

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Mask Policy	NUMBER: SM 2020-101	
EFFECTIVE DATE: August 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

As a reminder to all officers, below is the current mask policy in effect:

- When in an outdoor setting, the N95 mask and goggles are required to be worn when social distancing cannot be achieved
- A face covering will be required to be worn when entering any business
- The N95 mask will be worn upon entering a private residence, while conducting official Police business.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Pure Focus Gym	NUMBER: SM 2020-102	
EFFECTIVE DATE: August 13, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Pure Focus Gym

Governor Murphy's Executive Order 157, paragraph 10 states:

Notwithstanding the prohibition on health clubs opening their indoor spaces to the public, such health clubs may open indoor premises to the public to offer individualized indoor instruction by appointment only where an instructor is offering training to an individual, and the individual's immediate family members, household members, caretakers, or romantic partners. If a health club is offering multiple simultaneous instructions at the same facility, these instructions must take place in separate rooms or, if they take place in the same room, must be separated by a floor-to-ceiling barrier that complies with all fire code requirements. (Executive Order 157).

We have responded to Pure Focus Sports Club at 2055 Rt. 88 at least seven times in the past two months for complaints that they are not in compliance with the above restrictions. A gym may have no more than one trainer and one client per room. Pure Focus has two rooms.

One-on-one personal appointments consist of one trainer and one client, except if the client consists of members of the same household, in which case it can be more than one client. Pure Focus should have no more than two trainers at the same time. This means that in a typical scenario, there should be no more than four people in Pure Focus at any given time.

In addition to the restrictions on the number of people allowed inside, masks are required, unless a person is doing a high intensity aerobic or anaerobic activity. This would be interpreted to mean that the trainers should be masked but the clients do not need to be.

The owner has been advised of the clarifications on Executive Order 157 and warned that violations would result in the Ocean County Prosecutor's Office being contacted for enforcement actions.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Reconstruction and Resurfacing of Brick Boulevard and Hooper Avenue in Brick and Toms River Township		
		NUMBER: SM 2020-104
EFFECTIVE DATE: August 17, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Office of the Ocean County Engineers are heading a project to reconstruct and resurface Brick Boulevard and Hooper Avenue in Toms River. The work will be done by Earle Asphalt Company and is scheduled to start on Tuesday, August 18th, 2020. Earle will start with curb work beginning at Brick Boulevard and Route 70 and working south on Brick Boulevard making their way to Hooper Avenue in Toms River. When southbound curbing is complete, crews will then work on the northbound curbs starting in Toms River back towards Route 70 in Brick Township. All curb work that can be completed without closing a lane will take place during the day hours. All other curb work requiring lane closures will take place at night so traffic is not affected.

Storm drainage work and installation will take place on Brick Boulevard at or near the intersections Yorktowne Boulevard and Cedar Bridge Avenue. This work will take place at night.

Once the curbing and drainage work is complete Earle will then start the milling and paving part of the project. They will start with ramps and street end connections. The ramps and street ends will be closed with detours while they mill and pave. Once that is complete they will start milling and paving Brick Boulevard and Hooper Avenue in Toms River. This work will take place at night and Earle advised that they will only work on one lane at a time leaving the other lane open for vehicle traffic. After paving is completed they will be painting new traffic lines and crosswalks which also take place at night. The estimated completion date of this project is October 31st, 2020 barring any stoppages for weather.

Day time work is scheduled to start at 8am and Earle will be off the roadway by 5pm. Daytime work will NOT have any lane closures or detours. Night time work will start at 8pm and Earle will be off the roadway by 6am. Only work performed during the night time hours will have lane closures and detours. Earle will store equipment in the parking lot of Bay Harbor Plaza located at 55 Brick Boulevard. This project will not interfere with any ongoing projects in the area.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Leigh Ann Woolley – Per diem Dispatcher	NUMBER: SM 2020-105	
EFFECTIVE DATE: August 25, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Effective August 21, 2020, Leigh Ann Woolley has resigned from her position as a per-diem dispatcher and is no longer employed by the Township of Brick. No access should be granted to areas of the municipal complex other than those routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: DUI Overtime – September 2020	NUMBER: SM 2020-106	
EFFECTIVE DATE: August 31, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Anyone interested in working DUI overtime for the month of September please submit an inter-office memo to the Traffic Safety Unit no later than 0800 hours on September 3, 2020. Anyone interested in working the detail on September 4th or 5th should contact Sgt. Donnelly 212 asap.

Friday & Saturday shifts can start anytime between 2200-2400 hrs. unless otherwise noted.

Friday	9/4/2020	_____
Saturday	9/5/2020	_____
Friday	9/11/2020	_____
Saturday	9/19/2020	_____
Friday	9/19/2020	_____
Saturday	9/28/2020	_____

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



**SUBJECT: Shawna Toomey – Part Time Emergency
Medical Technician**

**NUMBER:
SM 2020-107**

**EFFECTIVE DATE:
September 17, 2020**

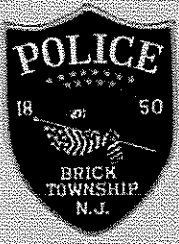
**DISTRIBUTION TO:
All Personnel**

**ISSUED BY:
Captain Keith Reinhard**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Effective August 1, 2020, Shawna Toomey has resigned from her position as a Part Time Emergency Medical Technician and is no longer employed by the Township of Brick. No access should be granted to areas of the municipal complex other than those routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Open Positions – Investigations Division	NUMBER: SM 2020-108	
EFFECTIVE DATE: September 21, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in the below listed positions within the Investigations Division, which may have openings in the near future, shall submit an interoffice memorandum through the chain of command to the Chief expressing their interest no later than Monday, October 5, 2020. Officers must have three years experience to be eligible.

Street Crimes Unit

Ocean County Narcotics Strike Force (one-year assignment)

School Resource Officer

Detective Bureau (Night/Day)

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: Open Position – Motorcycle Unit	NUMBER: SM 2020-110	
EFFECTIVE DATE: September 22, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Any officer interested in a position in the Motorcycle Unit shall submit an interoffice memorandum through the chain of command to the Chief expressing their interest no later than October 7, 2020. Officers must have three years of service with the department to be eligible and be proficient in the operation and handling of a motorcycle.

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. Any letters of recommendation must be submitted by October 7, 2020. 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: Flu Shots	NUMBER: SM 2020-111	
EFFECTIVE DATE: September 28, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Free flu shots will be given on October 6, 2020 between the hours of 1400-1700 at the Municipal Building. Any employee interested in getting a flu shot should contact Joe Pawlowicz via email

[REDACTED]

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Vehicles with Assigned Defibs	NUMBER: SM 2020-112	
EFFECTIVE DATE: October 5, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

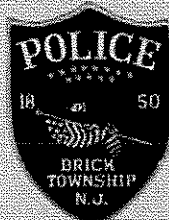
The following vehicles have AED's assigned to them. These defibs are to be stored in their assigned vehicles. Narcan has been removed from the defib cases and new yellow Pelican cases were purchased for Narcan. Narcan **can not** be stored in the vehicles, Narcan needs to be assigned at roll call and returned after a shift.

Vehicles with assigned defibs:

15	16	17	18	19	24	25	26	28
29	30	31	32	33	34	35	36	37
38	39	40	41	42	43	44	45	46
47	48	49	50	51	52			

There are four spare AEDs that are to be stored in Roll Call or the Equipment/Property Rooms. These may be signed out to officers using a vehicle that does not have an assigned defib, or to an officer whose vehicle's assigned defib is out of service. These spares shall not be stored in a vehicle and shall be returned after a shift.

As with any Police Department equipment, if defib cases, defibs, or Narcan cases are damaged or lost, it must be reported to an immediate supervisor AND a Special Report to the Chief of Police, via the Chain of Command shall be completed.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: MC1	NUMBER: SM 2020-113	
EFFECTIVE DATE: October 8, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

MC1 has been winterized. The plumbing system should not be utilized. If the plumbing system is needed/used, notify Sergeant Austin Kenny so that the system can be winterized again after any use.

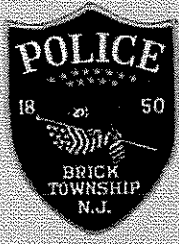
BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: HMH JFK Paramedic Units	NUMBER: SM 2020-114	
EFFECTIVE DATE: October 13, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The HMH JFK paramedic units have moved into OMC and out of Civic Plaza effective 10/7/2020 at 1845 hours. The paramedics have thanked the BTPD/BTPD EMS for our hospitality for the time that they were stationed at the Civic Plaza. The paramedic vehicles are now being parked at OMC, on the concrete where the police vehicles traditionally parked when utilizing the ED. This will be where they will continue to be parking, as there is no other place to run a shoreline to keep the vehicles plugged in. The parallel parking spots in front of the ambulance parking will remain open for Police vehicle parking as needed.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Fundraiser "No Shave November"	NUMBER: SM 2020-115	
EFFECTIVE DATE: October 16, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James 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.

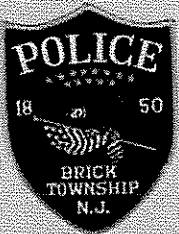
Thank you to those officers who are participating in this worthwhile cause.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Filming in Brick Township	NUMBER: SM 2020-116	
EFFECTIVE DATE: October 16, 2020	DISTRIBUTION TO: All Police Officers and Communications Operators	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

A production crew will be filming scenes for a movie at the 88 Motel on October 23, 24, & 25th. Filming will be taking place both inside and outside the motel. Some of the scenes will involve the use of prop firearms that fire blanks. Any issues or questions related to the filming should be directed to the producer, Mike Marsdale [REDACTED]. A road job will be scheduled to provide security during the filming.

Filming schedule:

- Friday October 23, 2020 1200-2200 hours
 - 3 exterior scenes
 - 2 interior scenes
 - No scenes requiring stunts
- Saturday October 24, 2020 1300-2200 hours
 - 2 exterior scenes involving prop firearms
- Sunday October 25, 2020 1100-2100 hours
 - 3 exterior scenes
 - 1 interior scene
 - No scenes requiring stunts or firearms

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Resiliency Training	NUMBER: SM 2020-117	
EFFECTIVE DATE: October 19, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Due to the recent rise in COVID19 cases throughout the county, the Ocean County Prosecutor's Office is temporarily suspending the Ocean County Resiliency Training Program effective November 1, 2020. Classes scheduled until the end of the year will be rescheduled at a later date in 2021 to ensure department compliance with the New Jersey Attorney General Law Enforcement Directive 2019-1.

While countywide Officer Resiliency Training will cease as of November 1, 2020, the department RPOs are still responsible for their duties under said directive. Any department RPOs requiring support or assistance for an officer in need can contact Supervising Assistant Prosecutor Renee T. White at [REDACTED] or [REDACTED]

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Anticipated Retirements 2021	NUMBER: SM 2020-118	
EFFECTIVE DATE: October 20, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Anyone who is anticipating retirement in 2021 please submit an interoffice memorandum indicating when you will be retiring to my office by November 5, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Open Vacancies – Community Policing Officer and Traffic Safety Officer		
NUMBER: SM 2020-120		
EFFECTIVE DATE: October 23, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any police officer interested in the position of Community Policing officer and any police officer interested in the position of Traffic Safety Officer shall submit an interoffice memorandum through the chain of command to the Chief expressing their interest no later than November 6, 2020.

All applicants 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. Any letters of recommendations must be submitted by November 6, 2020. 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: Shift Preference Requests for 2021	NUMBER: SM 2020-121	
EFFECTIVE DATE: October 27, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please find attached, the Shift Preference Request form for the year 2021. 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 24, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Honor Guard	NUMBER: SM 2020-122	
EFFECTIVE DATE: October 27, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in joining the Honor Guard Unit should submit in interoffice memo to my office no later than November 10, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Load Bearing External Carrier	NUMBER: SM 2020-124	
EFFECTIVE DATE: October 28, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Approximately one year ago, we took delivery of our new outer carriers. It has been reported that some carriers may be experiencing manufacturing issues that may or may not have been reported. If your vest or the attachments have become defective we need for you to report it. The vests have a warranty and the company stands behind their product.

To report an issue, we will utilize the same process we did when we first issued the vests. A form titled "Equipment Fix Form" has been placed on the H drive. This form can be found under the 'Patrol' folder and inside of the 'External Carrier' folder. The form is self-explanatory and should be fill in from left to right.

Sgt. Catalina will be the point of contact and will contact the carrier vendor. Any issues that are not reported utilizing the form will not be addressed once the form is removed.

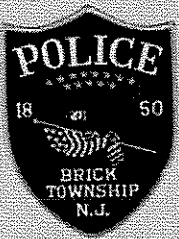
A common complaint has been issues with the velcro. If the velcro on an attachment has failed, we are able to get a replacement attachment. We have several replacement attachments on hand that the company sent us in the event we had issues. If the velcro has failed on the vest we will be able to get it repaired or replaced.

Recently, I ordered the patrol supervisors to address the cleanliness of our officer's vests. While we all should be cleaning our vests without the need of having to be reminded, if you need instruction on how the vest can be cleaned, I would refer you to the multipage document that was created for our vests, their attachments and how it should be worn. It is imperative that your vest is worn correctly for appearance, functionality and to limit the wear to your uniform shirt. All velcro should be aligned as to not protrude from the vest and cause premature wear on your uniform. For your convenience, a copy of that document is in the same folder as the fix form.

In addition, it has come to my attention that some officers are wearing equipment that has not been authorized for use or otherwise not issued by the department. You are reminded that only authorized equipment may be worn on the carrier or as part of the uniform. Unauthorized equipment or accessories must be removed. Failure to remove unauthorized equipment is a violation of policy and will result in progressive discipline.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Glock Armorers	NUMBER: SM 2020-125	
EFFECTIVE DATE: October 29, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in becoming a Glock Armorer send an email to Lt. Vincent Coburn at [REDACTED]. Officers chosen to be Glock Armorers will need to assist in the armoring of department issued weapons for the respective divisions prior to the range cycles.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Superior Court Closures	NUMBER: SM 2020-126	
EFFECTIVE DATE: October 30, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please be advised that the Ocean County Superior Court will not be taking Temporary Restraining Orders either in person or by telephone on the following dates:

Tuesday, November 3, 2020 - Election Day

Wednesday, November 11, 2020 - Veteran's Day

Monday, November 23 – Friday, November 27, 2020 - Judicial College and Thanksgiving

Monday, December 28 – Friday, January 1, 2021 - Judicial Recess and Court Holiday

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT:
Asbury Park Press Reader's Choice Awards 2020

NUMBER:
SM 2020-127

EFFECTIVE DATE:
November 4, 2020

DISTRIBUTION TO:
All Personnel

ISSUED BY:
Chief James J. Riccio

CANCELLATION DATE:

APPROVED BY:
Chief James J. Riccio

We were recently notified that our department has for the third year in a row won the Reader's Choice Award presented by the Asbury Park Press. I would like to take this opportunity to congratulate all of you and thank you for the job that you do each and every day. This year in particular has presented us with many challenges we have never before seen. As usual you met those challenges head on and performed in an exemplary manner. Your outstanding performance was once again noticed and appreciated by the community we serve. Keep up the great work and be safe.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Firearms Discharge Report	NUMBER: SM 2020-128	
EFFECTIVE DATE: November 12, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

A Firearms Discharge Report is required in all instances when the firearm is used for the destruction of an animal. The attached form is the only one authorized for use and can be found on DMS and in the forms folder in the H-Drive. After the form is completed and reviewed by a supervisor it must be sent to the Ocean County Prosecutor's Office internal affairs unit sergeant by emailing a completed Standardized Firearms Discharge Report to [REDACTED] during the shift on which the firearm was discharged. Next the form must be sent to the Chief for review along with a copy of the report. After the Chief signs the Firearms Discharge Report it will be sent to the Professional Standards Unit.

The new discharge report was modified to eliminate the use of two separate forms for each time a firearm is used to destroy an animal.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: COVID	NUMBER: SM 2020-129	
EFFECTIVE DATE: November 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

As you know we are in the midst of a second wave of Corona virus infections. To this point we have managed to keep cases within our department low despite the number of potential exposures we encounter each and every day. That however can easily change if we are not diligent in taking the necessary precautions to prevent contraction of the virus. A large outbreak within our department would be devastating and would certainly hamper our ability to operate at an acceptable level. More importantly it could also be potentially deadly to you or vulnerable family members. I commend all of you for the way in which you have performed throughout this pandemic and I know that at times it has been difficult. I am urging you to remain diligent and take all necessary precautions to lessen the likelihood of becoming infected not only while working but also when you are off duty. Remember to properly wear your department issued PPE, whenever possible maintain social distancing and utilize the disinfectant supplies we have made available. If you are in need of any supplies be sure to ask and we will make certain that they are provided, and remember to notify your supervisor if you or a family member are experiencing any of the Covid symptoms. Together we will get through these difficult times. As always be safe and stay healthy.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: DMS Course – Juvenile eCDR Process	NUMBER: SM 2020-130	
EFFECTIVE DATE: November 20, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

A new course has been created on DMS for the upcoming implementation of the Juvenile eCDR process. The course must be completed by December 15, 2020. This system is scheduled to go live for the entire State on January 4, 2021.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Drive Sober or Get Pulled Over 2020	NUMBER: SM 2020-131	
EFFECTIVE DATE: November 23, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Brick Township Police Department was awarded Grant funds to participate in the 2020, "Drive Sober or Get Pulled Over" year-end holiday crackdown mobilization. The campaign will run from December 4th through January 1st.

Any Police Officer interested in working a 4-hour overtime enforcement detail for the month of December should submit an Interoffice Memo to the Traffic Safety Unit no later than 0800 hours on **November 30, 2020. (No details will be worked on December 24th or 25th).** Details can start anytime between 2000-2400 hours, any day of the week, and must be noted on the Interoffice Memo.

The Interoffice Memo should include the dates and start time you are interested in working.

Example: 4/6/19 @ 0800, 4/10/19 @ 1600.....

*** All Officers working the details must fill out the Over the Limit-Under Arrest 2020 Officer Daily Report, located in the booking room and an Overtime Report. E-Ticket summonses are no longer required to be submitted to Traffic Safety. Hand written summonses only are still to be turned into Traffic Safety.**

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Open Vacancy – Professional Standards Unit	NUMBER: SM 2020-132	
EFFECTIVE DATE: November 24, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any Officer interested in a position in the Professional Standards Unit shall submit an interoffice memorandum to the Chief, via chain of command no later than December 8, 2020. 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 selected officer will assume the main responsibility of background investigations for new Police, EMS, SLEO I, and Communication Operator applicants. The position will also entail the following:

- Assisting with Accreditation of the Department;
- All aspects of Training and require future certifications in the following:
 - Firearms instructor
 - Rifle instructor
 - O.C. instructor
 - Methods of instructions
 - M.E.B. instructor
 - Taser instructor
 - Weapon armorer (Glock, Colt, & Remington)
 - Less lethal instructor
 - Simunitions instructor
 - Accreditation manager
- Any other duties deemed necessary by the Division Commander;

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: DMS Course – Handle with Care	NUMBER: SM 2020-134	
EFFECTIVE DATE: December 1, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

A new course has been created on DMS for the Handle with Care program. When signing in use INTERNET EXPLORER [REDACTED] as that is the only browser that will track the timer correctly. This new course must be complete by December 31, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Fundraiser "No Shave November"	NUMBER: SM 2020-135	
EFFECTIVE DATE: December 1, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James 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. I am extending "No Shave November" until December 31, 2020. Reminder, facial hair shall be neatly groomed and trimmed close to the face

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: JCP& L Maintenance	NUMBER: SM 2020-136	
EFFECTIVE DATE: December 4, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please be advised that the Haverfield Aviation will be assisting in the completion of various JCP&L maintenance items on December 13 or 14, weather permitting. The helicopter will either be seen transporting line workers and equipment to and from the work area(s) or will be seen hovering extensively while in the work area(s) as a line worker performs repair work via platform that's attached to the helicopter.

The pilot will be in communication with any local airports, when in their airspace. The helicopter is a black MD500 helicopter with red tail number N4265J (photo below).



BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: COVID-19 Vaccine	NUMBER: SM 2020-138	
EFFECTIVE DATE: December 9, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any employee interested in receiving a COVID-19 vaccination when it becomes available, should notify the Operations Division by December 28, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: K9 Max #913	NUMBER: SM 2020-139	
EFFECTIVE DATE: December 17, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective January 1, 2021, K9 Max #913 will be retired from service. Ptl. Prendeville #223 and K9 Max were certified as a K9 Team after successfully completing the Atlantic County K9 Academy in 2011. During K9 Max's decade long career, he was deployed nearly 1,000 times on various Patrol/Narcotics/Community Relations related events. Thank you to Ptl. Prendeville and K9 Max for your years of dedicated service to the Brick Township Police Department and the citizens of Brick Township.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Jenise Southworth – Communications Operator	NUMBER: SM 2020-140	
EFFECTIVE DATE: December 22, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective December 25, 2020, Jenise Southworth has resigned from her position as a Communications Operator and is no longer employed by the Township of Brick. No access should be granted to areas of the municipal complex other than those routinely accessed by the public.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: 2021 Schedule Draft	NUMBER: SM 2020-141	
EFFECTIVE DATE: December 22, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The 2021 Schedule Draft will be held on Monday, January 11, 2021 at 0900 hours at the PAL Building (Drum Point Road). Due to social distancing, approximately 10 officers will be scheduled to enter the building to make their pick, based on seniority. Once an officer makes his/her selection they are to exit the building and this will continue throughout the selection process.

If you are unable to attend, your shift preference sheet will be used. You are to notify Operations by January 8, 2021 if your preferred selection is not available on your current side and you would like to transfer to the other side, if the hours are available.

Each officer will receive 2 hours of comp time to attend the schedule draft.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Alcotest	NUMBER: SM 2020-144	
EFFECTIVE DATE: December 30, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective Monday, January 4, 2021, the Alcotest will be coming out service for mandatory repair. It is expected to be out of service for a few weeks. Any officer making a DUI arrest can take them to the Point Pleasant Borough Police or Mantoloking Police for testing.