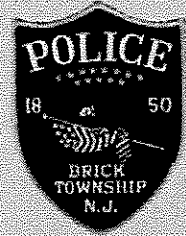


**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Rt 88/ Jack Martin Blvd

**NUMBER:
SM 2017-101**

**EFFECTIVE DATE:
September 20, 2017**

**DISTRIBUTION TO:
All Personnel**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

On Thursday, September 21, 2017 the NJDOT will be doing upgrades to the traffic signal located at Route 88 and Jack Martin Boulevard/Barb Lane intersection. The upgrades will require the complete turn off of the signal for approximately 2 to 3 hours. They will not be hiring officers for traffic control and will be forcing people on Jack Martin Blvd or Barb Ln to make right turns only. They will also not allow left turns off of Route 88 in either direction. The work is scheduled to start sometime between 0900 and 1000 hours.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Wawa – Lanes Mill Road	NUMBER: SM 2017-102	
EFFECTIVE DATE: September 21, 2017	DISTRIBUTION TO: All Patrol Personnel	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

On September 22, 2017 the Ocean County Engineer is allowing Wawa, located at Lanes Mill Road and Burnt Tavern Road, to re-open the Burnt Tavern Road entrance and exit. Officers should keep an eye on this area to ensure that vehicles are not driving the wrong way on Burnt Tavern to access the driveway. If there are any crashes in this area please notify the Traffic Safety Unit.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Narcan/Defib Bags

**NUMBER:
SM 2017-103**

**EFFECTIVE DATE:
September 26, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

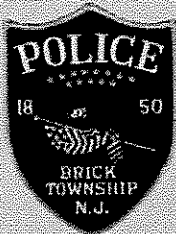
The Narcan bags that attach to the Defibs are being removed by EMS and the 4mg Narcan will be placed in the pouch on the front of the Defib bag. Every bag should have an adult pad kit attached to the unit and a pediatric and adult kit in the front of the bag. When you use your Defib make sure to request replacement pads from Sgt. Pedersen.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Flares	NUMBER: SM 2017-104	
EFFECTIVE DATE: September 26, 2017	DISTRIBUTION TO: All Police Officers and Special Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

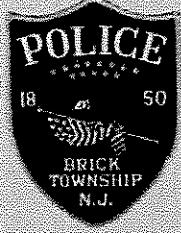
On September 26, 2017, 36 cases of flares were delivered. The flares [REDACTED] [REDACTED] There are several cases of flares left over from the previous batch, which should be used first. Some of the left over flare boxes may have gotten wet/damp from the leak in the shed. The flares themselves may still be serviceable. Officers are to set aside any flares that are clearly damaged or found to be unserviceable and email Sgt. Oliveri so that he can arrange for their safe destruction.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Temporary Restraining Orders	NUMBER: SM 2017-105	
EFFECTIVE DATE: September 26, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Ocean County Superior Court is again able to entertain applications for temporary restraining orders. Applicants for domestic violence temporary restraining orders can now be referred to the Superior Court during normal business hours.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Judge Grisanti Availability	NUMBER: SM 2017-106	
EFFECTIVE DATE: September 27, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please be advised that Judge Grisanti will be out of state from Thursday, September 28th thru Sunday, October 1st. He will be available for TRO's and asks that if you call and he does not answer to wait 15 minutes before calling another Judge.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: OCNSF/DEU Assignment (2 year assignment)	NUMBER: SM 2017-107	
EFFECTIVE DATE: September 28, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Officers interested in a one year assignment to the Ocean County Narcotics Strike Force followed by a one year assignment in the Drug Enforcement Unit shall submit an interoffice memorandum through the chain of command to the Chief expressing their interest no later than Friday, October 13, 2017. Officers must have three years experience to be eligible.

Officers shall submit a resume detailing their experience, qualifications and a paragraph detailing why they should be considered for the assignment he/she is applying 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: JCP&L Inspections

**NUMBER:
SM 2017-108**

**EFFECTIVE DATE:
October 4, 2017**

**DISTRIBUTION TO:
All Personnel**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Starting on Friday, October 13th (weather permitting), Chesapeake Bay Helicopters will be performing UV/IR patrols on the 500kV and 230kV and will also be performing Routine Patrols/Inspections on the 115kV lines in JCP&L. Chesapeake Bay Helicopters will be patrolling JCP&L territory full time until the inspections are complete. The patrols are estimated to take 7-10 days to complete and will be carried out by the following helicopters – please see the attached photos and following information:

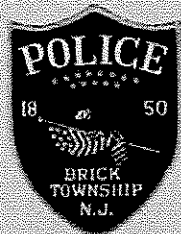
N90TJ – Black & Silver, Hughes MD500

N748CB – All-black Hughes MD500

A routine patrol/inspection is a general, overall look at the transmission line and associated hardware. The helicopter will be traveling at speeds of 25-30mph and may at times hover over top of structures and/or spans of conductor to get a better look at any problems/issues found during patrols.

An infrared (UV/IR) patrol is similar to a routine patrol in terms of speed (20-30mph) but special equipment mounted on the bottom of the aircraft is used to get a detailed look at the conductor, insulators, shield wire, and their associated hardware through the infrared and ultraviolet spectrum.

It should be noted that the contractor has been authorized to patrol the transmission circuits in their entirety (i.e. "breaker-to-breaker"), so patrols on certain lines may therefore extend into the neighboring regions. The flight crew provides information on their daily location to both Transmission Lines Maintenance and the FCC, and the pilot will be in communication with any local airports when in their airspace.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Class C Uniform Shirts	NUMBER: SM 2017-109	
EFFECTIVE DATE: October 6, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The new Class C uniform shirts are in the process of being issued to each officer. Once you have been issued your shirt, it may be worn when the uniform of the day is the Class C Uniform. This includes road jobs and training.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Midstreams Road Bridge Replacement	NUMBER: SM 2017-110	
EFFECTIVE DATE: October 12, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Ptl. Jay Lampiasi attended the Pre-Construction Meeting on Tuesday, October 10, 2017 at the Ocean County Engineers Office in reference to the replacement of the Midstreams Road Bridge.

- Midlantic was awarded the contract and has 482 days to complete the project.
 - Midlantic onsite contact: Lee Getz cell [REDACTED]
- The anticipated start date is Monday, October 16, 2017.
- During the construction Midstream Road (going over the bridge) between Princeton Avenue and Jordan Road, will only be open to vehicular traffic northbound. Detours will be set up for all other traffic. This detour will remain 24 hours a day (not only during working hours).
 - The county will be emailing Ptl. Lampiasi the traffic control plan including the detour. The detour will be utilizing the Rt88-Bridge Ave-Beaverdam Bridge to get to Princeton Ave for southbound traffic.
- Work will be conducted during day hours for the majority of the project. Night work will only be permitted for intersections. The contractor was advised that the Traffic Safety Unit would need to know those dates a head of time so it can be sent to the council for a resolution.
- Midlantic was advised by the county and by the Traffic Safety Unit that they need to place their variable message boards up advising the residence 5 days prior to the work beginning. In addition the county will be putting out information on their website about the project. Ptl. Lampiasi advised them that the township and the police department would be putting out the information on social media as well.
- Emergency Vehicles ONLY when responding to a call will be permitted to utilize the bridge southbound. They are requesting that our dispatcher notifies the Resident Engineer during working hours so that they can stop their work and traffic if possible so that we can respond through the site safely.
 - RE onsite contact: Craig Timko cell [REDACTED]
- Traffic Safety be inquiring and requesting consideration for the county to use portable traffic signals, similar to those used on the RT 35 project during the Sandy repair due to the length of the project. This would allow traffic to flow in both directions.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: November Court Security

**NUMBER:
SM 2017-111**

**EFFECTIVE DATE:
October 13, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Any patrol officers interested in working Municipal Court for flex time (5 hours) for the following dates in **November** please submit an inter-office memo to Captain Ling **no later than 0800 hrs on October 25, 2017.** *Court security will be a **5 hour** flex detail. If court runs over 5 hours, officers will be paid overtime for the remainder of the time worked*

This is a continuing detail that will be scheduled in the same rotating manner as road jobs. If you do not submit a request to work the detail your name will be skipped in the rotation.

<u>DATE</u>	<u>DAY</u>	<u>START TIME</u>
11/01/17	Wednesday	0800 hrs
11/02/17	Thursday	1515 hrs
11/06/17	Monday	0800 hrs
11/08/17	Wednesday	0800 hrs
11/09/17	Thursday	1515 hrs
11/15/17	Wednesday	0800 hrs
11/16/17	Thursday	1515 hrs
11/20/17	Monday	0800 hrs
11/27/17	Monday	0800 hrs
11/27/17	Monday	1530 hrs
11/29/17	Wednesday	0800 hrs
11/30/17	Thursday	1230 hrs

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: NJ Learn – ODARA Course	NUMBER: SM 2017-112	
EFFECTIVE DATE: October 20, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

All officers have been assigned "Ontario Domestic Violence Assault Risk Assessment Training (ODARA)" course on NJ Learn. This course must be completed no later than October 31, 2017.

ODARA takes effect November 1st.

Please keep in mind that the course is 41 minutes long.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM



SUBJECT: Midstreams Bridge Detour Plan

NUMBER:
SM 2017-113

EFFECTIVE DATE:
October 25, 2017

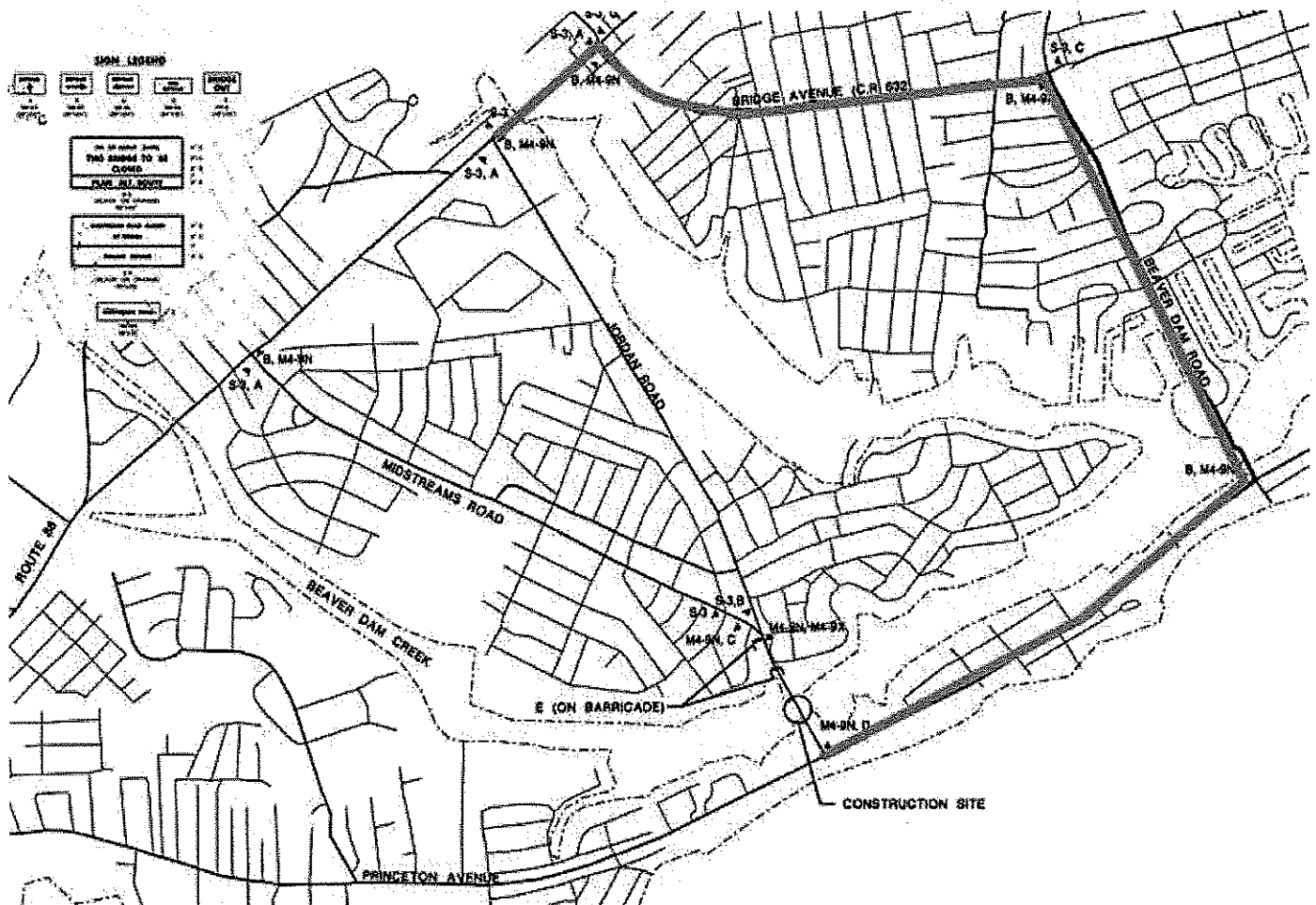
DISTRIBUTION TO:
All Personnel

ISSUED BY:
Captain Donald Ling

CANCELLATION DATE:

APPROVED BY:
Chief James Riccio

Traffic Safety was advised by the county that the bridge closure and detour is scheduled to go into effect Thursday, October 26, 2017 and will only be open for northbound traffic.



BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Attorney General Guidelines and Directives Web Page Address	NUMBER: SM 2017-114	
EFFECTIVE DATE: October 27, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The New Jersey Attorney General Guidelines and Directives are a resource for law enforcement officials in N.J. They are broader in scope and serve to provide direction to all law enforcement agencies in NJ. By clicking on this hyperlink [REDACTED] you will be directed out of our DMS to the Official Webpage of the Division of Criminal Justice's Attorney General Guidelines, located on the internet.

Orders of this Department are given based on those guidelines and directives and intended to provide more guidance in accordance with our Rules and Regulations, Mission Statement, Accreditation and our practices. When a lawful order is given by this Department, in writing or verbally, and that order is covered by an Attorney General Guideline or Directive the Department order shall be followed.

Many of our Orders in DMS contain hyperlinks, some will direct the user to resources on the internet and others, direct members to forms that are located in our DMS. Members are authorized to utilize these hyperlinks for official business purposes only.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Thermal Cameras	NUMBER: SM 2017-115	
EFFECTIVE DATE: October 27, 2017	DISTRIBUTION TO: All Police Supervisors	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Handheld thermal imaging cameras have been mounted in [REDACTED] as well as [REDACTED]. The cameras are rechargeable via newly installed USB power ports in each of the vehicles. It is important to ensure the units are plugged in and charging, while the vehicle is in operation, so that it will be ready to use when needed. Officers operating these vehicles shall document the camera's status utilizing the "Other" row on the daily vehicle checkout log. If there is an issue with the camera, remove the camera from the vehicle and return it to Admin Services division, document the camera being placed out of service on the daily vehicle log sheet with a reason, and on the Vehicle Down Sheet. Please review the included instruction sheet for operating tips. Additionally, a policy regarding the camera's use is forthcoming.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Portable Radios Issued to Veterans Affairs Police Officers	NUMBER: SM 2017-116	
EFFECTIVE DATE: October 27, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Brick Township Police Department has entered into a memorandum of understanding with US Department of Veterans Affairs to assist the VA police officers as necessary. These needs would include, but may not be limited to, armed hostage taking situations, crimes where the suspect leaves the VA police jurisdiction, crashes involving VA police vehicles, traffic control for major incidents, confirming the identity of wanted subjects, assisting with arrests, or possibly providing prisoner transportation.

Officers should be aware that the VA police officers assigned to the Brick campus have been issued portable radios that have Brick Police [REDACTED]. While the VA officers shouldn't be monitoring our transmissions on a daily basis, they will have that ability. Additionally, should the VA police require assistance they will contact headquarters via radio utilizing the call sign [REDACTED]. The two portables have been assigned identifiers [REDACTED].

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Holiday Patrol Openings	NUMBER: SM 2017-117	
EFFECTIVE DATE: October 30, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officers interested in working the Holiday Plaza Patrol for flex time on the dates listed below must submit an interoffice memorandum to my office no later than Monday, November 13, 2017. There is one spot open on each date.

Saturday, November 25 th	1200-1700
Sunday, November 26 th	1700-2200
Sunday, December 3 rd	1700-2200
Tuesday, December 26 th	1700-2200

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Bubble Day

**NUMBER:
SM 2017-118**

**EFFECTIVE DATE:
October 31, 2017**

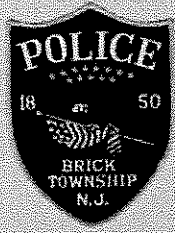
**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Chief James Riccio**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Effective immediately, the bubble day is back in effect.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Fundraiser "No Shave November"	NUMBER: SM 2017-120	
EFFECTIVE DATE: November 2, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

At the request of the PBA I have authorized the growing of facial hair for officers who wish to participate in the fundraising event to help support men's cancer research. This authorization is for the month of November and shall be limited to only those officers who are participating in the event. Facial hair shall be neatly groomed and trimmed close to the face.

Thank you to those officers who are participating in this worthwhile cause.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Judge Damian Murray Availability

**NUMBER:
SM 2017-121**

**EFFECTIVE DATE:
November 3, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Please be advised that Judge Damian Murray will be out of the state from Tuesday, November 7, 2017 through Sunday, November 12, 2017. Officers should use the backup lists for temporary restraining orders, violations of orders, search warrants or any other court business.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: MC 1	NUMBER: SM 2017-122	
EFFECTIVE DATE: November 6, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

On Monday November 6, 2017, the entire water system for MC1 was winterized. If, in an emergency, it becomes necessary to use the water system in the vehicle please ensure that Administrative Services is notified, immediately, so that it can be winterized again.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Midstreams Road Bridge Closure	NUMBER: SM 2017-123	
EFFECTIVE DATE: November 13, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Starting November 8th, 2017, the Midstreams Road Bridge will be closed to all traffic for approximately three weeks for demolition and construction of a temporary concrete slab for vehicle traffic. This repair was unanticipated and the bridge is scheduled to reopen for northbound traffic prior to the Thanksgiving holiday weekend. Officers and supervisors alike are reminded to stay vigilant and constantly aware of the need for emergency services on Princeton Ave east of Post Rd.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Shift Preference Requests for the year 2018	NUMBER: SM 2017-124	
EFFECTIVE DATE: November 13, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please find attached, the Shift Preference Request form for the year 2018. 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 Friday, December 1, 2017.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: ODARA Scoring Forms	NUMBER: SM 2017-125	
EFFECTIVE DATE: November 13, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Ocean County Prosecutor's office has been contacted by the Assistant Attorney General, who advised that [REDACTED] is receiving many ODARA Scoring Forms, and there is significant effort from law enforcement to fill the gap in the PSA. They did, though, note some recurring issues with the Forms.

The most common errors in scoring thus far are as follows:

- utilization of a Scoring Form other than the version designated by Director Honig dated 10/23/17 (they are seeing a 9/18/17 version used frequently). The 10/23/17 version is posted on the AG website in both PDF and PDF fillable formats.
- scoring the ODARA for offenses other than those designated for scoring (top of 1st page of ODARA Scoring Form).
- addition and proration difficulties: officers must take their time when tallying raw and final scores.
- failure to complete all sections of the form (e.g., a defendant is noted as being Live Scan Verified but no SBI No. is included on the form).
- to assist with the future use of the information gathered, officers should also be encouraged to include notes in the sections after each Scoring Item.

The AAG noted that the use of ODARA by law enforcement is at an extremely early stage; however, the prompt correction of these types of issues is of utmost importance.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: December Court Security	NUMBER: SM 2017-126	
EFFECTIVE DATE: November 14, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any patrol officers interested in working Municipal Court for flex time (5 hours) for the following dates in **December** please submit an inter-office memo to Captain Ling **no later than 0800 hrs on November 28, 2017.** *Court security will be a **5 hour** flex detail. If court runs over 5 hours, officers will be paid overtime for the remainder of the time worked*

This is a continuing detail that will be scheduled in the same rotating manner as road jobs. If you do not submit a request to work the detail your name will be skipped in the rotation.

<u>DATE</u>	<u>DAY</u>	<u>START TIME</u>
12/04/17	Monday	0800 hrs
12/06/17	Wednesday	0800 hrs
12/07/17	Thursday	1515 hrs
12/13/17	Wednesday	0800 hrs
12/14/17	Thursday	1515 hrs
12/18/17	Monday	0800 hrs
12/20/17	Wednesday	0800 hrs
12/21/17	Thursday	1515 hrs

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Chambers Bride Residence

**NUMBER:
SM 2017-127**

**EFFECTIVE DATE:
November 16, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

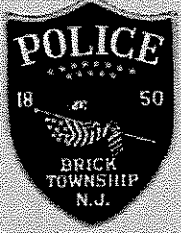
The code for master key has changed for 175 Chambers Bridge Road. [REDACTED]
[REDACTED]

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: SERT Training – December 4, 2017	NUMBER: SM 2017-128	
EFFECTIVE DATE: November 16, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

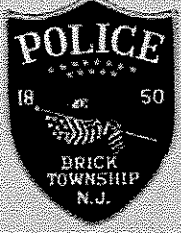
On December 4, 2017, SERT Training will be held at the BTMUA from 1300-2100 hrs. This training will be an active shooter scenario. Any officer interested in attending this non-mandatory training for flex time or comp time, must submit an interoffice memorandum to my office as soon as possible but no later than Monday, November 27, 2017. Some officers will be designated as role players and others will be part of the search teams, mixed in with SERT members.

Tentative Details are as follows:

- Training will begin at 1300 hrs at HQ
- Tour of the facility at 1330 hrs
- Safety Briefing at 1600 hrs
- Dinner Break at 1630 hrs
- Scenario will start at 1730 hrs
- Training will be complete by 2100 hrs

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Retirements	NUMBER: SM 2017-130	
EFFECTIVE DATE: November 16, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any individuals who anticipate to retire in the next twelve months, please submit an interoffice memorandum to the Chief's Office indicating when you will be retiring.

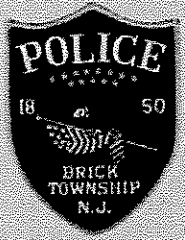
BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Deterra Medication Disposal Packages	NUMBER: SM 2017-131	
EFFECTIVE DATE: November 21, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Deterra medication disposal packages will be located at the front desk if anyone is looking to properly dispose of liquid medication. These packages can also be used for pills and patches, however people should be encouraged to use the medication box in the lobby for those items. Directions for use are clearly explained on the back of the Deterra bags. Should anyone have any questions or the bags need to be refilled, contact Ptl. J. Shepherd in Community Policing Unit at [REDACTED]

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Holiday Plaza Patrol Openings	NUMBER: SM 2017-132	
EFFECTIVE DATE: November 21, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in working the Holiday Plaza Patrol for flex time on the dates listed below should contact the Operations Office as soon as possible to be scheduled:

Friday	November 24	0800-1300 *double time
Sunday	December 10	1200-1700
Thursday	December 21	1700-2200

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Stacey Ryan – Communications Operator	NUMBER: SM 2017-133	
EFFECTIVE DATE: November 22, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective November 20, 2017, Stacey Ryan has resigned, in good standing, from her position as a Communications Operator. Stacey's access to the department should be limited to areas that are routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Flu Vaccination Clinic	NUMBER: SM 2017-134	
EFFECTIVE DATE: November 27, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

The Ocean County Health Department is giving a free flu vaccination clinic at the OEM building on Pine Street and New Hampshire Avenue in Lakewood. The clinic will be held on December 4, 2017, from 2 to 5 PM. All officers and emergency response personnel are invited to attend. In addition to the flu vaccine, they will be offering pneumonia vaccinations as well as TDAP Vaccinations.

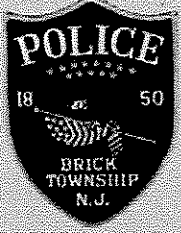
BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Tyler Martin – Special Police Officer	NUMBER: SM 2017-135	
EFFECTIVE DATE: November 28, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective November 20, 2017, Tyler Martin has resigned, in good standing, from his position as a Special Police Officer. Tyler's access to the department should be limited to areas that are routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: NJTR-1 Common Errors	NUMBER: SM 2017-136	
EFFECTIVE DATE: November 29, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Listed below are common mistakes that Traffic Safety is still seeing on NJTR-1 reports. Officers and supervisors should review this list and make sure these reports are being filled out correctly.

- Box 9 - Don't forget to fill in when you have an injury.
- Box 10 - Direction is only used for divided roadways, ramps or one way streets.
- Box 11/18 - Make sure you enter the correct speed limit, don't guess-drive the street if necessary.
- Box 12 - We are still seeing incorrect and missing route numbers entered. Please use list distributed by Traffic Safety.
- Box 18 - Several officers have used the road suffix, Rd & Dr in this box instead of the speed limit.
- Box 30/60 - Check DL class, several reports have come through with E.
- Multiple tickets can be added to citation tab, you can enter more than one there for each driver. A few reports only have one ticket and the rest in narrative.
- Box 85 - Please make sure you enter if the driver and passengers were ejected or not.
- Box 105 - Make sure you pick the correct crash type, if you do not know, consult the diagrams in the manual. Most errors here are mix ups of right angle and left turn crashes.
- Box 112- Work equipment is NOT a work truck or van. Work equipment is a backhoe, bulldozer, signboard or the like.
- Box 116/117 - Fill in for parked cars to show which direction they were facing.
- Box 118 - An increasing number of reports are coming through as 02-Driver inattention, most reports should have used something other than 02, please read through the list and pick the most appropriate selection.
- Box 120/121 - Make sure you select 2 boxes.
- Box 137- Do not enter 1506 into the ticket number, it isn't needed.
- There are still narratives that are insufficient, officers are reminded that narratives are 3 parts, first is a statement of the facts, second is driver statements and third the officer's conclusion of the crash.
- Make sure pending/complete is checked.
- Supervisors make sure you sign the report, multiple reports come through unsigned.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: NJ Learn Swatting Course	NUMBER: SM 2017-137	
EFFECTIVE DATE: November 29, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

All officers have been assigned "Roll Call - Swatting (Rev_Nov.2016)" course on NJ Learn. This course must be completed no later than January 14, 2018.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Internal Affairs Sergeant Position	NUMBER: SM 2017-138	
EFFECTIVE DATE: December 1, 2017	DISTRIBUTION TO: All Police Sergeants	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

There will be a new sergeant position available in the Internal Affairs Division. The sergeant assigned to that position will be responsible for:

- Be responsible to review, redact and maintain BWC footage
- Upload to evidence.com for the OCPO
- Liaison between patrol and admin services regarding maintaining BWC equipment
- Assist the Internal Affairs Lt. when needed
- Assist with special projects within Administrative Services Division
- Any other duties deemed necessary by the Division Commander

Any sergeant interested in this position must submit an interoffice memorandum to the Deputy Chief, via chain of command no later than December 15, 2017. The interoffice memorandum should include a resume detailing their experience, qualifications and a paragraph detailing why they should be considered for the assignment. 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: DUI Overtime - December	NUMBER: SM 2017-139	
EFFECTIVE DATE: December 4, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Anyone interested in working DUI overtime for the month of December please submit an inter-office memo to the Traffic Safety Unit no later than 0800 hours on December 11, 2017.

If interested in working December 8th or 9th, contact Ptl. Lampiasi 156 immediately

Friday & Saturday shifts run from 2300-0300 or 2400-0400 hrs. unless otherwise noted.

Friday 12/08/2017 _____
Saturday 12/09/2017: _____

Friday 12/15/2017: _____
Saturday 12/16/2017: _____

Friday 12/22/2017: _____

Friday 12/29/2017: _____
Saturday 12/30/2017: _____
Sunday 12/31/2017: _____ **(Set Hours: 2200-0200 hrs)**

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Taser's

**NUMBER:
SM 2017-140**

**EFFECTIVE DATE:
December 8, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Some of the local firearms dealers in Ocean and Monmouth County have started selling projectile fired taser's due to the de-regulation.

For your information.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: January Court Security

**NUMBER:
SM 2017-141**

**EFFECTIVE DATE:
December 12, 2017**

**DISTRIBUTION TO:
All Police Officers**

**ISSUED BY:
Captain Donald Ling**

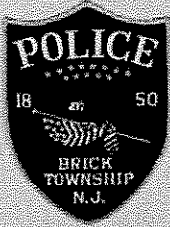
CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Any patrol officers interested in working Municipal Court for flex time (5 hours) for the following dates in **January** please submit an inter-office memo to Captain Ling **no later than 0800 hrs on December 27, 2017.** *Court security will be a **5 hour** flex detail. If court runs over 5 hours, officers will be paid overtime for the remainder of the time worked*

This is a continuing detail that will be scheduled in the same rotating manner as road jobs. If you do not submit a request to work the detail your name will be skipped in the rotation.

<u>DATE</u>	<u>DAY</u>	<u>START TIME</u>
01/03/17	Wednesday	0830 hrs
01/04/17	Thursday	1500 hrs
01/10/17	Wednesday	0830 hrs
01/11/17	Thursday	1500 hrs
01/17/17	Wednesday	0830 hrs
01/18/17	Thursday	1500 hrs
01/22/17	Monday	0830 hrs
01/22/17	Monday	1530 hrs
01/24/17	Wednesday	0830 hrs
01/25/17	Thursday	1500 hrs
01/31/17	Wednesday	0830 hrs

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: eCDR – SBI Number	NUMBER: SM 2017-142	
EFFECTIVE DATE: December 15, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Officers are instructed to enter the SBI Number in the eCDR system when applying for “non-apprehension” complaint warrants (i.e. defendant is not yet in custody).

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: New Positions – Open Vacancies	NUMBER: SM 2017-143	
EFFECTIVE DATE: December 15, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

The deadline for the new sergeant's position in Internal Affairs has been extended to December 22nd.

There will be a new lieutenant position available in the Community Policing Division. The lieutenant assigned to that position will be responsible for:

- Traffic Safety
- Public Information Officer (PIO)
- EMS
- Specials
- Crossing Guards
- DARE
- Community Events
- Special Projects
- Any other duties deemed necessary by the Division Commander

There will be a new position for a patrolman opening up in the Professional Standards Unit. That position will be responsible for:

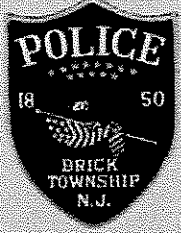
- All aspects of Training
- Assisting with Accreditation of the Department
- Assisting with Backgrounds of new Police, EMS, SLEO, Communication Operator applicants
- Any other duties deemed necessary by the Division Commander

Any Officer interested in their respective position must submit an interoffice memorandum to the Chief, via chain of command no later than December 29, 2017. The interoffice memorandum should include a resume detailing their experience, qualifications and a paragraph detailing why they should be considered for the assignment. The selection process will consist of a review of the applicant's resume, work experience, productivity, attendance, and an interview.

The new position in PSU may also include a performance review period in which the selected officers will work with the Unit for a short period of time prior to the decision being made.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Briana Gaspich – Communications Operator	NUMBER: SM 2017-144	
EFFECTIVE DATE: December 19, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Robert Mazza
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective December 8, 2017, Briana Gaspich has resigned, in good standing, from her position as a Communications Operator. Briana's access to the department should be limited to areas that are routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Old Uniforms Available	NUMBER: SM 2017-145	
EFFECTIVE DATE: December 20, 2017	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

PSU is in possession of old uniforms that are set to be destroyed. All officers are welcome to stop down to PSU to see what is available that may be able to be reused by January 1, 2018.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Carrying Over Vacation Time

**NUMBER:
SM 2017-146**

**EFFECTIVE DATE:
December 20, 2017**

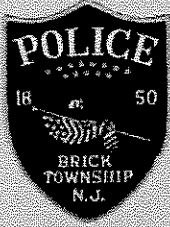
**DISTRIBUTION TO:
All Personnel**

**ISSUED BY:
Chief James Riccio**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Any employee that received permission to carry over vacation time in excess of one year's allotment must use that time by March 31, 2018. If the time is not used before then, the time will be forfeited.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Blue Hart Program Magnets	NUMBER: SM 2017-147	
EFFECTIVE DATE: December 27, 2017	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

As a part of our ongoing effort to combat the opioid crisis we have purchased magnets which advertise the Blue Hart program. When officers respond to the scene of a suspected drug overdose a magnet should be placed on the refrigerator or somewhere in the home prior to clearing from the scene. The magnets will be stored in the AED cases and maintained by the Community Policing Division. The hope is that upon returning home the overdose victim will consider taking advantage of the program. To date over 285 persons have entered the Blue HART program.

Your efforts to help combat this problem have not gone unnoticed. As a result, our department was recently awarded the Director's Award by the New Jersey State Office of Emergency Services for our helping to create and put to use the Blue Hart program. I attribute your efforts as to why the program has been a success.