module on Instructor Development. An Instructor must have MOI to teach a recruit class at a police academy.
 - 2. Be employed as a full time police officer for a minimum of one (1) year. An exception may be granted by the Chief of Police.
 - 3. The Training Bureau Supervisor shall receive Instructor Training to include the following topics:
 - a. Lesson plan development;
 - b. Performance objective development;
 - c. Instructional techniques;
 - d. Testing and evaluation techniques;
 - e. Resource availability and use.
 - 4. Instructors are not required to be assigned to the Training Bureau on a full-time basis.
- D. The Training Bureau is responsible for the following functions:
 - 1. Develop and schedule the Mandated Training Program.
 - a. The Mandated Training Program should be scheduled on the 22-day rotation known as power-shift days.
 - b. The Mandated Training Program will effectively reschedule recertification in a timely manner thereby avoiding a lapse of certifications.

- c. Cancellation of a scheduled Mandated Training Class can only be ordered by the Chief of Police or the Training Bureau Supervisor.
 - d. A Captain from the employee's division or the Training Bureau Supervisor can order cancellation of an individual employee from a Mandated Training Class.
- 2. Development of lesson plans or course content and if appropriate, written examinations.
- 3. Revising and updating course content or lesson plans, as needed. Lesson plans or course content will be maintained in accordance with the retention schedule promulgated by the New Jersey Division of Archive and Records Management.
- 4. Development of Roll Call Instruction topics or classes.
- 5. The following resources will be implemented in the development of training curriculum:
 - a. Inspection Reports;
 - b. Staff Meetings suggestions;
 - c. Consultation with field personnel (supervisors and officers);
 - d. Training Bureau & Instructor Reports and Suggestions;
 - e. Training Program Evaluations;
 - f. Participation and approval by the Chief of Police;
 - g. Internal Affairs Investigation Reports.
- 6. Coordinate the selection of personnel for attendance at specialized training courses with input from the employee's Division Commander.
- 7. Recording and forwarding course results to the Administrative Division Commander.
- 8. The Training Bureau should collect the attendance documentation from the instructor or a designated officer for all in-service training sessions conducted by the department.
- 9. The documentation should include the name of the attendee and the test results if given. The lesson plan or course content will be kept on file in the Training Bureau.
- 10. Recruitment and selection of qualified instructors.
- 11. Evaluating instructors and training programs.
- 12. Coordination of all training programs.

13. Preparation of Training Goals and Objectives for the upcoming year.
14. Preparation of the Training Bureau budget suggestion for the upcoming year for the Administrative Division Commander.
15. Delegate the inspection and review of all training equipment and supplies to the course instructor.
16. Preparation of registration forms for attendance to all outside training agencies.
 - a. The Training Bureau staff will prepare and submit Purchase Requisitions to the Administrative Division Commander and the Department's Finance Officer.
 - b. Forwarding all registration forms and vouchers to the appropriate agency.
 - c. Notification to employees scheduled to attend classes and the employee's immediate supervisor via E-mail or written notification.
17. Submit a yearly report to the Chief of Police through the Administrative Division Commander by January 15th of the following year that contains the following information:
 - a. Training Courses;
 - b. Course Hours;
 - c. Total number of employees that attended a specific course;
 - d. Total training hours, by course;
 - e. Total training hours.
18. Select officers as academy instructors, department training instructors, and field training officers.
19. Supervise the Field Training Officer Program and periodically update training of the field training officer(s).
20. Establish liaison with academy staffs at the county police academy and other training facilities. The department may make requests to meet training needs through the following channels of communication:
 - a. The Bergen County Police Training & Education Advisory Board.
 - b. The Bergen County Law & Public Safety Institute Board.
 - c. The Bergen County Police Chiefs Association.
 - d. Direct contact with the Academy Staff.

21. Maintain a Training Resource Library consisting of department-owned books, videos, and training materials. A list of the library's contents should be readily accessible to all employees through the department's computer system. The library materials may be obtained from the Training Bureau for an employee to review. Employees may submit the titles of books, videos or other training materials that they may directly lend to other employees.
22. Maintain and disseminate resource publications. The Training Bureau should post a copy of the resource publication in the briefing room for employees to review as needed. The Training Bureau should add the resource publication to the training library for future reference. All resource publications received by the department, including but not limited to the following, should be turned over to the Training Bureau for review and dissemination.
 - a. Attorney General Directives, Guidelines, Advisories, etc.;
 - b. Bergen County Prosecutor's Office Directives, Advisories, Updates;
 - c. FBI Law Enforcement Bulletin;
 - d. Bureau of Administrative Justice (US Dept. of Justice) Publications;
 - e. NJ State Police Search & Seizure Review;
 - f. The DCJ Law Enforcement Reporter.
23. Records of specialized education subject to stipends as specified in the Collective Bargaining Agreement, including but not limited to:
 - a. Emergency Medical Technician
 - b. College Degree(s) – Associate, Bachelors, Masters, Juris Doctorate, Doctorate
 - c. Reports are to be submitted to the Borough to facilitate the payment of benefits.
24. The Training Bureau Supervisor should update the department's personnel software to reflect the needed qualifications and educational

II. ATTENDANCE AT TRAINING COURSES

- A. Out of State/long distance training
 1. Reasonable lodging accommodations may be authorized for courses more than 75 miles away from Fort Lee, or at the direction of the Chief of Police.
 2. The accommodations authorization will be clearly stated in the employee's School Order.
 3. Lodging accommodations include hotel room and food for the attending employee(s) subject to the Borough's reimbursement limits.

- a. Generally, when multiple employees are attending the same training, then two (2) employees of the same gender will share a room. If more employees are attending, then additional rooms are authorized and shared as stated above.
 - b. There will be NO reimbursement for alcohol, entertainment or expenses for other people.
- 4. Expense Report
 - a. The Expense Report format is established by the Chief of Police.
 - b. The Expense Report for accommodations may be submitted individually or by one (1) employee for the group.
 - c. Each expense amount and explanation is to be listed on the report. The amount must match the claimed amount of the expense receipt.
 - d. The actual sales receipts must be attached to the Expense Report. Credit card charge slip or credit card statements are not acceptable.
- B. Compensatory Time (Time Due)
 - 1. Employees that attend schools where they have to use lodging will not be compensated for time that is not spent training.
 - 2. If the employee is scheduled to work on the day of training they would normally be reassigned to attend the day of training as specified in the employee's School Orders. In certain situations, the employee may be required to work their normal shift and attend training as specified in the employee's School Orders. The employee would then receive compensation in the form of Time Due.
 - 3. An employee who attends training on a furlough day will either be compensated in time due only for the training time or the employee may be reassigned from his normal work schedule that week. For protracted training the employee's schedule may be adjusted on a day for a day basis as specified in the School Order.
 - 4. No other down time such as hotel stay or traveling time will be compensated.
 - 5. Communications Center personnel may take monetary compensation if they are scheduled for a training if outside of their tour of duty.
- C. State or County Academy Attendance and In-House Training
 - 1. All personnel are encouraged to pursue relevant training programs which will enable them to perform their duties more efficiently and professionally.
 - a. The employee will submit In-Service School Request form (as designated by the Training Bureau Supervisor) to their immediate supervisor.

- 1) The employee should attach a brief written justification for attending the course. This is not needed for routine training courses or recertification courses.
- 2) The immediate supervisor should evaluate the school request and justification with regards to the employee's job performance, current assignment and potential for career development before signing the form endorsing the request. The form is to be signed with the decision noted in the section available.
- 3) The immediate supervisor is to forward the school request up the chain of command for review at each level up to the Captain. The Communications Center Supervisor will handle the scheduling and processing of requests for Communications Center personnel.
- 4) Any supervisor within the employee's chain of command that does not endorse the request should provide a reason along with the request.

b. The Division Captain will:

- 1) Consider the supervisor's comments, in addition to the employee's job performance, current assignment and potential for career development. The form is to be signed with the decision noted in the section available.
- 2) If denied, the form is to be sent to the Training Bureau for filing and notification to the employee and the immediate supervisor.
- 3) If recommending approval, the Captain will check the schedule and make a staffing determination if manpower allows the employee to be re-assigned or must report for work before or after the school.
- 4) The Division Captain will mark the scheduling assignment on the School Request form in the section provided.
- 5) The Division Captain will forward the School Request form to the Training Bureau Supervisor for processing.

c. The Training Bureau staff will:

- 1) If the request was denied at any point along the chain of command, the employee and his/her immediate supervisor will be notified via email by the Training Bureau.
- 2) If approved, the Training Bureau Supervisor will receive final approval from the Chief of Police before the employee can be scheduled for the training.

- 3) After confirmation is received (verbally or written), the school orders will be entered in the scheduling software. An email notification will be sent to the employee attending the school with the date(s), school name, location, time, required equipment. The School Orders are to clearly state if the employee is reassigned for the shift, reassigned during the shift, working and attending school during the same day, reassigned from another scheduled day of work or to receive Compensatory Time (Time Due).
 - d. When assigning employees for Mandated Training the Training Bureau staff will consult the Division Captains regarding scheduling and obtain their approval.
2. Employees may either be assigned to attend schools, or they may request to attend schools.
 - a. Employees should only be assigned schools, or be approved to attend requested schools, which will assist them in their assigned duties.
 - b. Once an employee has been assigned or approved to attend a school, it is the employee's responsibility to attend the school.
 - c. Any employee assigned to a particular school or course will report at the starting time and remain in the course until it is completed. If an employee cannot attend a course for any reason, including sickness, weather, etc., they will immediately notify the Tour Commander and request that the Training Officer be advised of the situation. If possible, the Training Bureau should notify the course instructor of the situation.
 - d. Employees failing to follow the above procedures may be subject to disciplinary action.
 - e. Should a course be cancelled before the particular day, the Training Bureau will notify the employee and the approving Supervisor of the cancellation via E-mail or the telephone. If the course is cancelled on the actual day of training, the employee will immediately report for duty.
 - f. Employees attending full-day training will normally be reassigned from their normal tour of duty to the hours of training. If training is conducted during an employee's furlough day, then the employee will be given compensation time for the training time only, or the employee may be reassigned from his work schedule that week. If the training being conducted is for part of the day (i.e. 4-hour EMT) and occurs during an employee's off-duty time, then the employee will be given compensation time for the training time only.
 - g. All personnel will check in with the Tour Commander each day at the beginning of a scheduled course. If away at a training facility, all personnel will check in with the Tour Commander providing them with the dates of the course prior to leaving for the course.

- h. All personnel assigned to training will be entered in the scheduling software.
- 3. If scheduled attendance is for mandated training, only the Chief of Police or his designee can approve a cancellation request. If an employee wishes to be excused from the training, they must contact their Division Commander to get permission to be excused. If approved, the Division Commander will notify the Training Bureau of the cancellation.
- 4. All personnel will adhere to all state and county academy guidelines.
- 5. Upon completion of training, it will be the employee's responsibility to submit a copy of their course completion certificate into the Training Bureau. The Training Bureau may also require the employee to submit a copy of any course materials or handout for the Training Resource Library.
- 6. Dress Code & Academy Regulations
 - a. Department In-Service
 - 1) All personnel will dress in the uniform of the day or business attire. Jeans are prohibited unless specifically directed by the instructor. In-service personnel may, when the instructor approves and the course requires, dress accordingly.
 - b. Recruit Training - Recruits will dress as specified by the academy.
 - c. Civilians employees will dress as specified by the training facility.
 - d. Unless specifically directed, no employee should wear jeans, t-shirts, shorts while attending training.
 - e. Personnel shall follow all department rules and regulations of proper grooming while attending an academy or in-service training program.

III. CLASSROOM MANAGEMENT FOR DEPARTMENTAL TRAINING

- A. Whenever employees attend an in-service training course, they are under the command of the Training Bureau Instructor.
- B. The department should conduct all in-service training in the training classroom. Other specific facilities may be utilized as required for the specific course.
- C. The following are not permitted in the classroom during class:
 - 1. Smoking, newspapers and/or magazines, non-course reading materials, and any other distracting devices that the instructor deems a nuisance.
- D. All personnel attending in-service training shall conduct themselves in an orderly fashion and afford the instructor their complete attention.
- E. Attendance records shall be kept by the instructor and forwarded to the Training Bureau upon completion of the course.

- F. Employees should be given a 10-minute break after every 50 minutes of lecture or as deemed necessary by the instructor.

IV. LESSON PLANS, COURSE CONTENT AND TESTING

- A. All courses must be approved by the Chief of Police.
 - 1. Master copies of lesson plans or course content shall be maintained in accordance with the retention schedule promulgated by the New Jersey Division of Archive and Records Management. Master copies of lesson plans or course content may only be destroyed upon written approval from the Chief of Police.
 - 2. The lesson plan or course content should contain the following:
 - a. statement of performance and job related objectives;
 - b. the content of the course;
 - c. the delivery method;
 - d. any tests if used
- B. No course should be authorized unless a detailed lesson plan or course content is submitted to the Training Bureau.
- C. Lesson plans or course content should be developed according to F.B.I., New Jersey State Police and New Jersey Police Training Commission Guidelines, manufacture's curriculum or other published sources.
 - 1. Title Page;
 - 2. Introduction;
 - 3. Performance Objectives;
 - 4. Explanation;
 - 5. Summary.
- D. Teaching techniques may be varied and should include the following:
 - 1. Conference Methods;
 - 2. Lecture Style;
 - 3. Participation Practical;
 - 4. Computer Based / Learning Management Systems;
- E. Testing
 - 1. If tests are used, each attendee's scores will be recorded in the course file.

V. REMEDIAL TRAINING

- A. Remedial training is directed at solving a particular problem or improving the performance of an employee in a particular area within a given time period and with expected results and/or standards of improved performance. Remedial training assignments, just as all other assignments, are a duty assignment. The remedial training process within a specific training program (i.e. CPR) shall be followed. Once it is determined that remedial training is needed, the training should be conducted within a three (3) week period. Remedial training shall be documented as indicated below. When identifying the need for remedial training, the following instruments and/or functions will be used:
1. Supervisor Identified – Supervisors have an opportunity on a daily basis to identify employee performance deficiencies and develop remedial training needs to correct them.
 - a. In the case of isolated deficiencies identified as a result of an inspection, the supervisors may conduct individualized remedial training in which case both the deficiency identified and the remedial training conducted shall be reported in writing along with any documentation to the employee's Division Commander and the Training Bureau.
 2. Performance Evaluation Reports - Performance evaluations provide an opportunity to identify and correct deficiencies by the supervisor during the performance evaluation process.
 - a. In the event that deficiencies are identified by the supervisor, and it is determined that additional training may be necessary to correct the deficiencies, the supervisor will forward a training request to the Training Bureau. The complexity of the training needed will dictate the type of training program best suited for remediation of the identified deficiency.
 - b. In the case of isolated deficiencies, the first line supervisors may conduct individualized remedial training in which case both the deficiency identified and the remedial training conducted shall be reported in writing to the employee's Division Commander and the Training Bureau.
 3. Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies identified as a result of an internal affairs investigation.
 - a. For remediation of deficiencies identified as a result of an internal affairs investigation, the Internal Affairs officer will forward a training request to the Training Bureau. Documentation of completed training (copies) shall be forwarded to the Internal Affairs officer for inclusion in the internal affairs file. Copies shall also be forwarded to the Training Bureau.
 4. Field Training - Remedial training identified during the field training program shall be conducted in accordance with the Field Training Program policy.

5. Instructor/Testing Identified - Failure to meet minimum training examination/scores will result in remedial training by the instructor.
 - a. The employee shall be provided with remedial training and shall successfully pass a remedial examination within three weeks of the first test date. If an employee fails to pass the remedial test, the matter will be forwarded to the Chief of Police for review.

VI. TRAINING RECORDS

- A. The Training Bureau shall be responsible for updating and maintaining training records for each department employee. The training records shall reflect an employee's participation in training programs to ensure that the training records are current and obtainable, when needed. The training records shall be updated by the Training Bureau by utilizing any or a combination of the following training recordkeeping systems:
 1. The Training Bureau shall maintain training records for all training completed by employees utilizing the NJ Learn web-based program provided by the State of New Jersey or other computer-based training program. After completing course, if a certificate can be saved or printed the employee should print a copy for their record. A Training Certification Sheet (Sign-Off) is not required if the system is capable of tracking an individual employee's learning and provide documentation or training reports. If the certificate can be saved electronically, the employee is to save the electronic file (preferred PDF format), and then forward the file to the Training Bureau. The Training Bureau will scan or save a copy of the certificate into the department's computer system (Training Certificate File), and then update the training Bureau record.
 - a. Forward the copy of the certificate to the Office of the Chief of Police for entry into the employee's personnel file
 2. The Training Bureau shall maintain training records for all training completed by employees utilizing the Document Management System. When training is delivered through Document Management System, the Training Bureau will create the department's course certificate, and then save the certificate in the department's computer system (Training Certificates file). Print a copy for the Training Bureau Supervisor to sign, and then make a photocopy of the original certificate. The original certificate will be forwarded to the employee. The Training Bureau will complete and ensure that entry is made in the Training Record of the department's computer.
 - a. Forward the copy of the certificate to the Office of the Chief of Police for entry into the employee's personnel file
 3. When training has been completed by a non-computerized delivery method or external training source/academy, the employee shall:
 - a. Employees attending training at an academy or training site will provide the Training Bureau with a photocopy of the original certificate within their next three (3) working days. The employee shall keep the original certificate. Note: Reimbursements for training expenses

cannot be processed without the certificate also attached as proof of attendance.

- b. The Training Bureau staff will scan a copy of the certificate into the department's computer system (Training Certificate File), and then update the Training Bureau record.
 - c. Forward the copy of the certificate to the Office of the Chief of Police for entry into the employee's personnel file.
- 4. The Training Bureau shall be responsible for creating and completing all required forms for newly hired police officers attending the basic recruit training academy.
 - a. The Training Bureau shall complete the required Police Training Commission Reports which shall be forwarded to the Chief of Police through the chain of command and copies retained in the employee's training file.
- B. The Training Bureau shall be responsible for maintaining the training records for the department. The training filing system shall include:
 - 1. A copy of lesson plans or course content for training conducted by the department;
 - 2. Names of department attendees at training programs;
 - 3. A record of all test scores, if administered.
- C. The Training Bureau shall be responsible for maintaining all training records in accordance with the State of New Jersey Division of Archives and Records Management Code and Retention Schedule.

VII. RECRUIT TRAINING

- A. All sworn personnel must attend and successfully complete the required training course and be certified by the New Jersey Police Training Commission.
- B. No officer may assume the duties of a police officer including carrying a weapon or be in a position to make an arrest until they have successfully completed the mandatory recruit training academy.
- C. All sworn personnel must successfully complete the agency's Recruit Orientation Training meeting the New Jersey Police Training Commission Agency Based Training Objectives.
- D. All sworn personnel must successfully complete the requirements of the Department's Field Training and Evaluation Program.
 - 1. Familiarization and understanding of the Borough of Fort Lee Police Departments Operational Manuals is mandatory for successful completion of the Field Training Officer (FTO) Program.

2. Officers are required to complete a working test period as specified in N.J.A.C. Title 11A:4-15a.
- E. Newly appointed officers are to receive initial training on the department's mission, policies and procedures. They will be issued their Fort Lee Borough Employee Manual and Fort Lee Police Department Rules & Regulations explaining the working conditions, regulations and rights.
- F. Newly appointed non-sworn personnel are to receive initial training on the department's mission, policies and procedures. Non-sworn personnel will be issued their Fort Lee Borough Employee Manual explaining the working contradictions, regulations and rights.
- G. Supplemental
1. Officers attending the recruit-training academy must obey all academy rules and regulations.
 2. Officers attending the academy for the basic course will normally be provided with transportation designated as a recruit vehicle, unless vehicle shortages occur. The following procedures will be adhered to:
 - a. The recruit vehicle keys will be obtained from the Tour Commander's desk at the beginning of each academy day and returned at the end of the day.
 - b. Recruits will take turns ensuring that the vehicle is properly gassed and serviced.
 - c. Should the vehicle break down, the recruit driving the vehicle will be responsible for notifying the Tour Commander immediately via the radio or a telephone. The recruit will follow the Tour Commander's directions.
 - d. The vehicle is to be driven directly to and from the academy, with no detours allowed.
 - e. Should the vehicle be damaged in any manner, the recruit driving the vehicle will immediately:
 - 1) Make a complete report to the police agency having jurisdiction.
 - 2) Make a complete report of the incident and submit it to the Chief of Police through the Training Bureau chain of command.
 3. Equipment necessary for attendance at the academy shall be obtained prior to the commencement of the training course.
 4. Should any recruit become injured or sick, and cannot go to the academy, they will call the Tour Commander before the start of the school day and report the sickness/illness. The recruit must make any academy notifications. Should a member of a recruit's immediate family die, and the

recruit is forced to miss school, they will notify the Training Bureau or if after hours, the Tour Commander. The recruit must make any academy notifications.

- 5 On holidays or at any other time the academy is closed, the recruit will report for duty, in the academy uniform at 0800 hours. Should a recruit wish to take the day off as a holiday, they will submit a time off request form to the Training Bureau.

VIII. IN-SERVICE TRAINING

- A. In-service training may be conducted in the following format, with the exception of firearm qualifications: The training formats may include, but are not limited to:
 1. Classroom Instruction, (including roll call); or
 2. Document Management System; or
 3. Departmental e-mail; PowerPoint presentations, tests, Attorney General Guidelines, directives and policy review, updates, NJ Learn, training announcements and any other mandated in-service training programs.
- B. Mandatory in-service training shall be provided to every employee (sworn and civilian, as indicated) of the Fort Lee Police Department to include:
 1. Annual Training Cycle
 - a. Domestic Violence Training;
 - 1) **N.J.S.A. 2C:25-20** requires annual in-service training of at least four hours on domestic violence. Police officers transferring to a new department must receive training within 90 days from the date of transfer. Initial training now occurs as part of the Basic Course for Police Officers.
 - 2) This training shall include any legal updates.
 - b. Blood-Borne Pathogens Training;
 - 1) This training shall be conducted as required by **C.F.R. 1910.1030**.
 - c. Hazardous Materials Awareness Training;
 - 1) This training shall be conducted as required by **C.F.R. 1910.120(q) (6)**.
 - d. Legal Updates Training;
 - 1) This training will be inclusive of case law, search and seizure, criminal and motor vehicle law.

d. 9-1-1 Telecommunication Operators and Call Taker Update.

- 1) All officers that are certified to work the telecommunications system will receive eight-hour in-service 9-1-1 training annually as required.
- 2) All public safety telecommunications operators shall attend an eight-hour refresher course every year on the use of the 9-1-1 System.

2. Semi-Annual Training Cycle

a. Firearms Qualifications/Training;

- 1) Requalification with the department handgun is mandated semi-annually by **N.J.S.A. 2C:39-6j**.
- 2) Requalification and familiarization training with all department-authorized firearms that the officer may be required to use in the course of official duties.
- 3) This training shall include any legal updates.

b. Use of Force Training (includes the use of less lethal and deadly force);

- 1) Training will be on the on the laws and policies governing the use of force.
- 2) This training shall include any legal updates.

c. Vehicular Pursuit Training.

- 1) Training will be on the laws and policies governing vehicle pursuits.
- 2) Supervisors should review the topic of Vehicular Pursuits during Roll Call and Roll Call Training.
- 3) Officer should receive training in the proper use of agency-authorized "Tire Deflation Devices" as defined in the AG Pursuit Guideline prior to the deployment of authorized devices.
- 4) This training shall include any legal updates.

3. Biennial Training Cycle

a. Right to Know Training;

- 1) Employees identified by the training unit that have the potential to be exposed to hazardous substances during the course of their work will receive biennial training in Right to Know as required by N.J.A.C. 8:59-7.1(c) (C.F.R. 1910.1200).

- 2) HC/RTK training may be conducted by certified Training Bureau instructor(s) or through Bergen Risk Management.
- b. CJIS Training;
 - 1) Personnel operating the system will be provided functional retesting and reaffirm their proficiency to assure compliance with C.J.I.S./N.C.I.C. Policies.
- c. Ethics Training;
 - 1) All department personnel shall receive training, minimally on a biennial basis.
- d. Less Lethal Weapons Training;
 - 1) O. C. Pepper Spray
 - a) Officers are encouraged to voluntarily become trained in O.C. Pepper Spray.
 - b) Officers may become certified by completing an O.C. course during the Basic Police Officer Academy, or by attending an in-service course with departmental instructors or at a training facility.
 - c) OC certified officers will attend a refresher course biennially on the use, application and decontamination procedures of O. C. Pepper Spray. A certified instructor will conduct the rectification process in accordance with the manufacture's training standards.
 - 2) Baton
 - a) Officers may become certified by completing the specific baton course during the Basic Police Officer Academy, or by attending an in-service course with departmental instructors or at a training facility.
 - b) All certified officers will be re-certified in the use of the department issued and/or authorized baton biennially. A certified instructor will conduct the rectification process in accordance with the manufacture's training standards.
- e. CPR Initial/Refresher (American Heart Association/American Red Cross).
 - 1) All EMT certified officers will be recertified according to AHA/ARC standards for healthcare provider's level or equivalent every other year.
 - 2) All EMT certified officers will attend an approved AHA/ARC

refresher course.

- 3) Any police officer attending a CPR class will complete the course, as required by the AHA/ARC before receiving a CPR card. Defibrillator training should be included as part of their CPR training according to AHA/ARC standards.
- 4) All ESU officers should be certified in CPR.
- 5) All Patrol officers should be certified in CPR.
- 6) Any other sworn or non-sworn personnel may be certified in CPR with the approval of their supervisor.

4. Triennial Training Cycle

a. Harassment in the Workplace Training;

- 1) All employees shall complete this training minimally on a triennial basis.

b. Discriminatory Profiling Training;

- 1) All department enforcement personnel will receive training regarding cultural diversity and the prohibition against discriminatory profiling, including legal aspects. This training shall minimally occur on a triennial basis.

c. Handling the Mentally Ill Training;

- 1) In accordance with the New Jersey Police Training Commission, newly hired officers are to receive training in the proper methods of deal with people believed to be mentally ill or challenged during their basic academy training.
- 2) Officers are to receive training on identification, techniques and resources available every three years. This would include dealing with prisoners, alternatives to arrest and legal decisions. The topic may also be reviewed during the Use of Force and Roll Call training.
- 3) Civilian personnel are to receive training on identification, techniques and resources available every three years.

d. Speed Measuring Devices: Radar & Re-certification.

- 1) Police recruits should receive the classroom portion of the Radar training during their academy class. Additional training may be obtained during the Field Training Program.
- 2) Police officers that are not currently certified may be certified by department Radar instructors.

- 3) Police officers will be re-certified to operate the radar every three (3) years. The re-certification process will be administered by a New Jersey Div. of Criminal Justice certified radar instructor, and shall comply with DCJ training requirements, which consists of a minimum of four (4) hours of instruction.
- 4) Officers may be certified for other speed measuring devices in compliance with standards set by NJ Div. of Criminal Justice or the equipment manufacturer.

e. CBRNE Awareness.

- 1) Officers identified by the Training Officer that have the potential to be exposed to chemical, biological, radiation, nuclear explosive material during the course of their work shall complete the CBRNE Awareness course initially during their academy training. ESU officers should receive refresher training every three years. Patrol supervisors & patrol officers, detectives may receive refresher training as needed.

f. Cell Block Management Training.

- 1). All personnel charged with the supervision of detainees shall be provided with training (N.J.A.C. 10A: 34-4.1) on the use of the temporary detention and processing room, supervision and care of detainees, and special training for supervision and care of detainees of the opposite gender. Training topics may include, but are not limited to:
 - a) Cellblock Management;
 - b) Suicide Awareness.

5. Periodic Training Cycle

a. Alcotest Training/Driving While Intoxicated Enforcement;

- 1) Police officers may submit a School Request Form for an Alcotest Operator's Course after completing a minimum of 1 year of service.
- 2) Police officers will be recertified to operate the Alcotest every third calendar year. The re-certification process will be administered by the New Jersey State Police during a one-day course as required by (N.J.A.C. 13:57-1.7).
- 3) A number of Patrol Officers should be provided with the NJSP DWI Detection Course to further develop the officer's skills in detecting those persons who are under the influence of alcohol or drugs.

- b. Emergency Medical Technician;
 - 1) Any police officers may be, patrol officers and ESU officers should be, certified as New Jersey Dept. of Health Emergency Medical Technicians in accordance with State guidelines. The re-certification shall be established by the NJ Dept. of Health.
 - 2) Every certified EMT with a valid CPR card should receive defibrillator training as part of their CPR training.
- c. Diplomatic and Consular Immunity
 - 1) In support of the Diplomatic and Consular Immunity Policy V3Ch24, officers should receive training on the rights of foreign nationals as explained in the US State Department's publication Consular Notification and Access as part of their Academy Training. This topic may periodically be subject of a Roll Call Training when assigned by the Training Bureau Supervisor. A copy of the publication is to be kept behind the Tour Commander's Desk and another copy in the Training Bureau. Any officer or supervisor may review the publication whenever needed.
- d. Occupational Safety Training;
 - 1) General Safety Handbook & Safety Manual
 - a) Officers shall be issued a copy the department's Safety Handbook and receive basic Safety Training during their Recruit Orientation Program.
 - b) Civilian personnel shall be issued a copy the department's Safety Handbook and receive basic Safety Training during their Office Orientation Program
 - c) Existing officers and civilian personnel shall be issued a copy of the department's Safety Handbook and receive basic Safety Training during In-Service or Roll Call Training.
 - 2) Fire Extinguisher Safety
 - a) Officers identified by the Training Officer that have the potential to use a fire extinguisher during the course of their work shall receive annual training in the general principles of fire extinguisher use and hazards involved in incipient-stage firefighting (OSHA 1910.157(a)). Non-sworn personnel are not expected to fight fires.

- 2) Fire Safety Training
 - a) Employees shall receive training identifying general hazards of fires and prevention techniques during their initial orientation. (OSHA 1910.38, .39).
- 4) Work Zone Safety
 - a) Officers who are identified by the Training Officer that have the potential to direct traffic during the course of their work or while on a traffic detail shall complete a Work Zone Safety course during their initial training.
- 5) Hazard Communications
 - a) Employees identified by the Training Officer that have the potential to be exposed to hazardous substances during the course of their work based on job assignment shall complete the department's Haz-Com (Right to Know) training program during their initial orientation and then biennially thereafter. (OSHA 1910.1200).
- 6) Ladder Safety
 - a) Officers identified by the Training Officer that have the potential to use a ladder during the course of their work shall receive Ladder Safety Training (OSHA 1910.25, .26, .501). ESU officers are identified by policy and will complete Ladder Safety Training initially upon joining and every three years thereafter.
- 7) Defensive Driving
 - a) Employees identified by the Training Officer that have the potential to drive a department vehicle during the course of their work shall complete a driver training program initially during their academy training or orientation and every three years thereafter. Driver training may include but not limited to NJ Safety Council Defensive Driver DDC-6/8, Coaching Emergency Vehicle Operations, Vehicle Operations Course or Driving Simulator Training.
- 8) Personal Protective Equipment
 - a) Officers identified by the Training Officer that have the potential to be exposed to hazardous situations during the course of their work shall complete training on the specific job task and the appropriate Personal Protective Equipment initially upon assignment to the job task and then every three years thereafter. (OSHA 1910 Subpart I and 1926 Subpart E)

- 9) Respiratory Protection
 - a) Officers identified by the Training Officer that have the potential to be exposed to respiratory hazards during the course of their work shall complete a Respiratory Protection Course initially during their orientation and then annually thereafter. (OSHA 1910.134(k)(5))
- 10) Confined Space Entry
 - a) Officers identified by the Training Officer that have to, during the course of their work, routinely function in a confined space shall complete a Confined Space Entry Awareness Training prior to working in such an environment. (OSHA 1910.146)
 - b) Employees are not required to enter or work in a confined space unless properly trained, equipped and authorized by a supervisor who ensures that the required paperwork / permits have been obtained.

6. Supplemental Training Cycle

- a. All police officers shall receive training in the following Domestic Security Preparedness Courses pursuant to Attorney General Law Enforcement Directive No. 2004-3:
 - 1) Incident Command System training;
 - a) All officers shall receive annual training on the department's All Hazard Plan including the Incident Command System.
 - b) As required by law all Police Officers shall completed NIMS 700 and ICS 100 & 200.
 - c) Sergeants, Lieutenants, and Captains, shall complete NIMS 700, ICS 100/200/300.
 - d) The Chief of Police, as the department head, and the Deputy Chief shall complete NIMS 700, ICS 100/200/300/400.
 - e) Officers and civilian personnel who have been assigned Emergency Operations Center responsibilities shall complete NRP 800 (National Response Plan).
 - f) EMTs should take the next level of ICS training during their recertification up to ICS 300 for officers and ICS400 for supervisors.

- 2) Weapons of Mass Destruction Awareness training;
- 3) Counter Terrorism Awareness training.

Note: The Police Training Commission has incorporated the above-listed subjects into the Basic Course for Police Officers as of July 1, 2004. Thus, all newly appointed Police Officers who have completed the basic course subsequent to July 1, 2004 will have received the mandatory minimum training for domestic security preparedness as part of the basic course.

- b. All police officers shall receive training in the National Incident Management System Courses pursuant to Attorney General Law Enforcement Directive No. 2005-2.
 - c. Any additional training mandated by the Bergen County Prosecutors Office or Attorney General Guidelines.
- C. All telecommunication operator & trainee shall complete the following in-service training program to include:
1. Newly Appointed:
 - a. Telecommunications Trainees are required to be certified by completing a 40-hour Basic Tele-Communicator Course, Emergency Medical Dispatch and completing a CPR course before being allowed to answer the 9-1-1 system and completing the working test period as established by Title 11A. They may answer non-emergency phone lines and perform other Communication Center functions.
 - b. Telecommunications Trainees and newly hired Telecommunications Operators shall be initially trained on the communications desk by telecommunications operators as assigned by the Communications Supervisor.
 - c. Telecommunications Trainees and newly hired Telecommunications Operators should be evaluated during the working test period by the Communications Supervisor after receiving written recommendation that they are capable of performing the job functions.
 - d. All newly appointed Telecommunications Trainees and Operators will be trained by the TAC Officers on the use of the C.J.I.S. computer and will be certified and assigned a password prior to assuming communications responsibilities.
 - e. All newly appointed Telecommunications Trainee & Operators will be assigned a "Log On" I.D. for the use of the 9-1-1 system prior to assuming communications responsibilities.
- D. Newly hired matrons will attend a Cell Block Management course to supervise detainees as required by 10A:34-2.15. Retraining will be provided in accordance with the department's written directive on temporary detention.
1. Matrons should attend and complete a CPR course.

2. Matrons shall be issued current copies of the following department policies:
 - a. Temporary Detention and Holding Facility
 - b. Arrest and Transportation
- E. All school crossing guards shall complete the following in-service training program to include:
 1. Before a school crossing guard is assigned to work, all school crossing guards must attend the mandated two-hour basic training course provided by the Traffic Bureau Guard Liaison or at a police academy.
 2. Passing an initial eye and hearing tests will be part of the annual employment process. The tests will be conducted by the Board of Health.
 3. If there is a question regarding a guard's ability to perform the job function then the guard may be required to have a physical and provide a medical note indicating that they are physically able to perform the job function as specified by the department.
- F. All other civilian employees shall attend job related training relative to their responsibilities. The department supervisory officer having command over any civilian employees shall evaluate the responsibilities of the civilian positions and determine if any specialized training is required.
 1. Immediately after appointment, all civilian employees shall receive training consisting of the following:
 - a. Orientation to the agency role, purpose and goals, as well as all applicable department written directives;
 - b. An outline of the responsibilities for the position to which they were appointed;
 - c. Familiarization with working conditions and regulations;
 - d. Individual employee rights (contractual and non-contractual); and
 - e. Any additional job specific training that may be determined necessary.

IX. ROLL CALL TRAINING

- A. Roll Call Training will be conducted during normal shift hours.
- B. The squad supervisor will explain all new policies and orders issued by the Chief of Police, orders issued by supervisors within their chain of command and any other items assigned to them by the Training Bureau.
- C. The squad supervisors may, if deemed it necessary, may request their supervisor or the Division Commander to further explain policy, procedure and special orders.

- D. Lecture and conference training methods should be used whenever possible.
- E. During Roll Call Training, supervisors should utilize officers who have recently completed academy in-service training to make a brief presentation.

X. SPECIALIZED IN-SERVICE TRAINING

- A. Specialized training is training which addresses subjects of a technical or job specific nature. This training is designed to develop or enhance the skills, knowledge, and abilities required by a specialized function. The training also addresses the management, administration, supervision, personnel policies, and support services associated with such a function.
- B. Periodically, the Chief of Police shall select personnel for specialized assignments that result in the need for additional or specialized training. Upon appointment to a specialized unit or position, the Training Bureau shall review the training records of the employee selected and make recommendations to the Chief of Police for additional training to prepare the employee to adequately perform the responsibilities of the new assignment.
- C. The following is a limited list of specialized assignments/positions within the police department and the corresponding training that is the minimum recommended for the officer selected.

1. K-9 (Canine) Teams

- a. In accordance with department policy and AG K-9 Training Guidelines, all K9 (Canine) Teams must successfully complete an approved K-9 program before being placed in-service.
- b. K-9 Teams/K-9 Specialty Teams must complete In-service and Evaluation as specified by the AG's Office and the Bergen County Prosecutor's Office with qualified instructors in order to ensure continued effective performance.
- c. In accordance with department policy, Controlled Dangerous Substances may be used during K9 training with the approval of a supervisor as designated by the Chief of Police.

2. Academy/Department Instructor

- a. In accordance with department policy New Jersey Police Training Commission requirements, an instructor must have completed a Method of Instruction Course before teaching at an academy's Basic Police Officer course.
- b. The Training Bureau Supervisor must complete a Method of Instruction Course.
- c. An instructor may teach during an academy or agency in-service training if they have attended an instructor course or have developed extensive knowledge in the topic area being taught.

- d. It is preferred that In-service Instructors complete a Method of Instruction Course.
3. Firearms Instructor, Armorer and Range Master
- a. Firearms instructors must meet the training requirements as specified in the AG Firearms Guideline.
 - b. Armorer should attend armorer courses for the weapons (handguns, shotguns, rifles, sub-machineguns) commonly used by officers and the various units within the department.
 - c. The Range Master must meet the qualifications and training requirements as specified in the AG Firearms Guideline.
 - d. A Firearms Instructor should meet the requirements of a First Aider as specified in the AG Firearms Guideline.
4. Crime Prevention
- a. Crime Prevention Officers should complete a Crime Prevention Officer Course (i.e. North Jersey Crime Prevention Association or equivalent) before performing crime prevention surveys or functions.
5. School Resource Officer
- a. Officers shall complete an approved School Resource Officer training program before being assigned to a school as an SRO.
6. Field Training Officers
- a. Field Training Officers should receive training on the function and responsibilities of an FTO.
7. Background Investigation Unit
- a. In accordance with department policy, investigators are to be trained when they join the Background Investigation Unit. The BIU Supervisor should provide the BIU investigators with training on recent NJ Civil Service Commission and employment law decisions including current topics in Human Resources.
 - b. Background Investigators should receive training that provides knowledge in personnel matters, especially equal employment opportunity.
8. Specialized Vehicle Operator
- a. Officers should only operate specialized vehicles after receiving training in operating the particular vehicle including but not limited to ESU vehicles, motorcycles, bicycles and possessing any required license.

9. Emergency Services Unit (ESU)
 - a. If assigned to/or participating with the ESU, members will attend a basic Tactical Officer training course as soon as practical based on scheduling.
 - b. If assigned to/or participating with the ESU, members shall attend monthly ESU training and operational readiness exercises unless excused by the ESU Commander or Team Leader.
 - c. If assigned to/or participating with the ESU, members are required to meet the attendance requirement as established by the ESU Commander.
 - d. The attendance and training activities for each monthly drill will be documented by the completion of the ESU Drill Report by the ESU Commander or Team Leader. The ESU Commander will maintain a file containing each completed ESU Drill Report. The ESU Commander will document in the Department's scheduling system all officers attending the drill.
 - e. All weapons qualification scores will be documented in writing and turned over to the Range Master by the firearms instructor.
 - f. The purpose of the Monthly ESU drill is to ensure that tactical team members have ample opportunity to practice their special skills and develop their abilities to function effectively as a team.
 - g. Operational simulations should be included in the monthly ESU drills to ensure the team's state of readiness.
10. Accident Investigation Unit (AIU) should complete the following training based on the needs of the department:
 - a. Crash Investigation I;
 - b. Crash Investigation II;
 - c. Vehicle Dynamics;
 - d. Traffic Accident Reconstruction;
 - e. Pedestrian / Bicycle Crash Investigation;
 - f. Motorcycle Crash Investigation;
 - g. Commercial Vehicle Investigation;
 - h. Interview & Interrogation;
 - i. Scene Mapping (using Laser Devices);
 - j. Computerized Collision Diagramming;

- k. Various Technical Programs on Vehicle Data Collection;
 - l. AIU officers should periodically attend training sessions, meetings and conferences of the NJ Association of Accident Reconstructionist. Information should be shared with other AIU officers.
11. Motorcycle Unit
- a. Officers must complete a Motorcycle Operator's Course before being allowed to operate a police motorcycle.
 - b. Motor Officers should complete the recertification process as specified by the certifying agency.
12. Traffic Officer
- a. Traffic Engineering for Police Officers;
13. Detective Bureau
- a. Interview & Interrogation;
 - b. Electronic CDR (complaint) System;
 - c. Search Warrant Preparation;
 - d. Specialized Investigation Courses
 - 1) Narcotics
 - 2) Juvenile
 - 3) Arson Investigation
14. Evidence Collection / Crime Scene Preservation & Processing
- a. Officers, if authorized, Detectives and Supervisors should receive training in the proper method to operate department digital and video camera equipment before using them. The training should describe the techniques used to document a particular type of scene, the information to be collected at the scene, the procedures to store the collected images as potential evidence.
 - b. During Roll Call and other training officers should review the proper methods of crime scene preservation.
 - c. Officers should receive training in the proper methods to collect basic evidence from a crime scene that is not going to be processed by a trained Crime Scene Detective.
 - d. Detectives, Supervisors and Officers, if authorized, should receive specific training in the proper method to document, preserve and collect evidence, including fingerprints, DNA or blood splatters, from a crime scene before using department evidence collection

equipment. The training should include the proper method of collecting, storing and transporting DNA evidence for analysis submission.

- e. Officers, if authorized, should be trained in the proper methods of seizing computer equipment and other data storage devices before collecting them as evidence. If needed technical assistance may be obtained from the Prosecutor's Office Computer Crime Task Force.
- f. The training may include a review of applicable statutory and case law.

15. Accreditation Manager

- a. Accreditation managers who are newly assigned to the function shall receive New Accreditation Manager Training within 1-year of assignment.
 - 1) The accreditation manager, during the new employee's initial training program, shall provide all newly hired employees with familiarity training on the accreditation process.
 - 2) The accreditation manager, during the self-assessment phase, shall provide all employees with training during the initial and each reaccreditation.
 - 3) The accreditation manager, prior to any on-site assessment, shall provide all employees with updated accreditation training.

16. Internal Affairs Officer

- a. Internal Affairs Training as mandated by the New Jersey Attorney General's Guidelines on Internal Affairs, given by either the Attorney General, the County Prosecutor or an authorized instructor;
- b. Additional training in basic and advanced internal affairs, as needed or authorized by the Chief, or recommended by Internal Affairs Commander.

XI. POST-PROMOTION TRAINING

- A. Officers that are promoted to the rank of Sergeant shall attend an in-house Supervision Orientation Course as soon as possible, but not later than 2 months, of obtaining the rank of Sergeant.
 - 1. Newly promoted sergeants should work with another supervisor on the shift until they have completed the Supervisor Orientation Course.
 - 2. Newly promoted sergeants should also attend an additional Supervision Course by an outside instructor during the first year that they hold the rank of Sergeant.

- B. Newly promoted command personnel (Lieutenant & above) should within a year attend a command level course such as, but not limited to: West Point Command & Leadership, Certified Public Manager, Penn State POSIT, Penn State POLEX or other similar training; and should receive training in their new position from their predecessor or supervisor previously holding that position or rank.
- C. A newly promoted Chief should attend the New Chief Orientation provided by the New Jersey State Association of Chiefs of Police. The department's second in command may be authorized by the instructor to also attend this training.
- D. Newly promoted supervisors and commanders should be mentored on their new duties and functions by at least an equal if not higher ranking supervisor, approved by the Chief.
- E. During the Supervisor Orientation Training, supervisors are to receive awareness training and information on the Borough's Employee Assistance Program (EAP) and other referral services available to employees. The training is to assist them in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance.
- F. Every three years Desk Supervisors are to receive Cell Block Management training in the proper method of monitoring prisoners within the holding cells in HQ. The training will include a review of the Dept. of Corrections Cell Block Management presentation and the department's Temporary Detention/Holding Facility Policy V5Ch7. Specific attention will be given to emergency operations in the event of an emergency (fire, fire suppression) within the building that would require the relocation of prisoner(s). The training will include a review of the proper physical restraint techniques to ensure the safety and security of personnel and the detainee(s).
- G. Supervisors shall receive training on the proper method of completing the department's evaluation process.
- H. Newly promoted non-sworn employees shall attend job related training relative to their new responsibilities.

XII. WRITTEN DIRECTIVE SYSTEM INSTRUCTION AND TRAINING

- A. Chief of Police Responsibilities:
 - 1. The Chief of Police will ensure that all areas of this section are carried out and proper recording and filing is maintained to provide accountability in meeting compliance.
- B. Division Commander Responsibilities:
 - 1. Division Commanders will be required to coordinate all areas of this section with the Training Officer and all personnel under their command.
- C. Accreditation/Policy Unit Responsibilities:

1. The Accreditation/Policy Unit, as part of the Administrative Division Training Bureau/Special Projects Unit, will oversee and coordinate all instruction/training as it pertains to the Borough of Fort Lee Police Department Written Directive System. The Accreditation/Policy Unit will be responsible for the following functions:
 - a. Institute a proper filing system that will maintain records submitted affecting all instruction/training of personnel within the Borough of Fort Lee Police Department. This system shall include:
 - 1) A master file of all instruction/training as it pertains to the Borough of Fort Lee Police Department written directive system.
 - 2) A separate file for each officer serving in the Borough of Fort Lee Police Department.
 - 3) A general file that will include information that may question a specific policy.
 - b. Schedule in-service training classes covering all Borough of Fort Lee Police Department Policies and Procedures on a continuous basis. The scheduling will ensure that all mandatory training is accomplished within the specified timeframe and all other as needed.
 - c. Ensure that an Instruction/Training Certification Form is completed and filed for each policy and each officer.
 - d. Ensure that all officers receive Policy and Procedure training and each officer signs the document management software.
 - e. Receive any questions, conflicts, or other problems with any particular policy from Bureau or Unit Supervisors and bring the issue to the attention of the Chief of Police. Any questions, conflicts, or other problems with any particular policy will be handled through the chain of command.
 - f. Manually update any Policy and Procedure manual.
 - g. Disseminate updated Policy and Procedures through the Document Management Software
 - h. Provide the Chief of Police with an annual report on all Written Directive System Instruction/Training for each specific year.

D. Supervisor Responsibilities:

1. Supervisors are accountable for providing proper guidance and instruction to all personnel under their direct command pertaining to the Borough of Fort Lee Police Department's Written Directive System. Each supervisor will also be accountable for requiring all subordinates to meet full compliance to the Borough of Fort Lee Police Department's Rules, Regulations, Policies and Procedures.

2. The supervisors should seek the assistance of their supervisor or the Training Bureau when they are unable to justify or clarify any particular rule or policy to one of their subordinates.
3. As part of their normal responsibilities, Supervisors are to monitor officers for compliance with and training needs regarding the Written Directive System.

E. Officer Responsibilities:

1. All officers of the Borough of Fort Lee Police Department are required to make themselves fully aware of the department's Operations Manuals and will indicate their understanding of the contents by signing the required forms. Any question or concern an officer may have pertaining to any specific rule or policy will be directed to their immediate supervisor for further clarification.
2. Each officer will be required to meet full compliance to all department Rules, Policies, Special Orders, Personnel Orders and Operations Orders.
3. Each officer shall obey the orders and directions of their immediate supervisor and attempt to resolve any problems or differences at that level of the chain of command. If any officer feels their immediate supervisor is not providing them with proper orders or direction, or if the supervisor fails to comply with department rules or policies, the officer should request of that supervisor to seek assistance at the next level of the chain of command. This should be done in writing by the officer, with the supervisor indicating his/her awareness of the officer's request. If the officer feels their concern or complaint is not being addressed or corrected at each level of the chain of command, they may bring it to the attention of the Chief of Police.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 2	CHAPTER: 24.1	# OF PAGES: 18	
SUBJECT: UNIFORM AND DRESS REGULATIONS			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: N/A	
EFFECTIVE DATE: 04/17/2017		SUPERSEDES: Uniform and Dress Regulations V1Ch17	

PURPOSE: The purpose of this policy and procedure is to outline the uniform requirements for all uniformed and non-uniformed sworn personnel of the Borough of Fort Lee Police Department.

POLICY: In order to promote an atmosphere of professionalism, it is important for police officers, not only to be highly trained and proficient, but also to present a neat, well-groomed and uniform appearance.

PROCEDURE:

- I. The Fort Lee Police Department has several authorized uniforms along with specialty uniforms outlined in this policy.**
 - A. Class "A", Class "B" and Class "C" uniforms are the required departmental uniforms and must be maintained by all officers in acceptable conditions at all times. When any uniform is worn it must be clean, neat, complete, and fit properly.
 - B. Specialty uniforms may only be worn by officers in the performance of that specific duty.
 - C. All uniforms must be maintained in the officers assigned lockers regardless of calendar date or officer assignment.

- II. Seasonal Uniform Change**
 - A. Winter Uniform (long sleeves) should be worn October 1 through April 30.
 1. Turtlenecks may be worn December 1 through March 1.
 - a. 8x4 shift, including overlaps, may only wear the turtleneck with the Class "C" uniform. All other shifts are authorized to wear the turtleneck with either the Class "B" or Class "C" uniform.
 - B. Summer Uniform (short sleeves) should be worn May 1 through September 30.
 - C. During unseasonable weather within one month of the seasonal uniform change, the Shift Supervisor (if on duty) at the beginning of the shift, may authorize the patrol officers to wear the winter/summer uniform as long as all officers on that shift wear the same seasonal uniform. If the Shift Supervisor is unavailable, the Tour Commander of that shift may make that decision.
 1. The Shift Supervisor, or higher rank, may reverse the supervisor's decision to change to the alternative seasonal uniform.

- III. Class "A" Uniforms (Parades, ceremonies, funerals, federal court appearances and special occasions)**
 - A. Supervisors
 1. Navy Blue Pershing Trooper Style Hat with:
 - a. Black Crossover Strap (Gold buckle)
 - b. Gold Nylon Braid Band on front
 - c. Appropriate Hat Badge
 - d. Gold gilt spray design on visor (Chief, Deputy Chief & Inspector)
 2. Navy Blue Departmental Blouse Coat with:
 - a. Departmental patch on left sleeve

- b. American Flag patch on right sleeve (Blue field to the rear)
- c. Proper rank insignias on both epaulets for Lieutenants and above (Gold brushed finish). Sergeant are to wear chevrons (polished Gold) on both epaulets.
 - 1) Chief of Police and Deputy Chief insignia will point towards the rear.
 - 2) Captain and Lieutenant bars will be aligned front to back.
 - 3) Sergeant chevrons will points towards the neck.
- d. Red piping on cuffs of both sleeves for military veterans (Optional)
 - 1) Military Branch Emblem sleeve patch on left sleeve, one inch above red piping, centered with department patch (optional).
- e. Gold-Buttons.
- f. Equipment worn on the outside of the Blouse Coat:
 - 1) Black Basket Weave Crossover Breakaway Strap
 - 2) Black Basket Weave 3 1/2" Sam Brown Belt with Holster, Cuff Case, Double Magazine Holder and Gold Buckle
 - 3) Uniform Badge above left pocket
 - 4) Name tag on black leather citation holder below badge. (Gold with black capital letters of last name only.)
 - 5) Departmental issued and other authorized ribbons and citations will be worn above the badge.
 - 6) Departmental service weapon
- 3. Navy blue trousers with black stripe.
 - a. (1 1/2" stripe for Chief, Deputy Chief & Inspector)
 - b. (1" stripe for Captains and Lieutenants)
 - c. (1/2" stripe for Sergeants)
- 4. 1 1/2" Black Basket Weave garrison belt with gold buckle for trousers.
- 5. Black high gloss laced shoes (i.e. "Bates" type) and black crew length socks.
- 6. Long sleeve white shirt with sewn-in creases and gold buttons on pockets and epaulets for Lieutenants and above.
- 7. Long sleeve navy blue shirt with sewn-in creases and gold buttons on pockets and epaulets for Sergeants.
- 8. Appropriate rank insignia for Lieutenants and above are to be worn on the shirt collars (Gold brush finish). Sergeants are to wear polished Gold "FL" insignia are to

be worn on the shirt collars. Gold chevrons are to be worn by Sergeants on both sleeves under their Class "A" Blouse.

9. Black tie, for Lieutenants and above, with gold tie clip (PBA / Police insignia only) French Blue tie for Sergeants.
10. White cotton gloves

B. Police Officers and Detectives

1. Navy Blue Pershing Trooper Style Hat with:
 - a. Black Crossover Strap (Silver buckle)
 - b. Silver Nylon Braid Band on front
 - c. Appropriate Hat Badge (Detectives will wear Silver)
2. Navy Blue Departmental Blouse Coat with:
 - a. Departmental patch on left sleeve
 - b. American Flag patch on right sleeve. (Blue field to rear)
 - c. Red piping on cuffs of both sleeves for military veterans. (Optional)
 - d. Silver Buttons
 - e. Equipment worn on the outside of the Blouse Coat:
 - 1) Black Basket Weave Crossover Breakaway Strap
 - 2) Black Basket Weave 3 1/2" Sam Brown belt with holster, cuff case, double magazine holder and silver buckle
 - 3) Uniform Badge above left pocket
 - 4) Name tag on black leather citation holder below badge. (PO's/Silver & Detectives/Gold with black capital letters of last name only.)
 - 5) Departmental issued and other authorized ribbons and citations will be worn above the badge.
 - 6) Departmental service weapon
3. Navy blue trousers with French blue 1 1/2" stripe.
4. 1 1/2" Black Basket Weave garrison belt with silver buckle for trousers.
5. Black high gloss laced shoes (i.e. "Bates" type) and black crew length socks.
6. Long sleeve navy blue shirt with sewn-in creases and silver buttons on pockets and epaulets.
7. Silver "FL" insignia worn on each side of collar of shirt.

8. French blue tie with silver tie clip. (PBA / Police insignia only)
9. White cotton gloves

C. Wearing of Blouse Coat

1. When the blouse coat is worn, it is to be buttoned
2. The only coat that may be worn over the blouse is a formal raincoat.
3. The only visible item of clothing to be worn under the blouse coat is the uniform shirt. A sweater shall not be worn under the blouse coat.
4. Traffic vests may be worn over the blouse coat by members of the Motorcycle Unit only.

IV. Class "B" Uniform (Duty Uniform)

Should be worn by Lieutenants and above while working in headquarters. Lieutenants working as the Road Supervisor may wear the Class "C" Uniform described below.

A. Supervisors

1. Navy Blue Pershing Trooper Style Hat, with:
 - a. Black crossover strap
 - b. Gold Nylon Braid Band on front
 - c. Appropriate hat badge
 - d. Gold gilt spray design on visor (Chief, Deputy Chief & Inspector)
2. Wool hats or black fur pile leather hats may be worn December 1 through March 1.
3. Black Leather Two Pocket 28" Zippered Jacket (winter only), with:
 - a. Departmental patch on left sleeve
 - b. American Flag patch (Blue field to rear) or special unit patch on right sleeve.
 - c. Proper rank insignia on both epaulets. (Gold brushed finish)
 - d. Red piping on cuffs of both sleeves for military veterans. (Optional)
 - e. Uniform badge and black leather citation holder with authorized citations and gold nameplate above left pocket.
4. All officers are permitted to wear their Navy Blue Nylon Bomber as specified in section V. paragraph J. with their class "B" uniform.
 - a. Departmental patch on left sleeve.
 - b. American Flag patch (Blue field to rear) or special unit patch on right sleeve.

- c. Proper rank insignia on both epaulets.
 - d. The Class "C" 5.11 Signature Duty Jacket may be worn in lieu of the Navy Blue Nylon Bomber jacket.
5. Black V-Neck Wool Blend Sweater (i.e. "Military" type) (winter only) with:
- a. Departmental patch on left sleeve.
 - b. American Flag patch (Blue field to rear) or special unit patch on right sleeve.
 - c. Proper rank insignia on both epaulets. (Gold with black background)
6. Uniform shirt
- a. Long sleeve white shirt with sewn in creases and gold buttons (pockets and epaulets) for Lieutenants and above (winter only).
 - b. Short sleeve white shirt with sewn in creases and gold buttons for Lieutenants and above (summer only).
 - c. Long sleeve navy blue shirt with sewn in creases and gold buttons (pockets and epaulets) for Sergeants (winter only).
 - d. Short sleeve navy blue shirt with sewn in creases and gold buttons for Sergeants (summer only).
 - e. Departmental patch on left sleeve.
 - f. American Flag patch (Blue field to rear) or special unit patch on right sleeve.
 - g. Appropriate rank insignia for Lieutenants and above are to be worn on shirt collars (Gold brush finish). Sergeant chevrons are to be worn on both sleeves (Gold) with polished Gold "FL" insignia worn on each side of collar of shirt.
 - h. Black tie with gold tie clip for Lieutenants and above (PBA/Police) (long sleeve only), French blue tie for Sergeants.
 - i. Uniform badge and black leather citation holder with authorized citations and gold nameplate above left pocket.
 - j. Name tag as outlined in Class "A" directive.
7. Navy blue trousers with black stripe.
- a. 1 1/2" stripe for Chief, Deputy Chief & Inspector)
 - b. (1" stripe for Captains and Lieutenants)
 - c. (1/2" stripe for Sergeants)
8. 1 1/2" Black Leather Basket Weave garrison belt with gold buckle for trousers.

9. 3½" Black Leather Basket Weave gun belt, departmental holster, cuff case, double magazine holder, radio holder, and baton holder. (Sergeants and Lieutenants)
10. Black leather laced shoes that will maintain a shine, with black crew length socks.
11. Black leather laced boots that will maintain a shine, with black or white crew length socks.
12. Plain white crewneck T-shirt.
13. Authorized departmental service weapon.
14. Black leather gloves.
 - a. Department issued gloves should be worn.
 - b. Officers may purchase gloves compliant with department policy.
 - c. Gloves must be solid in color.
 - d. Patrol gloves should not contain hard plastic components.
 - e. Gloves containing any metal (i.e. SAP) are prohibited from use.
 - f. Specialized gloves may be authorized by the Chief for specific functions (i.e. extrication, rappelling, and ESU functions).
15. Traffic direction gloves may be solid white leather, or a high visibility glove approved by the Chief.

B. Police Officers and Detectives

1. Navy Blue Pershing Trooper Style Hat, with:
 - a. Black Crossover Strap
 - b. Silver Nylon Braid Band on front
 - c. Appropriate hat badge (Detectives will wear Silver)
2. Wool hats or black fur pile leather hats may be worn December 1 through March 1.
3. Black Leather Two Pocket 28" Zippered Jacket (winter only), with:
 - a. Departmental patch on left sleeve
 - b. American flag patch (Blue field to rear) or special unit patch on right sleeve.
 - c. Red piping on cuffs of both sleeves for military veterans. (Optional)
4. All officers are permitted to wear their Navy Blue Nylon Bomber or the Class "C" 511 Signature Duty Jacket as specified in section V. Paragraph J. with their class "B" uniform.
 - a. Departmental patch on left sleeve.

- b. American Flag patch (Blue field to rear) or special unit patch on right sleeve.
 - c. The Class "C" 5.11 Signature Duty Jacket may be worn in lieu of the Navy Blue Nylon Bomber jacket.
- 5. Black V-Neck Wool Blend Sweater (i.e. "Military" type) (winter only) with:
 - a. Departmental patch on left sleeve
 - b. American Flag Patch (Blue field to rear) or special unit patch on right sleeve.
- 6. Uniform shirt
 - a. Long sleeve navy blue shirt with sewn in creases and silver buttons (pockets and epaulets only) (winter only)
 - b. Short sleeve navy blue shirt with sewn in creases and silver buttons. (summer only)
 - c. Silver "FL" insignia worn on each side of collar of shirt.
 - d. French blue tie with silver colored tie clip (PBA/ Police) (long sleeve only)
 - e. Uniform badge, black leather citation holder with authorized citations and silver nameplate above left pocket.
 - f. Name tag as outline in Class "A" directive.
- 7. Navy blue trousers with French blue 1 1/2" stripe.
- 8. 1 1/2" Black Basket Weave garrison belt with silver buckle for trousers.
- 9. 3 1/2" Black Leather Basket Weave gun belt, departmental holster, cuff case, double magazine holder, radio holder, and baton holder.
- 10. Black leather laced shoes that will maintain a shine, with black crew length socks.
- 11. Black leather laced boots that will maintain a shine, with black or white crew length socks.
- 12. Authorized departmental service weapon.
- 13. Black leather gloves.
 - a. Department issued gloves should be worn.
 - b. Officers may purchase gloves compliant with department policy.
 - c. Gloves must be solid in color.
 - d. Patrol gloves should not contain hard plastic components.
 - e. Gloves containing any metal (i.e. SAP) are prohibited from use.

- f. Specialized gloves may be authorized by the Chief for specific functions (i.e. extrication, rappelling, and ESU functions).
- 14. Traffic direction gloves may be solid white leather, or a high visibility glove approved by the Chief.

V. Class "C" Uniform

This uniform may be worn by uniformed patrol officers and sergeants on duty. It may also be worn for **municipal court appearances only. All other court appearances out of town, including Grand Jury and any public appearances or presentations will be in either class "B" uniform or a suit and tie.**

The below style numbers are from 5.11 and will be the only ones authorized for the Class "C" uniform.

- A. Officers have the choice of wearing either the 5.11 PDU Twill, 5.11 PDU Taclite or 5.11 PDU Stryke as our Class "C" Uniform.
- B. The Twill uniform consists of the following:
 - 1. Men's Twill "PDU Class B Midnight Navy" Long Sleeve Shirt Style #72345, or subsequent replacement.
 - 2. Men's Twill "PDU Class B Midnight Navy" Short Sleeve Shirt Style #71177, or subsequent replacement.
 - 3. Men's Twill "PDU Class B Midnight Navy" Cargo Pants Style #74326, or subsequent replacement.
 - 4. Women's Twill "PDU Class B Midnight Navy" Long Sleeve Shirt Style #62065, or subsequent replacement.
 - 5. Women's Twill "PDU Class B Midnight Navy" Short Sleeve Shirt Style #61159, or subsequent replacement.
 - 6. Women's Twill "PDU Class B Midnight Navy" Cargo Pants Style #64306, or subsequent replacement.
- C. The Taclite uniform consists of the following:
 - 1. Men's Taclite "PDU Class B Midnight Navy" Long Sleeve Shirt Style #72366, or subsequent replacement.
 - 2. Men's Taclite "PDU Class B Midnight Navy" Short Sleeve Shirt Style #71168, or subsequent replacement.
 - 3. Men's Taclite "PDU Class B Midnight Navy" Cargo Pants Style #74371, or subsequent replacement.
 - 4. Women's Taclite "PDU Class B Midnight Navy" Long Sleeve Shirt Style #62366, or subsequent replacement.
 - 5. Women's Taclite "PDU Class B Midnight Navy" Short Sleeve Shirt Style #61168, or subsequent replacement.

6. Women's Taclite "PDU Class B Midnight Navy" Cargo Pants Style #64371
- D. The Stryke uniform consists of the following:
1. Men's Stryke "PDU Class B Midnight Navy" Long Sleeve Shirt Style #72074, or subsequent replacement.
 2. Men's Stryke "PDU Class B Midnight Navy" Short Sleeve Shirt Style #71038, or subsequent replacement.
 3. Men's Stryke "PDU Class B Midnight Navy" Cargo Pants Style #74427, or subsequent replacement.
 4. Women's Stryke "PDU Class B Midnight Navy" Long Sleeve Shirt Style #62010, or subsequent replacement.
 5. Women's Stryke "PDU Class B Midnight Navy" Short Sleeve Shirt Style #61018, or subsequent replacement.
 6. Women's Stryke "PDU Class B Midnight Navy" Cargo Pants Style #64402
- E. Cargo Pants may be bloused.
- F. Uniforms ordered prior to February 2017 will have an embroidered badge with individual shield number, last name under badge and "F.L." on collar tips. The embroidery will be in gray for Patrolmen and Detectives and gold for Supervisors.
1. All uniform shirts, regardless of purchase date, will have a back patch sewn on the back. The back patch will contain the words, "FORT LEE POLICE" in gray lettering for Patrol Officers and Detectives and gold lettering for Supervisors. The back patch will be centered approximately 2 inches below the seam on the upper back for regular size shirts and approximately 3 inches below the seam on the upper back for tall shirts.
- G. Uniforms ordered after February 2017 will have a badge patch on the left side of the chest with a midnight navy name tape underneath with the individual officer's last name and badge number embroidered in 3/8" lettering (gray for Patrol Officers and Detectives and gold for Supervisors). Both the badge patch and the officer's name will be centered over the pocket. Collar patches with the proper insignia will be worn on both collars (gray for Patrol Officers and Detectives; gold insignia indicating the proper rank for Supervisors).
- H. Department patch on the left and right shoulder. A specialty patch is allowed on the right shoulder. The U.S. flag on the right side of the chest centered over the pocket. All patches will be in gold trim for Supervisors and gray trim for Patrol Officers and Detectives. Veteran stripes on the left sleeve with gold trimming for Supervisors and gray for Patrol Officers/Detectives. Military Branch Emblem sleeve patch on the left sleeve of the long sleeve shirt, centered one inch above the veteran stripe or on the short sleeve shirt one inch below and centered with the department patch.
- I. Black baseball cap embroidered with gray trim for Patrol Officers/Detectives and gold trim for Supervisors. A Black knit watch cap with a gray embroidered patch on the front is an alternate head gear during the designated winter months for Patrol Officers/Detectives. Supervisors will maintain the current version of the knit watch cap in gold.

- J. 5.11 "Tactical Signature Duty Jacket" Black Style #48103 with:
1. An embroidered badge and individual shield number with last name under badge for jackets purchase prior to February 2017.
 2. Jackets purchased after February 2017 will have a badge patch on the left side of the chest with a black name tape underneath with the individual officer's last name and badge number embroidered in 3/8" lettering (gray for Patrol Officers and Detectives and gold for Supervisors).
 3. Patrol Officers and Detectives will have gray trimmed departmental patches on both shoulders. Supervisors will have gold trimmed departmental patches on both shoulders. A specialty patch is authorized to be worn on the right shoulder.
 4. Supervisors will have gold embroidered rank on epaulets (Direct embroidery if purchase before February 2017 and patches if purchased after February 2017).
 5. The back ID pull out panel inscribed "FORT LEE POLICE" in gold for Supervisors and silver for Patrol Officers and Detectives.
- K. Officers must wear a black shirt underneath their Class "C" uniform shirt.
- L. Officers have the option in the designated winter months of wearing a Turtle Neck or Mock Turtleneck. All turtle necks will have "F.L.P.D" (half inch font) on the left side of the neck in gray lettering for Patrol Officers and Detectives and gold lettering for Supervisors.
- M. Black leather laced boots that will maintain a shine, with black or white crew length socks.
- N. The Leather Jacket and Military Wool V-neck Sweater will have patches on both sleeves. Patrol Officers and Detectives will have the grey patches and the Supervisors will have gold patches. Standard metal badge on the front left side of jacket and sweater.
- O. Basket weave duty gear with all department required equipment.

VI. Detectives/Non-Uniformed Personnel

- A. Detectives or officers assigned to General Investigations, Juvenile, and Administration shall present a neat, clean, and well-groomed appearance, and will wear:
1. Long sleeve shirt and tie during winter months for male detectives and long sleeve business shirt for female detectives, short sleeve collared shirt or short sleeve dress shirts during summer months.
 - a. A long sleeve collared shirt may be worn during the 4x12 tour during the winter months and on Friday-Sunday during 9x5 tour.
 - b. All collared shirts must bear an embroidered Fort Lee Police Department Detective badge on the left breast. Evidence, Computers, and RangeMaster may wear collared shirts regardless of shift.
 - c. Officers on temporary assignment to the Detective Bureau or Administration may wear a plain collared shirt or one embroidered Fort Lee Police Department.

2. Dress pants or Docker style pants (cargo type pants are not permitted unless specific to the officer's assignment).
 3. Dress shoes or boots.
 4. Jacket:
 - a. Detectives may wear civilian jackets
 - 1) Detectives should have a police identifier on their outermost garment when working in an official capacity unless doing so would put the Detective at risk (i.e. undercover, surveillance etc.)
 - b. Detectives may also wear the black 5.11 Tac Dry Rain Shell or a black 3-in-1 Winter Jacket with pull out pockets containing an embroidered Fort Lee Police Department Detective badge or badge with appropriate rank on the left breast and back ID pull out panel inscribed "FORT LEE POLICE" in reflective silver for detectives and gold for supervisors.
 5. Black windbreaker with an embroidered Fort Lee Police Department Detective badge or badge with appropriate rank on the left breast.
- B. Detectives assigned to Narcotics or a surveillance detail may wear street wear (i.e. jeans, sweatshirt, sneaker, etc.) to blend in with their working environment.
- C. Patrol officers assigned to assist the Detective Bureau may only wear street wear with the permission of the supervisor to blend in with their working environment.

VII. Special Designated Uniforms

A. Motorcycle Officers

The motorcycle uniform may only be worn when an officer is assigned to a motorcycle. At all other times officers shall wear the Class "A", "B" or Class "C" uniform, whichever is applicable to their assignment. (Motorcycle officers will also maintain the proper Class "A" uniform)

1. Navy Blue Pershing Trooper Style Hat with:
 - a. Same as Class "A" and Class "B", whichever is applicable to rank.
2. DOT or ANSI approved half (1/2) white helmet, with:
 - a. Black outer band
 - b. Detachable black visor with "Winged Wheel" insignia on front
 - c. Silver adornments / Braid Band for Police Officers / Gold for Supervisors
 - d. Badge number on rear (White for Police Officers / Gold for Supervisors)
3. Navy blue or black cloth scarf or face protector (winter only)
4. Glasses or goggles approved by the Chief of Police or his designee / Unit Supervisor.

5. Navy Blue Departmental Blouse Coat, with:
 - a. Similar to Class "A" (A.2 or B.2)
 - 1) Except unit patch may be worn on right sleeve
 - 2) Winged Wheel on left cuff
 - 3) Has lower front pockets
 - b. Equipment worn on the outside of the Blouse Coat:
 - 1) Same as Class "A" (A.2f or B.2e) whichever is applicable to rank.
 - 2) Plain Black Leather duty gear
6. Double Breasted Leather Motorcycle jacket (3/4 length only)
 - a. Except unit patch may be worn on right sleeve; Winged Wheel on left cuff
 - b. Equipment worn on the outside of the Blouse Coat:
 - 1) Same as Class "A" (A.2f or B.2e) whichever is applicable to rank.
 - 2) Plain Black Leather duty gear
7. Navy blue britches with stripe according to rank. (Class "A" (A.3 or B.3))
8. 1 1/2" Black Plain Leather garrison belt with finished buckle according to rank.
9. Black leather over-the-calf motorcycle boots with:
 - a. Short set of laces or buckle on front
 - b. Short set of laces / buckle on top outside
 - c. Zipper on inseam (Optional)
 - d. Approved over the ankle boots may be worn during training.
 - e. Sneakers or shoes are not be worn while operating a motorcycle on patrol
10. Long or short sleeve navy blue shirt for all ranks, with sewn in creases and with:
 - a. Buttons the same as Class "B", whichever is applicable to rank.
 - b. "FL" insignia worn on left collar (Gold for Supervisor/Silver for P.O.)
 - c. "Winged Wheel" insignia worn on right collar (Gold for Supervisor/Silver for Police Officer/Detective)
 - d. Rank insignia on sleeves for Sergeants (Gold stripes)
 - e. Brushed Gold bars for lieutenant and above.

- f. On certain occasions Lieutenants and above will wear white shirts, when designated by the Chief of Police or his designee.
 - g. The Traffic Bureau Supervisor, or a Division Commander, may authorize all officers operating a motorcycle to wear Long Sleeve Class "B" Uniform within a month of the seasonal uniform change, independent of Uniform Patrol.
11. French blue tie with tie clip, black for Lieutenants and above (Silver or gold according to rank) (PBA/Police only).
 12. Plain white crew neck T-shirt.
 13. Authorized departmental service weapon.
 14. Black or Tan leather gloves
 - a. Department issued gloves should be worn.
 - b. Officers may purchase gloves compliant with department policy.
 - c. Gloves must be solid in color.
 - d. Gloves containing any metal (i.e. SAP) are prohibited from use.
 - e. Specialized gloves may be authorized by the Chief for specific functions (i.e. impact protection gloves may be worn while riding a motorcycle).
 15. Traffic direction gloves may be solid white leather, or a high visibility glove approved by the Chief.
 16. The Fluorescent Yellow/Green ANSI Approved Blauer waist length style rain jacket may be worn by an officer operating a motorcycle for visibility.

B. Bicycle Patrol Officers

The bicycle patrol uniform may only be worn when the officer is operating a bicycle. At all other times the officer shall wear a Class "A", "B" or Class "C" Uniform, whichever is applicable to their assignment.

1. ANSI or SNELL approved black bicycle helmet with:
 - a. "POLICE" in white letters displayed on both sides.
2. Black baseball cap (Class "C") with departmental patch.
3. Yellow long/short sleeve polo shirt with:
 - a. Departmental patch on left sleeve
 - b. American Flag patch on right sleeve (Blue field to rear)
 - c. "POLICE" in black letters on the back.
 - d. Sewn embroidered police badge on front over the left breast.
 - e. Velcro attached nametag on right breast.

4. Navy blue and yellow windproof and waterproof bicycle jacket (winter only), with:
 - a. "FORT LEE POLICE" in black letters on the back.
 - b. "POLICE" in black letters on right side on front of jacket.
 - c. Name tag worn above the word "POLICE"
 - d. Departmental patch on left sleeve.
 - e. American Flag patch on right sleeve (Blue field to rear)
 - f. Sewn embroidered police badge on front over the left breast.
 - g. Balaclavas (black in color) may be worn to keep the face and neck warm.
 5. Navy blue bicycle shorts (summer only)
 6. Navy blue waterproof bicycle pants (winter only)
 7. Black leather bicycle gloves.
 8. Ankle length white socks
 9. Eye protection approved by Chief of Police.
 10. Black nylon duty gear to be worn instead of leather which will include all department required equipment.
 11. Black sneakers or bicycle shoes.
- C. Off-Duty Side Job Uniform (Security Detail etc.)
1. The Class "C" Uniform should be worn by Sergeants and below.
 2. Lieutenants may wear their Class "C" Uniform.
 3. Captains and above may wear their Class "C" Uniform with the approval from the Chief of Police.
- D. Traffic Job Uniform
1. Officers may wear the Class "C" uniform with their department issued traffic vest on traffic jobs.
 2. Officer's may also wear:
 - a. Yellow short/long sleeve polo shirt with:
 - 1) Departmental patch on left sleeve
 - 2) American Flag patch on right sleeve (Blue field to rear)
 - 3) "POLICE" in black letters on the back.

- 4) Sewn embroidered police badge on front over the left breast.
- 5) Sewn embroidered last name of officer over right breast.
- b. Dark Navy blue 6 pocket trousers.
 - 1) The trousers may be bloused near the top of the boots
3. Black baseball cap with departmental patch.
 - a. Wool hats or black fur pile leather hats may be worn December 1 through March 1.
4. Black nylon or leather duty gear which will include at a minimum; Departmental issued handgun and extra magazines, police radio and 1 set of handcuffs.
5. Black leather laced boots $\frac{3}{4}$ lengths or higher that will maintain a shine
6. Traffic job uniform will not be worn for any court appearances.

NOTE: Special assignment/overtime details are not considered to be traffic jobs and uniform of the day will be worn.

E. Sports Team

1. Members of the Sports Team will be required to purchase the designated team shirt.
2. Members of the Sports Team are required to wear the designated team shirt whenever they are assigned to participate in an event.

VIII. Designated Times of Wear

A. Certain uniform parts are subject to change due to prevailing weather/road conditions.

1. Certain uniform accessories may be worn in times of inclement weather.
 - a. Black/Orange raincoat (Lieutenant and below in Uniform Patrol)
 - b. Navy Blue Raincoat (Captain and above)
 - c. Fluorescent Yellow/Green ANSI Approved Blauer waist length style rain jacket (Class "B" or Class "C"). Department issued rain pants may be worn with the department issued rain jacket.
 - d. Black / Orange/ Fluorescent Yellow/Green Rain Cap (Covering Trooper Hat)
 - e. Black Rubber Boots / Black Combat Boots
 - f. Black Gloves
2. Special traffic vests / reversible jacket and gloves may be worn when an officer feels it is appropriate due to poor visibility, or weather conditions, or when directed by a supervisor.

3. Officers are permitted to wear their raincoat or traffic vest over the Black Leather Two Pocket 28 inch Zippered Jacket during inclement weather or traffic conditions.
- B. When a specified uniform is to be worn for the day, all officers must comply, unless specifically designated otherwise by the Chief of Police. The Road Supervisor shall inspect all patrol officers at briefing and ensure they wear the same type uniform and equipment.
1. Class "A" uniforms will be worn for the following occasions:
 - a. Line of Duty Funerals (not routine escorts)
 - b. Swearing in of a Chief of Police
 - c. Parades, as directed by the Chief of Police
 - d. Promotional or Hiring ceremonies by the Command Staff
 - e. Special events designated by the Chief of Police
 2. Class "B" or Class "C" uniforms will be worn for the following occasions:
 - a. Regular daily operations and assignments
 - b. Municipal and County Court appearances
 - c. Special Details, i.e.: working on Crime Prevention, Training, Records Room, Computer Division, etc.

IX. Rank Insignia and Description

- A. The below ranks will wear the following insignias on the collars of their uniform shirts and on the epaulets of their uniform blouse and leather/Blauer/5.11 jackets.
1. Chief will wear two (2) gold-brushed metal stars.
 2. Deputy Chief will wear one (1) gold-brushed metal star.
 3. Inspector will wear one (1) gold-brushed metal eagle.
 4. Captain will wear two (2) gold-brushed metal bars.
 5. Lieutenant will wear one (1) gold-brushed metal bar.
- B. Sergeants will wear:
1. Three gold-polished metal chevrons on the epaulets of their Class "A" Uniform Blouse.
 2. Three gold chevrons on the arms of their Class "B" uniform shirt.
 3. Three gold chevrons on their Class "C" uniform shirt collars.

Note- Rank insignias (all ranks) will be worn on the uniform sweater will be worn on the epaulets. They will be of the same design as above except they will be gold cloth with a black background.

X. Replacement of Uniforms and Uniform Equipment

- A. All officers are required to maintain all uniforms and uniform equipment in satisfactory condition. If any part of the uniform or uniform equipment is unacceptable, it will be the responsibility of the officer to purchase a new replacement article with the exception being a duty weapon and holster.
- B. All uniforms that are damaged during an officer's course of duty will be repaired or replaced by the department. Any cost incurred will be paid by the town.
- C. All replacement requests must be accompanied by a report explaining the circumstances that caused the damage and the request must be approved by the Chief of Police.

XI. Body Armor

- A. All officers assigned to uniform patrol duty will wear body armor.
- B. Any other requests regarding the wearing of body armor must be directed to the Chief of Police.
- C. Outer Vest Carriers:
 - 1. Uniformed Patrol Officers may wear their body armor in the issued 5.11 Uniform Vest Carrier.
 - 2. Detectives, non-uniformed personnel and uniformed administrative personnel may wear their body armor in the issued 5.11 Uniform Vest Carrier or the issued black outer vest carrier when responding to an emergency call.
 - 3. Uniformed Patrol Officers or officers assigned to a patrol function (i.e. special traffic enforcement detail, DWI detail, etc.) should not wear their body armor in the issued black outer vest carrier.

XII. In-Service Training

- A. Dress Code
 - 1. All personnel will report to scheduled class for in-service and specialized training in regular uniform, or slacks / jacket / dress shirt and tie, or collared golf shirt, unless otherwise specified by the instructor of the class. The only exceptions to this dress code would be through written authorization from the Chief's office.
- B. Rules and Procedures
 - 1. All personnel attending in-service or specialized training will follow the facility Rules and Procedures, including dress code, set down by the Training Instructor.

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

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 3	CHAPTER: 19	# OF PAGES: 19	
SUBJECT: UNIFORM TRAFFIC ENFORCEMENT AND CONTROL			
BY THE ORDER OF: Thomas O. Ripoli Chief of Police		ACCREDITATION STANDARDS: 61.1.2, 61.1.3, 61.1.5, 61.1.7, 61.3.2	
Effective Date: 09/11/2012		Supersedes: All Previous	

PURPOSE: To establish guidelines for stopping and contacting traffic law violators that ensures the safety of both the violator and the police officer. The purpose of this policy is to establish uniform guidelines for officers to follow regarding traffic direction, control, and enforcement action(s) incidental to a violation.

POLICY: It is the policy of this department to enforce traffic laws for the purpose of reducing the number of traffic accidents and related injuries and deaths. Therefore, officers' enforcement actions, and their decisions about the type of enforcement action to take in any given situation, should include careful consideration of the nature and seriousness of the violation, the intent of the driver, and the effect of the violation on the violator other motorists and/or pedestrians.

Officers will initiate enforcement action based on a combination of training, experience, and common sense. In the absence of specific direction elsewhere, officers should operate on the premise that deliberate violations of traffic laws, and hazardous violations, deserve a more vigorous enforcement effort than do inadvertent violations or nonhazardous violations.

Further, the department places greater emphasis on the quality of an officer's traffic law enforcement efforts, rather than the quantity. All uniformed officers share responsibility for traffic law enforcement. Supervisors will consider these factors in evaluating the traffic enforcement work of subordinates. The department expects all uniformed officers to contribute to the traffic enforcement effort, but does not establish quantitative objectives for individual officers, such as ticket quotas.

PROCEDURES

I. General

- A. The Traffic Commander shall investigate traffic safety complaints, requests for signs, signals, speed reduction, and other traffic safety related requests and forward the findings and recommendations to the appropriate engineering, planning, or public works entity through the Chief of Police.
- B. The Traffic Commander shall act as liaison with the State Department of Transportation, County Engineering Department, local engineering, planning and public works departments to determine the need for signs and signals, etc., on all State, County, and local highways within the Borough of Fort Lee.
- C. The approval of traffic control signs or signals will follow the standards set forth in the United States Department of Transportation's Manual on Uniform Traffic Control Devices, and regulations of the State of New Jersey Department of Transportation.
- D. The Traffic Commander shall conduct safety surveys on municipal highways located within the Borough utilizing visual observation, traffic classifier/counter devices, or both. These surveys are for the purpose of providing empirical data for recommendations regarding the safe and expeditious movement of vehicles and pedestrians, and to analyze alternatives to traffic control such as traffic control devices. Such data includes, but is not limited to:
 - 1. Crash and enforcement data;
 - 2. Traffic volume and speed;
 - 3. Pedestrian volume;
 - 4. Duration of any special congestion periods;
 - 5. The presence or absence of traffic control devices;
 - 6. New or revised laws and ordinances;
 - 7. New construction (commercial, industrial and residential); and
 - 8. Highway and other related engineering improvements
- E. Upon final approval by the Chief of Police, special reports with supporting data completed by the Traffic Commander shall be forwarded to the appropriate engineering, planning, or public works authority.
- F. Upon the approval of the appropriate entity, the Traffic Commander shall arrange for the timely installation of any signs, signals, or devices, etc., related to the traffic safety improvement. All traffic control devices and signs that require or lead to the need of enforcement activities shall be approved by the governing body and adopted under ordinance.
- G. When there exists local or regional transportation system management planning committees, this agency will be represented at meetings of these entities by a member of the traffic bureau.
- H. Data from crash investigation reports and enforcement activity provides valuable information for traffic engineering. Data from the crash reports are compiled and

tabulated by the New Jersey Division of Motor Vehicles. This agency will provide its crash and enforcement data to those agencies in compliance with the Open Public Records Act NJSA 47:1A-1 et seq.

II. Procedures for Traffic Enforcement Action

- A. **PROFILING PROHIBITED:** Profiling (including but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable groups) is strictly prohibited as a justification for any police officer to conduct any type of stop or seizure of a citizen. Traffic enforcement shall be based solely on the basis of the violation observed and not the profile of the operator and/or occupants. See the department policy on ***Profiling & Discriminatory Practices***.
- B. The role of the officer is to observe and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed. Enforcement policies cannot and should not supplant the officer's discretion, based on professional judgment, training, and experience. Remember that both qualitative and quantitative emphasis is integral to the success of the Traffic enforcement program. All officers shall take appropriate enforcement action for each violation witnessed or reported to them. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner, and may encompass the following: a verbal warning, a traffic citation, or actual physical arrest. Officers have the discretionary authority as to which form of enforcement is to be taken by them. These include but are not limited to the following:
 - 1. **Verbal warning** - 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 driver may not be aware. Examples of violations which warrant verbal warnings are a right turn on a red light, after a complete stop, when such movement is made with reasonable safety, and it is determined the driver is accustomed to driving in those jurisdictions where a right turn on red is permissible. Similarly, a verbal warning is appropriate for equipment failure (license plates not illuminated) of which the driver was unaware. Discretion may be used on other violations that are not of a serious nature. Information on verbal warning will be entered in the Computer Aided Dispatch (CAD) System.
 - 2. **Traffic summons** - The issuance of a traffic summons (CPO 171C) 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 traffic summons should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations, parking violations, and operating unsafe and/or improperly equipped vehicles:
 - a. Summons books will be available to officers from the Court Administrator's Office.
 - b. When a new supply is needed by any officer, they will be assigned a summons book'(s) by the Court Administrator's Office. The book number sequence, date, the officer's name shall be recorded on the summons sign-out sheet maintained by the Court Administrator's Office.

c. Voided Summons

- 1). The officer must submit a request in writing describing the error made on the complaint. This form is not to be utilized if the information is correct and the complaint has been signed. Once the summons has been properly completed it must be issued and adjudicated by the court.
- 2). Submit the request and all four copies of the summons to the Tour Commander for review. The officer may retain a copy.
- 3). The Tour Commander will forward the request to the Records Bureau.
- 4). The Records Bureau will forward the request to Municipal Judge.

d. The officer will:

- 1). Turn in the white and blue copies of the summonses to the Tour Commander, who should also review all summonses for accuracy and completeness.
- 2). Retain the yellow copy for his records.
- 3). Serve the hard copy to the defendant:
 - a). A summons will normally be issued to a violator at the time of the motor vehicle stop.
 - b). A summons must be issued within the statute of limitations as specified in 39:5-3. If a summons is to be mailed, the officer will complete the summons, address an unsealed envelope to the defendant and submit both items to the Tour Commander, who will forward the items to the Record Bureau to be sent as Certified Mail / Return Receipt.

e. The Tour Commander will disseminate the copies as follows:

- 1). Non Arrest: white copy to the Records Bureau, Records will send to the Court.
- 2). Arrest: white copy of the summons with the pink copy of the Bail Receipt and a copy of the Arrest Report to the Records Bureau and the green copy of the Bail Receipt with the money into the safe.
- 3). Blue to the Record Bureau

f. All summonses issued will be recorded in the Computer Aided Dispatch (CAD) system.

- g. Accepting Citizen Motor Vehicle Complaint on the Special Complaint Form SF-1 as per Court Rule 7:2-2.
 - 1). The citizen complainant will complete a sworn affidavit. The affidavit will be forwarded to the Records Bureau with the completed complaint, as specified in section b, c and d below. Records will forward the affidavit to the Court with the blue, white, pink, and defendant's (hard yellow) copy of the complaint (SF-1).
 - 2). The complainant will place their information, the defendant's personal information and vehicle description and license plate number in the area marked "description of offense".
 - 3). The officer will place only the case number, summons, defendant and complainant's information on a Traffic Subpoena. The subpoena will be completed and issued by the Court with the scheduled Court Date.
 - 4). The complainant will sign the Special Complaint Form (all copies).
 - 5). After the Court has determined probable cause, the Court will complete the Probable Cause & Issuance section.
- h. **Physical arrest** - this form of enforcement action is to be used in the case of only the most serious of motor vehicle violations.
 - a. In accordance with Title 39:5-25, police **may not** routinely arrest a motorist for a minor motor vehicle violation. An arrest is only authorized under the following two conditions (established in State of New Jersey v. Pierce):
 - 1). Protect public safety (i.e. "serious" motor vehicle violations). A serious motor vehicle violation is one that poses a "grave danger" to the public and includes a provision for license suspension. Examples include, but are not limited to the following:
 - a). Driving while Intoxicated DWI;
 - b). Possession of CDS in a Motor Vehicle;
 - c). Driving while Suspended or Revoked;
 - d). Speeding;
 - e). Reckless Driving;
 - f). Careless driving;
 - g). Leaving the Scene of an Crash with Death or Serious bodily injury; and
 - h). Willfully disabling and abandoning vehicles.

- 2). Assure the motorist will respond to a summons (Rules 7:2-2(b) & 3:3-1(c)) or appear for court.
 - a). Defendant has been served with a summons and has failed to appear;
 - b). There is reason to believe that the defendant is dangerous to self, other persons, or property;
 - c). There is an outstanding warrant for the defendant;
 - d). Defendants identity or address is not known and a warrant is necessary to subject the defendant to the jurisdiction of the court;
 - e). There is reason (articulable) to believe that the defendant will not appear in response to a summons.

b. When arresting the driver of a motor vehicle for an allowable offense (see above) the officer shall follow department policy in regards to the following:

- 1). Completion of an investigation report;
- 2). Completion of an arrest report;
- 3). Completion and issuance of a criminal complaint (complaint warrant, compliant summons, or special form complaint summons);
- 4). Taking a written or verbal statement from the accused.
- 5). Fingerprinting; and
- 6). Photographing.

C. Officers should strive to make each traffic contact educational. It is the Department's intent to leave violators with the feeling that officers have performed a necessary task in a professional and friendly manner.

III. Traffic Law Violations by Special Classes of Violators

- A. The procedures outlined in Section I of this policy shall also be used in performing traffic enforcement related activities with any of the following special classes of drivers/violators. Listed below are additional "special" considerations an officer should take into account.
- B. **Non-Residents** - This agency draws no distinction between Borough residents and non-Borough vehicle operators. Traffic enforcement should be fair and impartial. Traffic enforcement encounters with out-of-state residents should be handled with NJSA 39:3-15 and NJSA 39:3-17 in mind concerning licensing and registration issues.

- C. **Juveniles** – Regarding juveniles, NJSA 2A:4A-23 specifically excludes violations of chapters 3, 4, 6, and 8 of Title 39 as delinquent conduct. Therefore, any such motor vehicle violation alleged against a juvenile of any age can be heard in Municipal Court. Officers may issue a motor vehicle summons to the juvenile for a violation. Officers may take a juvenile into custody for those violations which would warrant the arrest of an adult.
1. Where a traffic summons has been issued to a juvenile under the age to lawfully obtain a permit, the issuing officer shall ensure that the juvenile's parent or guardian is notified. For minor offenses, this notification can be made by telephone.
- D. **Legislators** - Members of the United States Congress going to, coming from, or while attending sessions, are immune from arrest, except for crimes of the first, second, or third degree (U.S. Constitution, Article I, Section VI). Members of the State Senate and Assembly going to, coming from, or while attending sessions, are immune from arrest, except for crimes of the first, second, or third degree (N.J. Constitution, Article IV, Section IV, Paragraph 9). For enforcement purposes, members of the U.S. Congress and the State Senate and Assembly will be treated in the same manner, and with the same courtesies, that would be extended to other persons claiming immunity.
- E. **Foreign Diplomats and Consular Officials** - Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two (2) classes of immunity: Foreign Diplomats and Consular Officials. Any of the following contacts with a Foreign Diplomat and Consular Official will require notification to the United States Department of State at 202-647-4000.
1. **Traffic summons** – Foreign Diplomats and Consular Officials may be given a verbal warning or issued a traffic summons for motor vehicle violations. For enforcement purposes, Foreign Diplomats and Consular Officials will be treated in the same manner, and with the same courtesies, that would be extended to other persons claiming immunity.
 2. **Physical arrest** – Foreign Diplomats (Diplomatic agents and members of administrative and technical staff) may not be arrested or detained. Reasonable restraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts. Career Consular Officers may be arrested and detained only for an indictable offence pursuant to a warrant. Honorary Consular Officer and Consular Employees may be detained and arrested.
- F. **Military Personnel** – Military Personnel who are passing through our service area may be treated as non-residents or if from our service area, as residents. However, if any active member of the United States armed services commits a serious offense necessitating an arrest, the appropriate Provost Marshal's Office will be notified by the Chief of Police or his designee. Military personnel, who are passing through our service area, while operating military vehicles, are exempt from certain moving violations in accordance with N.J.S.A. Title 39:4-103.

IV. Uniform Enforcement Policies

- A. **Driving While Intoxicated** - Driving While Intoxicated (DWI) is a serious offense. Each year more than half a million people are injured and over 13, 000 are killed in DWI related crashes. Officers of this agency will patrol diligently to apprehend any driver suspected of driving while under the influence of alcohol or drugs. Any driver found to be operating their vehicle in violation of the state's DWI laws should be arrested and prosecuted under the fullest extent of the law.
- B. **Driving Privilege Suspended or Revoked.**
1. Motorists operating with suspended/revoked driver's licenses and registrations shall be treated uniformly and issued summonses for the suspended/revoked infraction and the precipitating violation that contributed to the stop, if applicable.
 2. Further check the motorist through the DMV History files to determine the reason for the suspension(s).
 3. Drivers with suspended/revoked driver's licenses/registrations shall be checked for warrants through NJWPS and ATS/ACS. The suspension may be from their failure to appear for previously issued summonses.
 4. Drivers with active warrants shall be arrested and made to post the required bail or appear before a judge.
 5. 2C:40-26. Operating motor vehicle during period of license suspension, fourth degree crime.
 - a. The operator of a motor vehicle is in violation of a 4th degree crime when; (a) they have committed a 2nd offense 39:3-40 for the same suspension for a first offense DWI or (b) a 39:3-40 for a suspension issued for a second or third offense DWI.
 - b. The 39:3-40 violator may be arrested with authorization of the shift supervisor and charged with 2C:40-26 for this violation, in addition to the issuance of a motor vehicle violation for 39:3-40.
 - c. It is imperative that the enforcing officer be clear as to the information contained on the drivers abstract. Should doubt exist as to the cause of the violator's suspension, the violator should NOT be arrested until such time the driver's abstract can be reviewed by the municipal prosecutor, generally during the first appearance of the violator in municipal court.
 - d. Should the municipal prosecutor determine the suspension fits the criteria of 2C:40-26, the violator can be charged accordingly and processed as an arrest.
- C. **Speed Violations** - Excessive speed is the second greatest cause of death and injury on the American highways. Uniform methods of enforcement of speed laws should be applied by all officers and range from a warning for minor violation to a traffic summons for serious violations. Procedures for the enforcement of laws applying to speed will vary in accordance with the type of equipment used.
1. Pacing - The officer should follow the vehicle being paced at a constant interval for an adequate distance to obtain a reading on the speedometer

indicating a speed exceeding that posted. All speedometers must be calibrated annually in accordance with Division of Criminal Justice recommendations.

2. Radar - Radar may be utilized whenever possible for speed enforcement with concentration on specific known problem areas.

D. Hazardous Violations.

1. Hazardous violations greatly contribute to the crash rate. Addressing these violations will specifically have a positive impact upon the number of crashes within the Borough. These violations include, but are not limited to:
 - a. Speeding
 - b. Careless driving
 - c. Reckless driving
 - d. Unsafe lane changes
 - e. Following too closely
 - f. Failure to obey a traffic control device
 - g. Improper turns
 - h. Any moving violation at an intersection where pedestrians may be present
2. Officers shall strive to issue summonses for the exact violation and not group all enforcement activity into the category of careless driving.
3. Officers shall aggressively seek opportunities to enforce these violations throughout their tours of duty.

E. Off Road Vehicle Violations.

1. The New Jersey Motor Vehicle Code does not draw any distinction between operating a vehicle on private or public property or roadways when enforcing DWI, revoked/suspended violations, careless or reckless driving.
2. Operators are generally permitted to operate unregistered vehicles on private property, but the vehicle(s) must still be insured in the State where they are principally garaged.
3. The Borough of Fort Lee and County of Bergen prohibit off road vehicle operation in parks.
4. Summonses should be issued when possible for these violations, vehicles may be removed by owners or towed if operators are not permitted to do so.

F. Equipment Violations.

1. Officers need to determine the extent to which equipment violations hamper the continued safe operation of the vehicle. Violators should be issued summonses for the necessary equipment violation(s) and be permitted to leave. Violations that render the vehicle unsafe for continued operation shall not be permitted to be driven away.
2. See Volume V, Chapter 8, Towing and Impounding of Motor Vehicles for guidance on when to impound a vehicle or allow it to remain parked.

G. Public Carrier / Commercial Vehicle Violations.

1. NJSA 39:5-25 requires that the operator of a bus or street car while operating upon their approved route cannot be arrested, except for DWI violations.
2. Officers shall not unduly delay bus/street car operators when enforcing traffic laws.
3. When issuing equipment violations to operators of public carriers or commercial vehicles, the summons may be issued to the driver and/or owner of the vehicle. (Note: New Jersey Statutes specifically require that a summons be issued to a person and not a company or corporation. If the officer wishes to issue a summons for equipment violations to the owner of the commercial vehicle, he/she needs to identify an agent or owner of the company/corporation.
4. Municipal police officers are not authorized to weigh vehicles. If there is any reasonable suspicion or probable cause to suspect a vehicle is overweight, contact the New Jersey State Police Weight Enforcement Team or Bergen County Police Departments Weight Teams. Summonses must still be issued for return in Fort Lee.

H. Non-Hazardous Violations – Generally, a violator may receive a summons or a warning for non-hazardous violations. Where in the opinion of the officer the violation is intentional, flagrant, or hazardous the officer should issue the violator a summons for the violation.

I. Multiple Violations – Officers are encouraged to issue summonses for any and all violations that they discover during a motor vehicle stop. Multiple violations cannot appear on the same summons. Each violation shall result in a separate summons. (For example: Failure to exhibit a driver's license, registration, or proof of insurance would result in 3 separate summonses and not one summons with all three violations checked off.)

J. Newly Enacted Laws or Regulations – Motorists may not be aware of recently enacted laws and regulations. Officers are granted wide discretion when enforcing new laws, ordinances, and regulations. A period of warnings is generally considered the best practice. Unless specifically required by statute and/or Attorney General or Prosecutor, the warning period should not exceed 30 days.

K. Violations Resulting in Traffic Collisions - Officers should issue a traffic summons as a result of all motor vehicle collisions that involve personal injury, property damage, leaving the scene of the collision, and other related serious

violations. All other collisions an officer should use their discretion in deciding to issue a summons to the driver of the vehicle deemed to have caused the collision due to the violation of a traffic law.

1. **Collision Citation Rate:**

- a. The Collision Citation Rate is the number of collisions where summonses have been issued, divided by the total number of collisions investigated. Northwestern University Traffic Institute considers any rate below 30% as ineffective and a rate at or above 55% as satisfactory.
- b. Police officers have the responsibility of investigating and reporting on motor vehicle collisions as a basic and necessary duty intended to help reduce the number of collisions, deaths and injuries. Collisions should be thoroughly investigated and, if appropriate, summonses should be issued if the requisite probable cause is present.
- c. The Traffic Commander shall continually monitor the collision citation rate.

L. **Pedestrian and Bicycle Violations** – Where moving violations are observed involving persons operating bicycles, all applicable laws will be strictly enforced. In those areas where traffic flow is minimal, visibility is unobstructed, and traffic accident occurrences are low, officers should exercise discretion in the type of enforcement action taken. Officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers will concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and severe, and will cite those persons committing substantial violations, when appropriate.

M. **Parking Enforcement.**

1. All State and County laws and municipal ordinances regarding parking shall be enforced with reasonableness and impartiality in all areas of the Borough. Parking enforcement is part of a police officer's daily duties.
2. Officers, using their best judgment and discretion, may issue a verbal warning, or a uniform traffic ticket to vehicles found to be in violation, depending on the nature of the violation, position of the vehicle and/or any hazard that the vehicle is causing.
3. Officers should be alert for any unlawfully parked vehicles disrupting the flow of traffic and should take corrective action.
4. If a hazardous condition exists due to the unlawfully parked vehicle, officers may tow the vehicle. No vehicles should be towed unless a summons has been written for the appropriate parking violation.
5. NJSA 39:4-56.5 defines an abandoned vehicle. Abandoned vehicles on public roadways shall be impounded to expedite the safe flow of traffic.

Abandoned vehicles may be impounded from quasi public property (shopping malls and parking lots) in accordance with Borough Ordinance, by the property owner.

6. Officers shall write legibly and indicate the correct statute or ordinance number on the summons. All summonses shall be submitted prior to the end of their tour of duty so that they may be filed with the Court Clerk.
7. Vehicles may be given limited permission to park in violation of municipal ordinances, with the permission of the Chief of Police.
8. Parking laws and ordinances must be strictly enforced when inclement weather is anticipated, such as snow storms, etc.
9. As agents of the Borough, officers may impound vehicles from public property if they are abandoned, unregistered, or if the vehicle is blocking traffic lanes. Officer may also impound vehicles from municipal parking lots that have been parked in violation of permit parking requirements or overtime at a meter 48 hours after the vehicle is discovered in violation. The tires should be marked to verify its not being moved.

V. Procedures for Motor Vehicle Stops

- A. In preparing to stop a motorist, officers will consider the existing conditions, including, but not limited to, the roadway design, the road conditions, weather, lighting, and the current traffic flow, in order to create the safest possible environment for the traffic stop.
- B. Once a violator has been selected to be stopped, officers will use the patrol car's emergency lights and other necessary equipment to make the stop. Upon stopping, the patrol vehicle will be positioned in a way to afford maximal protection to the officer and to the violator's vehicle during the stop. At all times, officer safety will be considered.
- C. In most instances, the violator will be directed to pull to the far right side of the roadway to stop. However, officers will be prepared to deal with the driver who stops elsewhere, possibly creating a hazard.
- D. Upon initiating the traffic stop, officers will notify the dispatch center of their location, number of occupants in the vehicle and a description of the vehicle being stopped, including its registration state and number. The dispatcher will acknowledge the message prior to the officer's approaching the violator's vehicle.
- E. When walking to the violator's vehicle, officers will approach with caution and position themselves in a safe location to communicate effectively with the driver and still view any other occupants of the car. Officers will be aware that any traffic stop can elevate to a high-risk situation at any time.
- F. In greeting the violator, officers will present a professional image and treat the motorist with respect and courtesy. This will include giving a greeting, identifying them-selves by rank and name, providing the reason(s) for the stop, and requesting the motorist's papers. During the course of the contact, officers will remain cognizant that criminal activity unrelated to the traffic stop may be present and as a result may warrant additional enforcement action.

- G. The contact will be closed once appropriate law enforcement action has been undertaken and there is no articulable reasonable suspicion that the occupants have committed, are committing, or are about to commit a further crime or offense.
- H. If a consent search is requested, the motorist will be informed of his/her right to refuse to permit the search. Such a request will occur after the violator's driver's license and registration card have been returned in order to ensure that if the motorist consents to the search, there is no question as to its voluntariness.
- I. Upon closure of the contact, officers will thank the motorist for his/her cooperation; if appropriate, will provide the violator with information as to how to respond to the chosen enforcement action(s); and will assist the violator in pulling safely back into traffic.
- J. In the event the violator encounter is an unknown or high risk motor vehicle stop, officers will take additional pre-cautions by keeping the dispatch center informed, by utilizing the public address system to instruct the occupant(s) of the vehicle, by requesting backup officers, by having firearm and other law enforcement tools at the ready, by affording protection to nearby innocent citizens, and by keeping themselves in a safe position while accomplishing the stop.
 - 1. **Unknown Risk** - Unknown risk vehicle stops involve the action of an officer contacting a vehicle during the normal course of duties under circumstances, which do not immediately indicate an immediate threat to the officer. All vehicle stops should be considered to have some type of risk. Officers should use heightened awareness when approaching all vehicles and should also keep in mind the dangers that are posed by other vehicles in the area.
 - 2. **High Risk** - The following procedures may be employed when an officer initiating a vehicle stop has reason to believe that the occupants may be armed and dangerous:
 - a. When planning to stop the suspect vehicle, the officer shall notify the communications center; describe the nature or reason for the stop; provide information on the vehicle, license plate number and number of occupants; and request appropriate assistance to make the stop.
 - b. An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time or the urgency of the situation demands immediate action.
 - c. After selecting an appropriate location and with adequate support units in position, the officer should signal the suspect to stop.
 - d. Officers should position their vehicles approximately 30 feet behind the suspect vehicle, in positions that will maximize opportunities for cover and in a manner that will illuminate the interior of the vehicle to the occupants' disadvantage.
 - e. The officer initiating the stop, or the officer with the best observation point, should issue verbal commands to vehicle occupants through

the vehicle's public address system, if available. Only one officer shall issue commands.

- f. Once the suspect vehicle has stopped, officers should exit their vehicles quickly and assume positions of cover.
- g. The officer in charge shall first identify himself and then notify the occupants that they are considered to be armed and dangerous and that all instructions are to be followed without hesitation or suspicious movements.
- h. The operator of the suspect vehicle should be ordered in separate commands to do the following: lower his window, remove the ignition keys with his left hand, drop them on the ground, open the door from the outside, step out of the vehicle, turn completely around, face away from the officers, walk backward until commanded to stop and lie face down on the ground with hands stretched far to the sides. Subsequent occupants should be similarly commanded until all are in position to be handcuffed and searched.
- i. With appropriate cover, officers should then approach the suspect vehicle to inspect the passenger compartment and trunk.

VI. Procedures for Traffic Direction

- A. **Scenes of Traffic Collisions** - Officers directing traffic at scene of an accident will route traffic safely around wrecked vehicles and debris. Wearing high visibility vests or rain coats, officers will maintain an orderly flow of traffic until wreckage is cleared. Maximum use of emergency lights and flares/cones is strongly encouraged at accident scenes.
- B. **Manual Traffic Direction and Control** - Posture serves to communicate the fact that the officer is in command of the situation. The officer must therefore assume a military bearing, with his/her weight evenly distributed on both feet. When not engaged in signaling motorists, the officer must stand at ease facing the traffic and with hands at their side. When directing traffic, the officer's shoulders must be in line with the flow of traffic and their attention must be directed to the vehicular movements.
 - 1. **Hand Signals** - Prompt compliance to hand signals are dependent upon the officer's ability to use uniform, clearly defined and understandable gestures.
 - a. **Stopping Traffic** - Two clearly defined motions are required to stop traffic. First, the officer selects the vehicle to be stopped. Looking directly at the driver, the officer points at the driver with the arm fully extended. The position is retained until the officer is observed by the driver. The officer then raises their hand so that the palm is toward the driver and the arm is slightly bent at the elbow. The officer maintains this position until the oncoming traffic has stopped. With the one arm still raised, the officer turns their head and repeats the procedure with their other hand to stop the traffic moving in the opposite direction. The arms are not lowered until all traffic has

been stopped.

- b. **Starting Traffic** - To start vehicular movement on the cross street, the officer pivots a quarter of a turn to place his/her shoulders parallel with the vehicles waiting to move. When the intersection is cleared, the officer turns their head to one side facing the waiting traffic. The officer attracts attention by pointing to the lead car. Then, turning the palm inward, the hand is brought up and over to the chin, bending the arm at the elbow. If the driver's attention has been properly obtained, it will be necessary to make only a few motions. After traffic begins to move, the arm is dropped to the side. The opposing traffic is then started in the same manner, but with the other arm.
- c. **Turning Traffic** - Point towards driver, motion to start, other hand pointing in the direction of turn.
- d. **Dangerous Condition** – Stop all traffic and address the condition with all traffic stopped.
- e. **Flashlight signals during darkness.**
 - 1). Due to reduced visibility officers should be extra cautious when directing traffic at night. The emergency lights and flares should be utilized to warn approaching motorists of the officer's presence. Also, officers should be aware that being back lit by bright lights may reduce the ability of approaching motorists to see them.
 - 2). The red flashlight baton should be used to enhance signals given with a flashlight.
 - 3). The beam of the flashlight may be aimed at and across the pavement in front of approaching cars as a signal to stop.
 - 4). The beam may be rapidly flashed in the direction of the approaching vehicle to get the driver's attention.
 - 5). The beam should be moved along the roadway in a small come-along arc to indicate the path the vehicle should precede.

C. **Scenes of Critical Incidents** - Officer(s) shall be assigned to direct and control traffic in and around the scene of fires and other critical incidents to restrict vehicular and pedestrian movements. The duty supervisor should establish traffic posts as necessary in order to keep non-emergency personnel from entering the scene. The duty supervisor should consult with the O.I.C. to coordinate the efforts of the two agencies.

- 1. Blocking off streets a sufficient distance from the scene to allow emergency workers to move freely about in order to perform their duties with maximum efficiency.

2. Emergency workers, including fire reserve personnel and EMS should be allowed access to the scene in their personal vehicles; but shall be directed to park the vehicles in a manner as to not obstruct rescue apparatus.
 3. Officers responding to a scene, especially the initial responders, should park their vehicles in such a manner so as not to become blocked in at the scene or block fire hydrants
- D. **Adverse Road and Weather Conditions** - While directing traffic during darkness or adverse weather conditions, police vehicles should be parked as safely as possible and if used for traffic control their overhead emergency lights will be in operation. Officers should utilize high visibility type rain gear for safety. Requests for assistance from the fire department and utility companies should be made as soon as possible. If necessary, the use of temporary traffic control devices should be considered. Any temporary traffic control device should be utilized as outlined within this policy.
1. Hazardous road conditions include, but are not limited to:
 - a. Debris in the roadway from vehicles, trees, etc.
 - b. Acts of nature, such as fog, snow, ice on roadway.
 - c. Engineering hazards such as roadway undermining or cave-ins and construction zone hazards.
 2. Upon discovering a hazardous road condition, officers shall notify the communications center, who in turn will notify the appropriate agency and/or person for the purpose of correcting the condition.
 - a. Officers should provide traffic control services and scene protection in the vicinity of hazardous road conditions, as appropriate.
 - b. Officers are responsible for reporting any hazardous road conditions and taking contingency action until the hazard has been abated.
- E. **Manual Operation of Traffic Control Devices** - Manual operation of traffic control signal lights is generally permissible. Traffic vehicles, some patrol vehicles and the road supervisor's vehicle have traffic box key's, there is also a key in the key-box at the desk. Officers should advise a supervisor that they are in need of manually operating the traffic light, obtain a key if they are not in possession of one, open the box and switch it into manual mode to control traffic flow at the intersection with the manual button.
1. If a signal has a sensor; after the light is put back into automatic mode the street must clear of traffic for the sensor to pick up the movement of approaching vehicles to trip the cycle sequence.
- F. **Temporary Traffic Control Devices** - The following outlines the use of temporary traffic control devices:
1. Temporary traffic control devices are utilized for channeling of traffic patterns, roadblocks, special enforcement programs, detours, road construction, etc., and include, but are not limited to:

- a. Movable barricades.
 - b. Traffic cones.
 - c. Portable signs.
 - d. Road flares.
 - e. Other devices intended for temporary deployment to assist the safe and efficient movement and control of vehicular and pedestrian traffic.
2. Temporary traffic control devices may be deployed in support of traffic direction and control activities. As soon as practicable, following termination of the need for the temporary traffic control device, the duty supervisor must ensure their removal/deactivation.
 3. Temporary traffic control devices should be placed in such a manner to adequately warn approaching traffic of the pending traffic hazard or condition. Officers should avoid the placement of devices in the roadway where there is limited sight distance. Vehicles must have enough sight distance to see the devices in order to effectively, and safely, slow or stop their vehicles. Sight/stopping distance could be affected by the following:
 - a. Speed.
 - b. Weather (fog, rain).
 - c. Topography (hills, curves).
 - d. Other conditions such as smoke from fires, etc.
- G. **High-Visibility Safety Apparel** – In accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and applicable CALEA accreditation standards all officers shall wear high-visibility safety apparel during any of the following activities:
1. Whenever they are exposed to moving traffic, work vehicles or construction equipment;
 2. When they are directing motor vehicle traffic; or
 3. When they are in a roadway controlling motor vehicle traffic.

The apparel must meet the requirements of either ANSI/ISEA 207-2006 or the Performance Class 2 or 3 requirements of ANSI/ISEA 107-2004, the American National Standard for High Visibility Safety Apparel.

VII. Use of Road Flares

- A. Officers should utilize road flares for the purpose of identifying highway hazard conditions, to include such hazards as disabled vehicles, motor vehicle crashes, roadblocks, checkpoints, obstructions in the roadway, etc. Flares must be handled

properly or they may pose a risk of serious injury to the officer and others. Flares should be used as follows.

1. Expose the abrasive surface located beneath the cap top.
2. Remove the cap by twisting and pulling the cap from the road flare.
3. Deploy the wire legs before igniting the flare.
4. Hold the flare near its base and rub the abrasive surface of the cap against the exposed chemical surface of the flare.
5. Point the flare away from your face and body while igniting and after ignition pointing it down wind.
6. Place flare on the ground at an approximate 45 degree angle to the roadway.
7. When walking near flares, avoid walking near the ignited side to minimize potential injuries.
8. When flares are no longer required, they should be extinguished so as not to pose a hazard when left unattended.
9. When extinguishing a highway flare, keep it away from your face and body. Push the ignited end into the ground or roadway surface and twist it with a downward motion or smother it.
10. Discard the extinguished flare in a safe manner or in an acceptable container.
11. When leaving flares unattended, make arrangements to check back on the flares within 30 minutes to ensure it had extinguished itself or to ignite more flares.
12. Never place flares on grassy or wooded areas; always place on the road surface.
13. Never use highway flares in the vicinity of suspected spills or vapors that may be composed of flammable or combustible materials.

VIII. Request for Driver's Re-Examination

- B. If a police officer encounters a driver who appears to be physically and/or mentally incapable of operating a motor vehicle, the officer will notify the New Jersey Motor Vehicle Commission (NJMVC) using the MR-5 Driver Examination and/or Medical Evaluation Request form provided by the NJMVC.
- C. All of the information boxes on the form must be completed in detail. The officer will submit the form to his or her supervisor for review and approval. The supervisor will be responsible for submitting the form to the NJMVC. A copy of the form will be retained by the agency in Records.
- D. If the driver's condition is such that continued operation of the motor vehicle will imminently endanger the motoring public, or the driver himself, further operation

will not be allowed. The vehicle should be safely secured by parking it legally, if possible, or by impoundment and arrangements made for the operator. If a medical condition is present and requires the need of emergency attention an ambulance will be dispatched to the location.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 3	CHAPTER: 2	# OF PAGES: 11	
SUBJECT: USE OF FORCE			
BY THE ORDER OF: Thomas O. Ripoli Chief of Police		ACCREDITATION STANDARDS: 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7 1.3.8, 1.3.11b	
Effective Date: 07/27/2012		Supersedes: All Previous	

PURPOSE The purpose of this policy is to establish procedures regarding the lawful use of force and to maintain compliance with guidelines and directives promulgated by the New Jersey Attorney General, the Bergen County Prosecutor, and existing statutory and case law.

POLICY Law enforcement officers have been granted the extraordinary authority to use force when necessary to accomplish lawful ends. That authority is grounded in the responsibility to comply with the laws of the State of New Jersey regarding the use of force and to comply with the provisions of this policy. In situations where officers are justified in using force, the utmost restraint should be exercised. The use of force should never be considered routine. In determining whether to use force, officers shall be guided by the principle that the degree of force employed in any situation should be only that, which is reasonably necessary. Officers should exhaust all other reasonable means before resorting to the use of force. It is the policy of the State of New Jersey and this department that officers will use only that force that is objectively reasonable and necessary when force is necessary to accomplish lawful objectives.

This policy reinforces the responsibility of law enforcement employees to take those steps possible to prevent or stop the illegal or inappropriate use of force by other employees. Employees are encouraged to do whatever they can to interrupt the flow of events before other agency employees do something illegal and before any official actions are necessary.

Deciding to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by officers. It is a decision that can be irrevocable. It is a decision that must be made quickly and under difficult, often unpredictable and unique circumstances. Officers whose actions are consistent with the law and the provisions of this policy will be strongly supported by the law enforcement community in any subsequent review of their conduct regarding the use of force. Conversely, officers whose actions are contrary to law and the provisions of this policy may be subject to disciplinary action, up to and including criminal prosecution and/or termination.

PROCEDURES

I. Definitions

- A. **Constructive Authority** does not involve actual physical contact with a subject, but involves the use of officers' authority to exert control over a subject.
 - 1. Examples include verbal commands, gestures, warnings, and un-holstering weapons.
 - 2. Pointing a firearm at a subject is an element of constructive authority to be used only in appropriate situations.
- B. **Physical Contact** involves routine or procedural contact with a subject necessary to effectively accomplish a legitimate law enforcement objective.
 - 1. Examples include, guiding a subject into an agency vehicle, holding the subject's arm while transporting, handcuffing a subject and maneuvering or securing a subject for a frisk.
- C. **Physical Force** involves contact with a subject beyond that which is generally utilized to affect an arrest or other law enforcement objective. Physical force is employed when necessary to overcome a subject's physical resistance to the exertion of an officer's authority or to protect persons or property.
 - 1. Examples include, wrestling a resisting subject to the ground, using wrist locks or arm locks, striking with the hands or feet, or other similar methods of hand-to-hand confrontation.
- D. **Mechanical Force** involves the use of some device or substance, other than a firearm, to overcome a subject's resistance to the exertion of an officer's authority.
 - 1. Examples include the use of a baton or other impact weapon, canine physical contact with a subject, or chemical or natural agent spraying.
- E. **Deadly Force** is force which officers use with the purpose of causing, or which an officer knows to create a substantial risk of causing, death or serious bodily harm. Purposely firing a firearm in the direction of another person or at a vehicle, building or structure in which another person is believed to be constitutes deadly force.
 - 1. A threat to cause death or serious bodily harm, by the production of a weapon or otherwise, so long as the purpose is limited to creating an apprehension that deadly force will be used, if necessary, does not constitute deadly force.
- F. **Reasonable Belief** is an objective assessment based upon an evaluation of how reasonable officers with comparable training and experience would react to, or draw inferences from, the facts and circumstances confronting and known by the officers at the scene.
- G. **Law Enforcement Officer/Officer** is any employee sworn to enforce the criminal laws of the State of New Jersey, who is certified by the Police Training Commission, or is currently employed by the Fort Lee Police Department and is authorized to carry a firearm under NJSA 2C:39-6.

- H. **Imminent Danger** describes threatened actions or outcomes that may occur during an encounter absent action by officers. The period of time involved is dependent on the circumstances and facts evident in each situation and is not the same in all situations. The threatened harm does not have to be instantaneous. For example, imminent danger may be present even if a subject is not at that instant pointing a weapon at officers, but is carrying a weapon and running for cover.
- I. **Substantial Risk**: Any discharge of a firearm entails some risk of an unintended outcome. A substantial risk exists when officers disregard a foreseeable likelihood that innocent persons will be endangered. For example, firing a weapon into a confined space (room, vehicle, etc.) occupied by innocent persons exposes those persons to a substantial risk of harm.
- J. **Serious Bodily Injury** means bodily injury, which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- K. **Employee** shall mean all employees of the Fort Lee Police Department regardless of sworn status, job title, or assignment.

II. **Authorization and Limitations**

A. **Use of Less Lethal and Mechanical Force**

1. Officers may use physical force or mechanical force in the performance of their duties when they reasonably believe that the use of force is immediately necessary in the following situations:
 - a. To protect themselves or others against the use of unlawful force by another person and the officer's immediate intervention is necessary, or;
 - b. To prevent another from committing suicide or inflicting serious bodily harm upon oneself, or;
 - c. To prevent the commission or consummation of a crime or offense involving or threatening bodily harm, damage to or loss of property or a breach of the peace, or;
 - d. To prevent the escape of an arrested person from custody, or;
 - e. To make the lawful arrest of any person for an offense or crime under the laws of the State of New Jersey. The use of less lethal force to make an arrest however is not justifiable unless;
 - 1) The arrest is lawful, and the officers make known the purpose of the arrest or reasonably believe that their identity and purpose are otherwise known by or cannot reasonably be made known to the person to be arrested, and;
 - 2) When the arrest is made under a warrant and the warrant is valid or reasonably believed by the officer to be valid.

2. Once all resistance or physical force being used to resist or prevent officers from carrying out their duties has ceased, use of further force on the officers' part shall cease.
 3. When the officer reasonably believes that less lethal force is immediately necessary, the officer should assess the totality of the circumstances and apply the minimum force necessary to overcome resistance when an individual is using or threatening to use force unlawfully, and bring the situation under control in the safest manner possible.
- B. Due to the potential for unintended serious injury or death, the use of sleeper holds or other similar neck/vascular restraint techniques is not authorized.
- C. Use of Less Lethal Weapons
1. Authorized Batons
 - a. Batons are defensive weapons that may be used when the justification for the use of less lethal force exists.
 - b. Once resistance ceases, the use of the baton as a less lethal weapon shall cease.
 - c. Batons shall only be used as instructed. Batons shall not be used to deliberately strike another with a degree of force intended to cause serious bodily injury or death unless the use of deadly force is justified.
 - d. Personnel must exercise special care in their use and avoid striking those potentially fatal areas of the body identified during training.
 2. Oleoresin Capsicum (OC) Spray
 - a. OC is permitted in less lethal force situations where the use of force is necessary and justified to apprehend or control an individual, and the use of the OC will facilitate the arrest with the minimum chance of injury to the officer, the arrestee, or innocent bystander.
 - b. OC must not be handled by children or unauthorized individuals.
 - c. OC has been found to be generally effective in controlling persons who are under the influence of alcohol and/or narcotics, persons highly agitated or motivated and those who are mentally unbalanced. The effects of OC vary with different types of individuals. Therefore, officers must be continually alert to the possibility that other means may be necessary to subdue a resistive or noncompliant subject or attacker.
 - d. OC has been found to be effective against aggressive animal attack and may also work well against attacking dogs. Caution must be used when repelling dogs trained to attack and/or those who are extremely motivated. OC exposure to animals may not be effective and may cause the animal to be even more aggressive.

- e. OC should be sprayed directly into the target's face with the spray being directed to the eyes, nose, and mouth from as close as safely possible. OC should always be used in the upright position with short one-half to one-second bursts.
- f. Once resistance ceases, the further application of OC shall cease.
- g. Noncompliance with an officer's verbal commands may be considered justification for deployment where force is otherwise authorized.
- h. OC shall not be used in the immediate vicinity of infants or the elderly unless absolutely necessary.
- i. All persons who have been exposed to OC will at the earliest practicable time, be allowed to flush the affected area with cold/cool water,
- j. OC shall not be used on the operator of a motor vehicle unless the motor vehicle is first disabled (e.g. removal of keys from the ignition).

D. Use of Deadly Force

- 1. Officers may use deadly force when they reasonably believe such action is immediately necessary to protect themselves or another person from imminent danger of death or serious bodily harm.
- 2. Officers may use deadly force to prevent the escape of a fleeing suspect:
 - a. Whom officers have probable cause to believe has committed an offense that the suspect caused or attempted to cause death or serious bodily harm; and
 - b. Who will pose an imminent danger of death or serious bodily harm should the escape succeed; and
 - c. When the use of deadly force presents no substantial risk of injury to innocent persons.
- 3. If feasible, officers should identify themselves and state their intention to shoot before using a firearm.

E. Restrictions on the Use of Deadly Force

- 1. Officers are under no obligation to retreat or desist when resistance is encountered or threatened. However, officers shall not resort to the use of deadly force if they reasonably believe that an alternative to the use of deadly force will avert or eliminate an imminent danger of death or serious bodily harm and achieve the law enforcement purpose at no increased risk to themselves or another person.
- 2. Officers shall not use deadly force to subdue persons whose actions are only destructive to property.

3. Deadly force shall not be used against persons whose conduct is injurious only to them.
4. Officers shall not discharge a weapon as a signal for help or as a warning.
5. While any discharge of a firearm entails some risk, discharging a firearm at or from a moving vehicle entails an even greater risk of death or serious injury to innocent persons. The safety of innocent people is jeopardized when a fleeing suspect is disabled and loses control of their vehicle. There is also a substantial risk of harm to occupants of the suspect vehicle who may not be involved, or involved to a lesser extent, in the actions that necessitated the use of deadly force. Due to this greater risk, and considering that firearms are not generally effective in bringing moving vehicles to a rapid halt, officers shall not fire from a moving vehicle or at the driver or occupant of a moving vehicle unless they reasonably believe:
 - a. There exists an imminent danger of death or serious bodily harm to themselves or another person; and
 - b. No other means are available at that time to avert or eliminate the danger.
6. Officers shall not fire a weapon solely to disable moving vehicles.
7. Officers shall normally not fire a weapon into buildings, doors, windows, or other openings when the person being fired upon is not clearly visible.
8. Destroying an animal is justified only in the following circumstances:
 - a. Officers may use a firearm to destroy an animal where the animal presents an immediate threat to human life; or
 - b. Officers may use a firearm to destroy an animal that is so badly injured that humanity requires its relief from further suffering. If the injured animal is domesticated, officers should make every reasonable effort to notify an owner. The firearm discharge shall create no substantial risk to officers or third parties.
 - 1) When feasible, the officer should first obtain authorization from the road supervisor or tour commander.
 - 2) Officers shall be mindful that some animals have insufficient body mass to prevent a bullet from passing completely through their bodies. Therefore, officers must be cognizant of surrounding conditions, such as the composition of the material behind or below the animal, and nearby persons or structures that could be affected by a ricochet or deflection.
 - 3) When there is suspicion that the animal may be rabid, the point of aim should be the front shoulder area and not the head.
 - 4) Officers shall not touch an animal without first protecting themselves from blood borne pathogens.

III. Exhibiting a Firearm

- A. Officers shall not unholster or exhibit a firearm except under any of the following circumstances:
1. For maintenance of the firearm;
 2. To secure the firearm;
 3. During training exercises, practice or qualification with the firearm;
 4. When circumstances create a reasonable belief that it may be necessary for the officer to use the firearm;
 5. When circumstances create a reasonable belief that the display of a firearm as an element of constructive authority helps establish or maintain control in a potentially dangerous situation in an effort to discourage resistance and ensure officer safety;
 6. When ordered by a supervisor or other lawful authority.

IV. After Action Requirements

- A. Following the use of force, officers shall immediately evaluate the need for medical attention or treatment for the person upon whom the force was used and provide first aid to the extent of their training except where the application of first aid will expose the officer to immediate danger.
1. In any instance where deadly force is used, officers shall summon EMS and paramedics as soon as possible. While EMS and paramedics will not be permitted to enter an area that is not tactically secure, they should still be summoned to a secure area near the scene to expedite treatment for the person(s) once the scene is secure.
 2. If a baton is used, officers shall observe the affected subject(s) for obvious changes in condition or breathing and shall immediately summon medical assistance if the subject appears to be in need of medical aid.
 3. Following the use of OC, officers shall sit the subject upright and decontaminate the subject as soon as practicable. Personnel shall monitor subjects who had been exposed to OC staying alert to any obvious changes in condition or breathing and shall immediately summon medical assistance if the subject appears to be in need of medical aid.
 4. Decontamination procedures for exposure to OC consist of:
 - a. Once subjects have been secured, have ceased resisting, and are no longer a threat to officers, themselves, or others, every reasonable effort will be made to relieve discomfort.
 - b. Expose the subject(s) to fresh air as soon as possible and have them remain calm.
 - c. Flush affected areas with large amounts of fresh water.

- d. Have subject remove contact lenses and contaminated outer clothing; have the subject wash these items prior to reuse.
 - e. Do not apply salves, creams, oils, lotion, grease, or bandages to the exposed area. These remedies can trap the OC against the skin pr mucus membranes and cause irritation.
 - f. Summon medical assistance if the subject has medical problems and/or continues to have difficulty after the decontamination procedures.
 - g. Officers shall be on constant alert for medical problem(s) or difficulty that the exposed subject may experience. Officers shall also monitor for positional asphyxiation.
 - h. If the affected area(s) remain inflamed or discomfort continues beyond 45 minutes, arrangements may be made for medical treatment if necessary.
- B. Any person requesting and/or deemed in need of medical attention shall be transported to the nearest available emergency medical treatment center or hospital. Personnel shall contact EMS to request such transportation assistance.
- 1. Personnel should not ordinarily transport the subject in a Fort Lee PD vehicle.
 - 2. The extent of the injury and the treatment offered/provided shall be documented in the body of the Investigation Report.
- C. Under no circumstances shall agency employees sign or endorse any medical authorization for any person under arrest or in custody. These persons shall use their own medical insurance or the medical facility/hospital should seek remuneration from the appropriate indigent care funds.
- D. Unless unavailable, the road supervisor should respond to the scene of any use of force incident where, as the result of the application of force, officers, bystander, or the detainee/prisoner are injured, complain of injury or discomfort and require medical attention. Minimally, the tour commander shall be notified. The road supervisor shall:
- 1. Ensure that affected persons receive the necessary assistance, including medical attention;
 - 2. Remove the officer as soon as possible from the scene of the incident where serious injury or death resulted during any confrontation.
 - 3. When necessary, especially in a deadly force incident, notify the appropriate support staff, e.g. Chief of Police, command staff, Bergen County Prosecutor's Office, and Internal Affairs Commander, who should respond to the scene and cause the appropriate level of investigative and support services including, but not limited to: photographs, measurements, diagrams, statements, etc. When an injury or complaint of pain exists, officers should obtain photographic documentation to the extent possible.

- E. Any employee whose action(s) or use of force in an official capacity results in death or serious bodily injury to any person shall be removed from line-duty assignment pending an administrative review.
1. The administrative review shall normally be conducted by the appropriate tour/bureau commander and shall determine whether policy, training, equipment or disciplinary issues should be addressed.
 2. The Chief of Police may assign the administrative review to another unit/person at his/her discretion.
 3. Employees should be afforded the appropriate level of critical incident stress debriefing or counseling in comportment with agency policy.
 4. The employee may be assigned to administrative duties or placed on administrative leave as soon as practicable following the incident pending a complete investigation and review of the incident.
 - a. This reassignment is not considered a disciplinary action.
 - b. If a weapon is taken, another weapon should be issued to the officer unless circumstances dictate otherwise.
 - c. If any weapon(s) had been taken, the weapon(s) will be reissued once the case has been adjudicated by the Bergen County Prosecutor's Office and/or the Attorney General. Reissuing of duty weapons should be completed as soon as practicable after the incident has been cleared.
 5. The Chief of Police or designee may cause the employee to undergo a psychiatric/psychological evaluation and/or counseling by a mental health professional.

V. Notification and Investigation Requirements

- A. The Internal Affairs Commander, Chief of Police, and the Bergen County Prosecutor's Office shall be immediately notified when the use of physical, mechanical, or deadly force results in death or serious bodily injury, or when an injury of any degree results from the use of a firearm by agency personnel. The Prosecutor's Office will normally conduct the subsequent investigation into the use of force. The Prosecutor's Office shall also be responsible for the necessary notifications to the Division of Criminal Justice. DCJ may supersede the investigation where there may be a conflict or if the matter is better handled at the State level.
- B. The Division of Criminal Justice, Operations Bureau must be notified within twenty-four (24) hours of any force used by employees that involves death or serious bodily injury, or when an injury of any degree results from the use of a firearm by department personnel.
- C. All firearms discharges shall be reported to the Bergen County Prosecutor's Office (BCPO). This requirement extends to accidental discharges and in all on duty and off duty incidents, but does not extend to recreation, training and/or qualification discharges.

- D. The Internal Affairs Commander and the Bergen County Prosecutor's Office shall conduct the investigation whenever an incident occurs that involves a member of this department that has employed force that results in serious bodily injury or death.
 - 1. The Internal Affairs Commander or designee shall take charge of the scene as soon as practicable.
 - 2. The Internal Affairs Unit will be responsible for all phases of the investigation including photography, evidence gathering through the use of the Bergen County Sheriff's Office Bureau of Crime Scene Investigation, and statements.
- E. The Internal Affairs Unit shall only investigate any administrative violations surrounding the incident.
- F. The Bergen County Prosecutor's Office shall investigate any criminal violations surrounding the incident.
- G. If an employee's actions are of a criminal nature, the administrative internal investigation must cease.
- H. Copies of the reports shall not be distributed to anyone unless authorized by the Chief of Police or the BCPO.

VI. Reporting Requirements

- A. In all instances when physical, mechanical, or deadly force is used, whether on or off duty, each employees who had employed such force shall complete and submit
 - 1. Any investigative document made necessary by the nature of the underlying incident (Investigation Report, etc.); and
 - 2. A Use of Force Report (sworn officers only)
- B. In all instances where constructive authority results in the pointing of a firearm at another person, the facts and circumstances shall be reported on an Investigation Report.
- C. A written report is also required:
 - 1. In all instances whenever an employee discharges a firearm, for other than training or recreational purposes;
 - a. The employee shall first make a verbal report to the tour commander.
 - b. In the event of an accidental discharge, the tour commander shall also notify the Internal Affairs Unit, who will conduct an investigation.
 - c. On duty personnel shall submit the written report prior to the conclusion of the shift on which the incident occurred.

- d. Off duty personnel shall submit this report as soon as circumstances permit, but in no event shall the time exceed more than 16 hours after the incident occurred.
 - e. In the event an employee who has discharged a firearm is physically incapacitated or fatally injured and is incapable of submitting this report, the road supervisor shall prepare the report.
- 2. In all instances where an employee takes an official action that results in, or is alleged to have resulted in death or injury to another person.
 - D. The tour commander shall review the Use of Force incident for accuracy and completeness and shall promptly address any issues as they may pertain to policy changes, training, weapons or equipment, or discipline. Recommendations to modify policy; apply remedial training beyond what can be performed by the supervisor; change weapons, equipment, or tactics; or apply discipline shall be thoroughly documented and forwarded through the chain of command.
 - E. The Internal Affairs Commander shall also review these incidents to note any trends or issues that need to be studied, analyzed, and/or addressed.
 - F. The Internal Affairs Commander is responsible for completing the annual Use of Force Summary Report and submitting it to the Prosecutor's Office.

VII. Training

- A. All department personnel authorized to carry agency lethal and less lethal weapons shall be issued copies of, and be instructed in, this policy prior to being authorized to carry a weapon. The issuance and instruction shall be documented. This issuance and documentation may be accomplished electronically.
- B. Use of Force training shall be conducted concurrent with the biannual firearms training and qualification sessions. This training must reflect current standards established by statutory and case law, as well as State and County policy, directives, and guidelines. The training program will include the use of force in general, the use of physical and mechanical force, the use of deadly force, decision making skills; the limitations that govern the use of force and deadly force; and all applicable aspects of agency policies. All use of force training shall be documented. This training and documentation may be accomplished electronically.

**OPERATIONS
VEHICLE SAFETY BELTS
VOL. IV, CH. 13**

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

BOROUGH OF FORT LEE POLICE DEPARTMENT	EFFECTIVE DATE: 01-30-2006	REVISION DATE:	PAGE #:	SECTION:	APPROVED	VOLUME IV
VOLUME TITLE: OPERATIONS	# PAGES: 2					CHAPTER 13
ACCREDITATION STANDARD(S):	REFERENCE: V#C#					
SUBJECT: NAME VEHICLE SAFETY BELTS						DISTRIBUTION ALL
ISSUING AUTHORITY: _____						EVALUATION DATE:
CHIEF THOMAS RIPOLI						
ATTORNEY GENERAL:		Special Instructions				
PROSECUTOR'S OFFICE:						
REFERENCE:						

PURPOSE:

To minimize the possibility of death or injury as a result of accidents involving drivers and passengers in departmental vehicles.

POLICY:

All employees of the Fort Lee Police Department shall compliance with Title 39:3-76.2 by using the safety belts / passenger restraint systems installed by the vehicle manufacturer when operating or riding in any vehicle so equipped.

DISCUSSION:

There is available evidence indicating that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes, and assisting officers in maintaining proper control of their vehicles in pursuit and/or emergency high speed operations.

I. PROCEDURE:

- A. All persons, except where specifically exempted, shall use the safety belt restraining system while operating or riding as a passenger / prisoner in a departmental vehicle which the vehicle is in motion.

OPERATIONS
VEHICLE SAFETY BELTS
VOL. IV, CH. 13

1. All officers transporting prisoners should ensure that the individual under arrest is properly secured by the passenger restraint system with their hands handcuffed behind their back.
 2. All civilians riding in Fort Lee Police Department vehicles should be advised to utilize the passenger restraint system available.
 3. This policy shall not apply to persons occupying a seating position that is not equipped with a passenger restraint system, or any officer possessing a written note from a physician explaining that for medical or physical reasons the officer is unable to use the safety belt system. The written note must be filed with the Chief of Police before an exemption is granted.
- B. Unless a replacement vehicle is unavailable, no person shall operate a departmental vehicle in which any belt in the front seat is inoperable.
- C. There are circumstances in which use of safety belt restraining systems may hamper efficient conduct of police functions. A supervisor may grant exemption to this policy for specific situations in which they deem efficiency of operation outweighs the safety benefit.
- D. No employee of the Fort Lee Police Department shall modify, deactivate or otherwise tamper with the passenger restraint systems except when required for vehicle maintenance.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES			
VOLUME: 1	CHAPTER: 1	# OF PAGES: 12	
SUBJECT: WRITTEN DIRECTIVE SYSTEM			
BY THE ORDER OF: _____ Keith M. Bendul Chief of Police		REVISIONS: 	
REFERENCE: 		ACCREDITATION STANDARDS: 1.1.1	
EFFECTIVE DATE: 06/03/2016		SUPERSEDES: All Previous V1Ch2 Written Directives	

PURPOSE: The purpose of this policy is to formally establish a written directive system in the police department and set forth the format for all written directives. Additionally, this directive is intended to explain the importance of the system and the employee's participation in the process.

POLICY: Employees must know exactly what is expected of them. They have a right to know these expectations and supervisory personnel have a responsibility to clearly communicate departmental standards of performance. These standards should be clearly stated as written directives. The importance of written directives as a tool for conveying management expectations and performance standards cannot be overestimated. Directives establish a specific code of acceptable behavior as well as guide the officer in decision-making by narrowing the range of acceptable discretionary action. The Chief of Police shall use this medium to disseminate his official position on specific issues. With a properly established directive system, confusion about official department policy on critical and sensitive issues is minimized. When policies are transformed into written procedures, a foundation for standardized action is created.

PROCEDURE:

I. Composition of Written Directive System

- A. Rules and Regulations – Rules and Regulations direct the specific actions of employees. The essence of a Rule and/or Regulation is its inflexibility and it permits no deviations or exceptions and therefore is only justified when there is an unchanging feature in a situation. Violation of Rules and/or Regulations are grounds for disciplinary action and all other written directives must be consistent with them.
- B. Policy and Procedures– Written directives announce the adoption or revision of policy, procedure, or rule applicable generally throughout the department for the indefinite future. Policy and Procedures incorporate the following components and will only be issued by order of the Chief of Police. Policy and Procedures are commonly referred to as Standard Operating Procedures and/or SOPs.
 - 1. Purpose – A component of a Policy and Procedure that states the objective or goal of the Policy and Procedure.
 - 2. Policy - A component of a Policy and Procedure that summarizes the department's position on direction or limitations of department authority in specific matters. Policies guide the organization toward achieving its goal, and reflect an overall plan for the department. It is based on the views of police administration, police ethics and experience, the desires of the community and its leaders, the results of research, and the mandate of law. Policy informs the public as well as the employees about principles to be upheld in the performance of the police function.
 - 3. Procedure – A component of a Policy and Procedure that describes expected methods of operation. Procedures differ from policy in that they direct attention to the performance of a specific task within the guidelines of the policy. Procedures are methods of performing specific operations or a manner of proceeding on a course of action.
- C. Special Orders – A directive announcing instruction and/or directing procedures, which are short term or temporary in nature, regarding a specific circumstance, task or event. The Chief of Police or designee shall approve all orders prior to issuance.
- D. Memorandum – A Memorandum is advisory in nature and is used to inform personnel such as alerts and official notices.
- E. Personnel Orders – Written notification to members of the department announcing duty assignment changes.
- F. Operations Orders – Orders pertaining to posting of shift bids, uniform changes, vehicle assignments, grid assignments; etc, and should be specific as to dates and duration.
- G. Instructional Materials - Instructional Materials (bulletins, manuals, lesson guides, audio or video recordings) are designed to provide continuous in-service training for all personnel within the department.
- H. Inter Office E-Mail- Inter Office e-mails are simple "To, From" memos which are used to communicate information up or down the chain of command.

II. Authority to Issue Written Directives

- A. The Chief of Police has the sole authority to issue, modify, repeal and approve written directives for the department. Others in the organization can research and/or write written directives; however, they must be approved by the Chief of Police or in his absence his designee to be in force. However, in daily operations the Chief of Police or designee is authorized to issue Policy and Procedures, Special Orders, Operations Orders, Instructional Materials and Inter Office-Memorandums.
 - 1. Supervisors should issue orders only to their immediate subordinates, unless directed by the Chief of Police or functioning within their scope of their staff authority.
- B. The Borough Administrator as the designated Appropriate Authority defined in N.J.S.A. 40A:14-118, has the sole authority to promulgate Rules and Regulations for the governing of the police department.

III. Written Directive Format

- A. All written directives will be issued in the format reflected on each Appendix, as approved by the Chief of Police:
 - 1. Appendix #1– Policy and Procedures Template
 - 2. Appendix #2- Special Order Template
 - 3. Appendix #3- Memorandum Template
 - 4. Appendix #4- Personnel Order Template
 - 5. Appendix #5- Operations Order Template
- B. Numbering system
 - 1. All Orders and Memorandums shall be numbered consecutively with a prefix consisting of the department generated prefix (Special Order 2016-001, Memorandum 2016-001 etc.) along with the year the order or memorandum was issued.
 - 2. Authorized employees who are preparing an order for publication shall use the next available sequential number for the type of order they are preparing.
- C. An Inter-Office Memorandum format shall consist of the following format, if typed or written:
 - 1. "To" the recipient;
 - 2. "From" the author;
 - 3. Date;
 - 4. Subject;

5. The writer shall initial next to their name.
6. If the Inter Office Memorandum is prepared by e-mail format no special format is required.

IV. Distribution

- A. Distribution of written directives and associated materials will be accomplished by way of a computerized document distribution program utilized by the department. The Document Management System will enable the department to electronically distribute documents and retain a permanent record for each employee documenting receipt of the distributed materials. Written directives will be maintained in accordance with the New Jersey Division of Revenue and Enterprise Services, Bureau of Records Management (BRM) records retention schedules. It is the responsibility of each employee to log into the Document Management system on a daily basis to review the material that has been posted to the site. All employees must digitally sign for each document posted to the site.
 1. If for some reason the employee does not understand a particular Directive, he should consult with his immediate supervisor for proper clarification.
 2. Failure to complete the digital signature within ten (10) days after the written directive is issued, will be considered a violation of department policy and the appropriate disciplinary action may be taken. Exception to this ten-(10) day period is when an unexpected occurrence will not allow an officer to do so, if this does occur the officer's immediate supervisor must notify their Division Commander in writing. The supervisor is to ensure that the employee completes the review during the employee's next tour of duty.
- B. Original Written Directives.
 1. A master copy of original department policies (current and historic) will be maintained by the Accreditation Manager and kept in the Accreditation Office under the command of the Training Bureau Supervisor. A copy shall also be kept in the Chief of Police's Office, behind the Tour Commander's Desk, in the Training Bureau, and any other location designated by the Chief.
 2. The original signed copy of written directives are to be maintained by the Chief's Administrative Assistant for the Chief's Office.
 3. Employees shall not make copies, distribute copies or release any written directive to anyone who is not a member of the Fort Lee Police Department without the prior written approval of the Chief of Police. Copies for personal reference are permissible.
- C. The master copy of Department Policies and Procedures contains a master alphabetical index, as well as individual volume indices. All Policies and Procedures created in the future will be assigned to the corresponding volume that concerns the topic.
- D. Every employee of the department will be electronically issued a copy of the agency Rules and Regulations. Each employee will be required to electronically sign for and acknowledge a receipt of the Rules and Regulations. The written receipt shall

be placed in the employee's personnel file. Employees will be responsible for understanding and keeping current on any changes to the Rules and Regulations and shall seek guidance from their supervisor for clarification on any rule or regulation not understood. Whenever the Rules and Regulations are revised, a revised copy shall be posted on the Document Management System for review and signature.

- E. It shall be the responsibility of supervisors at the appropriate level of command to orally advise all employees affected by a written directive of the purpose, scope and intent of the written directive. Supervisors of the affected personnel should conduct a review and discussion of each written directive upon being issued.
- F. All employees, upon reporting for duty will check their E-mail, unit and individual voicemails, and mailboxes for any messages, orders or instructions.

V. Training

- A. Directives can be considered formal, in the sense that they express the wishes of the Chief of Police. For the directives to become operational, they must be actively understood, supported, and enforced by supervisors. Making certain that individual employees understand and comply with directives is the responsibility of supervisors. Supervisors shall train their subordinates in the implementation of the directives.
- B. The Training Supervisor or Tour Commander or immediate supervisor of employees affected by issued written directives shall conduct training at briefing, squad meetings or other appropriate forum when needed.
- C. Supervisors shall assist employees in developing work habits that conform to directives and organizational expectation. In fulfilling this responsibility, the supervisor is expected to completely understand departmental policies, procedures, and rules of conduct. The supervisor must clarify specific departmental expectations related to police conduct.
- D. If for some reason employees do not understand a particular directive, the employees should consult with their immediate supervisor for proper clarification.

VI. Revisions, Updates and Purging

- A. The Accreditation Manager will have overall responsibility for the maintenance and indexing of the department Policy and Procedures. Each directive will be indexed according to the general topic area it addresses. Each general topic area will comprise a volume of the directive system.
- B. Written Policy and Procedures will be reviewed at least once annually by the Training Bureau Supervisor in accordance with the matrix maintained by the Accreditation Manager for the Chief of Police. The review should be completed by March 31st of each year and forwarded through the Chain of Command to the Chief.
- C. The Chief of Police or designee may assign the review of specific directives to persons in the department responsible for the functional area of the directive.

- D. When a directive or SOP has been determined to be outdated or in need of revision, the Chief of Police or designee will assign personnel as necessary to accomplish the task. Revised directives will follow the same procedural steps as new directives.
- E. When the Chief of Police has identified an area or item in the Rules and Regulations that needs an addition, modification, and replacement or purging, the Business Administrator shall be notified because the Rules and Regulations can only be changed and approved by the Mayor and Council. After the change(s) is made, a revised Rules and Regulations Manual shall be issued electronically, with an electronic receipt maintained by the system for each employee of the department
- F. Directives will be purged only on the order of the Chief of Police, or when replaced by another directive. An archive file of all purged or replaced directives shall be maintained in accordance with the State of New Jersey Records Retention schedule.
- G. Department employees may request a change in a written directive when an operational need has been identified that would warrant the modification by submitting a written report through the established chain of command to the Chief of Police

VII. Prosecutor and Attorney General Directives

- A. Upon receipt of directives and/or guidelines from the Prosecutor's Office or the Attorney General, existing rules and regulations and written directives will be examined to determine compliance. If necessary, a timely modification to existing written directives will be accomplished to ensure compliance with the directive/guideline.
- B. The directive and/or guideline should be distributed by the Training Bureau through the Document Management System

VIII. Formulation and Review of Proposed Written Directives

- A. Prior to promulgation of proposed or amended directives, the Chief of Police may direct a staff review of the directive to evaluate the probable effectiveness of the new or amended directive and to ensure the proposed or amended directive does not conflict with existing directives or laws.
- B. Staff review will generally be assigned to command officers and section/unit supervisors who will be directly affected by the proposed directive.

IX. Employee Action Where No Written Directive Exists

- A. Employees are occasionally faced with a situation where no written directives exist, and supervisory direction or advice is not readily available. As it would be impossible and undesirable to attempt to address all possible situations with written directives, considerable discretion is given to employees.
- B. Faced with the need to make decisions or take action where no written directives exist, employees should rely on the following resources:

1. Training – Prior training may give guidance in situations the department has not specifically addressed with written directives.
2. Judgment – Each employee, as a professional, has developed the ability to judge situations based on experience.
3. Organizational Mission and Values – The department's mission and values statement is used to guide the direction of the department. These values and mission are basic statements of what is important to the Fort Lee Police Department. Officers should take these values in to consideration when making decisions.

X. Compliance

- A. The written directive system is the operating system of the police department. It is each employees' obligation to review every written directive and they shall comply with any and all written orders without exception.
- B. Ensuring compliance with all written directives shall be a primary responsibility of supervisory officers.
- C. As the issuing authority, the Chief of Police is the only person authorized to order or permit deviations from the provisions of the written directives.

FORT LEE POLICE DEPARTMENT POLICY & PROCEDURES



VOLUME: X

CHAPTER: X

OF PAGES: X

SUBJECT: NAME

BY THE ORDER OF:

REVISIONS:

Keith M. Bendul
Chief of Police

REFERENCE:

ACCREDITATION STANDARDS:
X.xx

EFFECTIVE DATE:
XX/XX/XXXX

SUPERSEDES:
VxCx Name

FORT LEE POLICE DEPARTMENT SPECIAL ORDER		
SUBJECT:	NUMBER:	
EFFECTIVE DATE:	DISTRIBUTION TO:	ISSUED BY:
CANCELLATION DATE:		APPROVED BY:

FORT LEE POLICE DEPARTMENT MEMORANDUM		
SUBJECT:	NUMBER:	
EFFECTIVE DATE:	DISTRIBUTION TO:	ISSUED BY:
CANCELLATION DATE:		APPROVED BY:

FORT LEE POLICE DEPARTMENT PERSONNEL ORDER		
SUBJECT:	NUMBER:	
EFFECTIVE DATE:	DISTRIBUTION TO:	ISSUED BY:
CANCELLATION DATE:		APPROVED BY:

FORT LEE POLICE DEPARTMENT OPERATIONS ORDER		
SUBJECT:	NUMBER:	
EFFECTIVE DATE:	DISTRIBUTION TO:	ISSUED BY:
CANCELLATION DATE:		APPROVED BY: