

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: D.A.R.E Officer Position	NUMBER: 2011-14	
EFFECTIVE DATE: June 10, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief Nils R. Bergquist
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

All police officers interested in the position of D.A.R.E. Officer, which is a one officer unit, should submit an inter-office memorandum to me no later than June 24th, 2011. The memorandum should list any qualifications you may have for the position.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: PERFORMANCE EVALUATION PERFORMANCE NOTICE	NUMBER: 2011-15	
EFFECTIVE DATE: JUNE 10, 2011	DISTRIBUTION TO: ALL POLICE SUPERVISORS	ISSUED BY: LT. VINCENT PACITTI
CANCELLATION DATE:		APPROVED BY: CHIEF NILS R. BERGQUIST

All police supervisors that supervise individuals under their command must submit a copy of the performance notice for the performance evaluation process that were due the first week in May, as per the Performance Evaluation General Order, to the Professional Standards Unit by Friday, June 17th as a proof for the accreditation process.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: I.D. DETECTIVE POSITION	NUMBER: 2011-16	
EFFECTIVE DATE: JULY 29, 2011	DISTRIBUTION TO: ALL SWORN PERSONNEL	ISSUED BY: CHIEF NILS R. BERGQUIST
CANCELLATION DATE: AUGUST 15TH, 2011		APPROVED BY: CHIEF NILS R. BERGQUIST

All police officers interested in the position of Detective in the I.D. Bureau, should submit an inter-office memorandum to me no later than August 15th, 2011. The memorandum should list any qualifications you may have for the position.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: TRAFFIC SAFETY OFFICER POSITION	NUMBER: 2011-17	
EFFECTIVE DATE: JULY 29, 2011	DISTRIBUTION TO: ALL SWORN PERSONNEL	ISSUED BY: CHIEF NILS R. BERGQUIST
CANCELLATION DATE: AUGUST 15, 2011		APPROVED BY: CHIEF NILS R. BERGQUIST

All police officers interested in the position of Traffic Safety Officer, should submit an inter-office memorandum to me no later than August 15th, 2011. The memorandum should list any qualifications you may have for the position.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Promotional announcement for the position of Police Sergeant	NUMBER: 2011-18	
EFFECTIVE DATE: September 1, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

On 9-1-2011 the New Jersey Civil Service Commission released the promotional announcement for the position of Police Sergeant. Applications for the test will be available at the front desk and must be signed for by the applicant. Applications must be post marked by September 21, 2011.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Gas Keys	NUMBER: 2011-19	
EFFECTIVE DATE: September 9, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief Nils R. Bergquist
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

As of September 8, 2011, any personnel who are unable to locate the gas key for a vehicle they are operating, will be required to obtain one by signing a new key out from the township bus garage. Any gas keys lost during the course of duty are to be reported to my office, via chain of command on a special report describing the circumstances.

C: Mr. Peltier – School Transportation

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT:
Escorting prisoners inside the Municipal Building

NUMBER:
2011-21

EFFECTIVE DATE:
September 28, 2011

DISTRIBUTION TO:
All Personnel

ISSUED BY:
Deputy Chief James Riccio

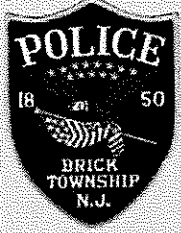
CANCELLATION DATE:

APPROVED BY:
Chief Nils R. Bergquist

Effective immediately the elevator shall be utilized whenever prisoners are to be escorted to the lower level.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: K-9 Unit	NUMBER: 2011-22	
EFFECTIVE DATE: September 28, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief Nils R. Bergquist
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

Any officer interested in assignment to the K-9 Unit should submit an interoffice memo to my office, via the chain of command no later than October 12, 2011. The memo should include a description of any experience or training which may be beneficial to the assignment.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Shift Preference/Job Assignment Requests for the year 2012	NUMBER: 2011-23	
EFFECTIVE DATE: September 30, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief Nils R. Bergquist
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

Please find attached the Shift Preference/Job Assignment Request form for the year 2012. Officers are to list their preferences as outlined on the form.

Request forms for each officer will be distributed by their respective supervisor. Shift Preference Forms should be forwarded to the Chief's office via your chain of command no later than Tuesday, November 1, 2011.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT:
Oxygen Refills

NUMBER:
2011-24

EFFECTIVE DATE:
October 6, 2011

DISTRIBUTION TO:
All Personnel

ISSUED BY:
Deputy Chief James Riccio

CANCELLATION DATE:

APPROVED BY:
Chief Nils R. Bergquist

All oxygen bottle refills or exchanges should be done at the Brick Police EMS building located at 1810 Lanes Mill Rd. Please do not refill or exchange any oxygen bottle(s) with the Brick Township Volunteer Crews.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: SERT Try outs	NUMBER: 2011-25	
EFFECTIVE DATE: October 11, 2011	DISTRIBUTION TO: All Sworn Personnel	ISSUED BY: Chief Nils R. Bergquist
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

The Special Emergency Response Team will be holding tryouts on November 15, 2011 for two vacancies on the team.

Interested sworn personnel with three years experience with this department (time commencing from date of graduation from the police academy) are eligible. Interested parties must submit an interoffice memorandum via the chain of command to Lieutenant Docherty, no later than October 28, 2011. The interoffice memorandum should concisely list any training or expertise which would benefit the team, state your reason for joining the team and what you feel the mission of the team is.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: OCEAN COUNTY NARCOTICS STRIKE FORCE POSITION AND DETECTIVE POSITION	NUMBER: 2011-26	
EFFECTIVE DATE: OCTOBER 19, 2011	DISTRIBUTION TO: ALL POLICE OFFICERS	ISSUED BY: CHIEF NILS R. BERGQUIST
CANCELLATION DATE: NOVEMBER 2, 2011		APPROVED BY: CHIEF NILS R. BERGQUIST

Officers interested in a one year assignment to either the Detective Bureau or the Ocean County Narcotics Strike Force shall submit an interoffice memorandum to me expressing their interest no later than November 2nd, 2011.

Officers shall submit a resume detailing their experience, qualifications, and a paragraph detailing why they should be considered for the assignment(s) he/she is applying for. A separate resume is requested for each position applied for. The selection process will consist of a review of the applicant's resume, work experience, productivity, attendance and an interview.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Unattended Bodies	NUMBER: 2011-27	
EFFECTIVE DATE: October 24, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief James Riccio 
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

Attached is a letter from Donato Santangelo, Ocean County Medical Examiner regarding unattended bodies.

For your information and compliance.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Marine Unit Opening	NUMBER: 2011-28	
EFFECTIVE DATE: October 31, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

All police officers interested in joining the Marine Unit, should submit an inter-office memorandum to me no later than November 10, 2011. The memorandum should list any qualifications you may have for the position.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT:
Honor Guard

NUMBER:
2011-29

EFFECTIVE DATE:
November 9, 2011

DISTRIBUTION TO:
All Personnel

ISSUED BY:
Deputy Chief James Riccio

CANCELLATION DATE:

APPROVED BY:
Chief Nils R. Bergquist

All police officers interested in joining the Honor Guard, should submit an inter-office memorandum to me no later than November 23, 2011.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Holiday Plaza Patrol Overtime	NUMBER: 2011-30	
EFFECTIVE DATE: November 14, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

Listed below is the 2011 Holiday Plaza Patrol overtime schedule.

Friday	November 25	1000-2200	Two supervisors and four officers
Saturday	November 26	1000-2200	Two supervisors and four officers
Sunday	November 27	1200-1600	two officers
Friday	December 2	1800-2200	two officers
Saturday	December 3	1200-1600	two officers
Sunday	December 4	1200-1600	two officers
Friday	December 9	1800-2200	two officers
Saturday	December 10	1200-1600	two officers
Sunday	December 11	1200-1600	two officers
Friday	December 16	1800-2200	two officers
Saturday	December 17	1200-1600	two officers
Sunday	December 18	1200-1600	two officers
Monday	December 19	1800-2200	two officers
Tuesday	December 20	1800-2200	two officers
Wednesday	December 21	1800-2200	two officers
Thursday	December 22	1800-2200	two officers
Friday	December 23	1800-2200	two officers
Saturday	December 24	1200-1600	two officers
Monday	December 26	1800-2200	two officers

Officers interested in working these details should submit and Interoffice Memo to Deputy Chief James Riccio no later than 0800 hours, Monday November 21, 2011. Any officers interested in working the November 25th, 26th or 27th detail should contact Lt. Waldhelm at extension 1650 as soon as possible.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: New World	NUMBER: SM 2011-31	
EFFECTIVE DATE: December 14, 2011	DISTRIBUTION TO: All Supervisors	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

All Supervisors permissions in the AEGIS booking module have been modified to allow supervisors to use the Add, Change and View/Use features.

All deletion requests should be sent to Lt. Ron Dougard via email.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Anti-theft devices in patrol vehicles	NUMBER: SM 2011-32	
EFFECTIVE DATE: December 28, 2011	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief Nils R. Bergquist

It has come to my attention that officers have been turning off the anti-theft devices in the patrol vehicles. These units are to remain on and officers are not authorized to disable the units. Officers finding a vehicle with the device deactivated should note it on the trip ticket and bring it to the attention of a supervisor so that it can be reactivated.