

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Free Flu Shot	NUMBER: SM 2020-01	
EFFECTIVE DATE: January 2, 2020	DISTRIBUTION TO: All Police Officers and EMT's	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any Police Officer or EMT who would be interested in getting a free flu shot, contact Joe Pawlowicz via email [REDACTED] Date is to be determined.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Bicycle Unit	NUMBER: SM 2020-02	
EFFECTIVE DATE: January 3, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any Officer interested in being assigned to the Bicycle Unit, please submit an Interoffice Memo to my attention, via their Chain of Command, not later than January 17, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Free Flu Shot (Update)	NUMBER: SM 2020-03	
EFFECTIVE DATE: January 3, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Free flu shots will be given on January 15, 2020, between the hours of 1500-1700, in the Brick Municipal Court Room. Flu shots are open to all township employees and their immediate families. If you are interested in getting a flu shot please contact Joe Pawlowicz via email [REDACTED]

"GET YOUR FLU SHOT"

Brick Township Municipal Building

Date: January 15, 2020

Time: 15:00-17:00

Location : Municipal Court Room



**get
your
flu shot**

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Lifevest Wearable Defibrillator	NUMBER: SM 2020-04	
EFFECTIVE DATE: January 3, 2020	DISTRIBUTION TO: All Police Officers and EMS Personnel	ISSUED BY: Captain Keith Reinhard
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Please review the attached video that was forwarded to us from Willow Springs Assisted Living. Apparently, we have at least a few people in town who have one of these types of Wearable Defibrillator's. In the event you come across one of these, it is recommended that you treat and transport the person leaving the device on them.

<https://zolllifevest.showpad.com/share/hlnEvXvw294geiEXmOdRn/0>

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Reverend Doug Chase	NUMBER: SM 2020-05	
EFFECTIVE DATE: January 3, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Keith Reinhard
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Reverend Doug Chase has been engaging with us on a regular basis – stopping in to spend time with the bosses at the front desk as well as joining patrolmen for ride-alongs. I'm sure his efforts to show interest, establish relationships and be present have not gone unnoticed.

In order to gain a greater benefit from his service to us, Rev. Chase is going to schedule times to be at headquarters. Doing this will allow for officers who wish to meet with Rev. Chase to know when he'll be around ahead of time. We will also ensure the kitchen is free for Rev. Chase in the event any of us want to meet with him in private.

We're also going to change the way he participates in ride-alongs. Instead of being assigned in roll call as an impromptu decision, which usually results in Rev. Chase riding with the same junior officers all the time, ride-alongs will be scheduled in advance. This will allow for more opportunity to build rapport between Rev. Chase and the department.

As always, time spent with Rev. Chase is strictly confidential and will remain between you and him.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Career Day	NUMBER: SM 2020-06	
EFFECTIVE DATE: January 7, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officers interested in participating in one or both of the annual career day events listed below should submit an interoffice memo to the Operations Division no later than February 7, 2020.

Brick Township High School: Wednesday, March 11, 2020. Approximate time: 0645-1015

Brick Memorial High School: Thursday, April 2, 2020. Approximate time: 0645-1015

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Planning Board Meetings – Overtime Details	NUMBER: SM 2020-07	
EFFECTIVE DATE: January 9, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in working Planning Board Meeting overtime details should submit an interoffice memorandum, with a list of dates that you are interested in working, to Lieutenant Covert #166 no later than 0800 hours on January 23, 2020. The details will be awarded via seniority, on a rotational basis.

The detail will consist of the same parameters of the Court Security detail, which includes all of the security checks that are currently being done. The detail will begin at 1830 hours and the officer will remain in the courtroom for the duration of the meeting. Special Officers will conduct security screenings on all individuals entering the courtroom. All individuals will enter and exit the courtroom in the same manner as they do for court days.

Wednesday, February 12
 Wednesday, February 26
 Wednesday, March 11
 Wednesday, March 25
 Wednesday, April 8
 Wednesday, April 22
 Wednesday, May 13
 Wednesday, May 27
 Wednesday, June 10
 Wednesday, June 24
 Wednesday, July 8
 Wednesday, July 22
 Wednesday, August 12
 Wednesday, August 26
 Wednesday, September 9
 Wednesday, September 23
 Wednesday, October 14
 Wednesday, October 28
 Wednesday, November 4
 Wednesday, December 9
 Wednesday, January 13, 2021
 Wednesday, January 27, 2021

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Council Meetings – Overtime Details	NUMBER: SM 2020-08	
EFFECTIVE DATE: January 10, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in working Council Meeting overtime details should submit an interoffice memorandum, with a list of dates that you are interested in working, to Lieutenant Covert #166 no later than 0800 hours on January 24, 2020. The details will be awarded via seniority, on a rotational basis.

The detail will consist of the same parameters of the Court Security detail, which includes all of the security checks that are currently being done. The detail will begin at 1830 hours and the officer will remain in the courtroom for the duration of the meeting. Special Officers will conduct security screenings on all individuals entering the courtroom. All individuals will enter and exit the courtroom in the same manner as they do for court days.

January 14 and 28	7:00 p.m.
February 11 and 25	7:00 p.m.
March 10 and 24	7:00 p.m.
April 14 and 28	7:00 p.m.
May 12 and 26	7:00 p.m.
June 9 and 23	7:00 p.m.
July 14 and 28	7:00 p.m.
August 11 and 25	7:00 p.m.
September 8 and 22	7:00 p.m.
October 13 and 27	7:00 p.m.
November 10 and 24	7:00 p.m.
December 8 and 22	7:00 p.m.
December 31	10:00 a.m.

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Michael Colwell - Special Police Officer

**NUMBER:
SM 2020-09**

**EFFECTIVE DATE:
January 13, 2020**

**DISTRIBUTION TO:
All Personnel**

**ISSUED BY:
Chief James Riccio**

CANCELLATION DATE:

**APPROVED BY:
Chief James Riccio**

Effective December 16, 2019, Michael Colwell has resigned from his position as a Special Police Officer 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: 2020 Flex Detail Signups	NUMBER: SM 2020-10	
EFFECTIVE DATE: January 13, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The 2020 FLEX Detail signups will be held at 1000 hrs on the following dates:

- B Side – 1/23/2020
- A Side – 1/27/2020

The signups will be held in the Municipal Courtroom. SERT members and Boat Operators shall **NOT** attend the signup. Officers who attend their respective signup will be given two (2) hours of Comp Time. If you cannot attend the FLEX Detail signup, please have someone who is attending sign up for you.

Each officer will be responsible for signing up for the following mandatory flex:

A Side Mandatory Flex Time

40 PSU Flex hours (Spring Range, Fall Range, Active Shooter and CLEAR Training)
 20 hours Less Lethal (Supervisors Only)
 10 hours Rifle Familiarization (2 quarterly trainings for Riflemen only)
 10 hours Marine Unit Training (certified crew members only)
 30 hours Mandatory Details (Summerfest, Fall Fest, Trunk or Treat, etc)

B Side Mandatory Flex Time

40 PSU Flex hours (Spring Range, Fall Range, Active Shooter and CLEAR Training)
 20 hours Less Lethal (Supervisors Only)
 10 hours Rifle Familiarization (2 quarterly trainings for Riflemen only)
 10 hours Marine Unit Training (certified crew members only)
 50 hours Mandatory Details (Summerfest, Fall Fest, Trunk or Treat, etc)

Attached is a list of mandatory training and details followed by a list of non-mandatory training and details.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: DMS Course – Step up and Slow Down	NUMBER: SM 2020-11	
EFFECTIVE DATE: January 13, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

A new course has been created on DMS, Step Up and Slow Down. The course must be completed by February 14th. Open the course on DMS and click on the Step Up and Slow Down Link in the flyer. If you have an issue opening the video contact Lt. Vincent Coburn via email.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Gas Mask Filters and OC Spray	NUMBER: SM 2020-12	
EFFECTIVE DATE: January 13, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

During the quarterly inspections, if your gas mask filter or O.C. Spray is expired, contact the Professional Standards Unit and a replacement will be issued. We have the gas mask filters in our office located at the Civic Plaza and the O.C. Spray is at the Police Department.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: SERT Commander	NUMBER: SM 2020-13	
EFFECTIVE DATE: January 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective immediately, Lt Vincent Coburn has resigned from the SERT. Sgt Lawrence Petrola has been appointed as the Acting SERT Commander and Sgt Jason Matthews has been appointed as the Acting SERT Deputy /Assistant Commander, until further notice. Thank you to Lt Coburn for your many years of dedicated service to the SERT.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Board of Adjustment Meetings – Overtime Details	NUMBER: SM 2020-14	
EFFECTIVE DATE: January 17, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any officer interested in working Board of Adjustment Meeting overtime details should submit an interoffice memorandum, with a list of dates that you are interested in working, to Lieutenant Covert #166 no later than 0800 hours on January 31, 2020. The details will be awarded via seniority, on a rotational basis.

The detail will consist of the same parameters of the Court Security detail, which includes all of the security checks that are currently being done. The detail will begin at 1830 hours and the officer will remain in the courtroom for the duration of the meeting. Special Officers will conduct security screenings on all individuals entering the courtroom. All individuals will enter and exit the courtroom in the same manner as they do for court days.

Wednesday, February 5
 Wednesday, February 19
 Wednesday, March 4
 Wednesday, March 18
 Wednesday, April 1
 Wednesday, April 15
 Wednesday, May 6
 Wednesday, May 20
 Wednesday, June 3
 Wednesday, June 17
 Wednesday July 8
 Wednesday, July 15
 Wednesday, August 5
 Wednesday, August 19
 Wednesday, September 2
 Wednesday, September 16
 Wednesday, October 7
 Wednesday, October 21
 Wednesday, November 4
**** Monday, November 9**
 Wednesday, December 2
 Wednesday, December 16
 Wednesday, January 6, 2021
 Wednesday, January 20, 2021

**BRICK POLICE DEPARTMENT
SPECIAL MEMORANDUM**



SUBJECT: Noah Squires - Special Police Officer

NUMBER:
SM 2020-15

EFFECTIVE DATE:
January 28, 2020

DISTRIBUTION TO:
All Personnel

ISSUED BY:
Chief James Riccio

CANCELLATION DATE:

APPROVED BY:
Chief James Riccio

Effective January 24, 2020, Noah Squires has resigned from his position as a Special Police Officer 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: Andrew Welsh – Part-Time Emergency Medical Technician	NUMBER: SM 2020-18	
EFFECTIVE DATE: February 5, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Keith Reinhard
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective February 3, 2020, Andrew Welsh has resigned from his 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: Message from NJ Courts	NUMBER: SM 2020-19	
EFFECTIVE DATE: February 6, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Star Insurance Company has been removed from active status in the bail registry. No new bonds may be accepted from agents and agencies of this insurer. In addition, certain agents with open judgments for this insurer may also be removed from active status for other insurers. Any questions or concerns can be directed to [REDACTED]

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: 2020 PSU Training	NUMBER: SM 2020-21	
EFFECTIVE DATE: February 11, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Non-Patrol officers - the 2020 training schedule for PSU is out. All non-patrol officers must sign up for the following:

- Spring Firearms
- Fall Firearms
- CPR/CODIS/CLEAR training
- Active Shooter

Additional training based on assignment:

- Winter Rifle Familiarization
- Summer Rifle Familiarization
- Spring Less Lethal
- Fall Less Lethal

Signups will be done by contacting the Professional Standards Unit ext. 1119 (Erin Mulrane) or 4786 (Lt. Vincent Coburn) to check the availability of selected date(s).

See attachment for available dates.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Police Vehicle Accidents	NUMBER: SM 2020-22	
EFFECTIVE DATE: February 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Any time that any Brick Township Police vehicle (marked or unmarked) is damaged or involved in any crash (regardless of severity), the watch commander (or supervisor on the scene) shall ensure that an e-mail notification is made to [REDACTED]. This email shall be sent prior to the end of the supervisor's shift. At a minimum, the e-mail should include the involved vehicle number, a brief description of the damage, and the case/incident number (if applicable). Include the out of town agency case/incident number if the crash/incident occurred out of town. This notification is in addition to the existing reporting procedures.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Blue HOPE	NUMBER: SM 2020-24	
EFFECTIVE DATE: February 18, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief Donald Ling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Blue HART program has been changed to Blue HOPE. The policy has been updated along with the intake form.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Distracted Driver Grant April 2020	NUMBER: SM 2020-29	
EFFECTIVE DATE: March 4, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Brick Township Police is expected to join the Statewide Distracted Driver “UDrive. UText. UPay.” Mobilization. The campaign will run from April 1st through July 31st, and will focus on driver behaviors that distract from the task of driving, such as talking on a hand-held cell phone or sending text messages.

Any Police Officer interested in working a 4-hour overtime enforcement detail for the month of April should submit an Interoffice Memo to the Traffic Safety Unit no later than 0800 hours on **March 23, 2020**. (**No details will be worked on April 10th and 12th**). Details can start anytime between 0800-1700 hours 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 Distracted Driving 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: Coronavirus	NUMBER: SM 2020-30	
EFFECTIVE DATE: March 6, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

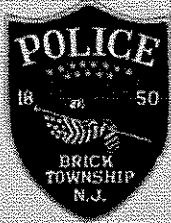
As you know the Coronavirus has been confirmed in New Jersey. While these cases have not been reported in our area, officers are reminded to be diligent when having contact with potentially infected people. If you encounter a suspected case of Corona virus infection, PPE shall be worn. Officers are reminded to use hand sanitizer and to thoroughly wash your hands for at least twenty seconds with soap and hot water. After a suspected contact you should avoid touching your face with your hands, this will decrease the spread of disease. While call taking an EMS incident, dispatch will be asking the caller if anyone in the household is suffering from flulike symptoms. Again, remember to use universal precautions, including the proper use of PPE when coming in contact with potentially infected individuals. If you feel that you have been exposed to the Coronavirus, notify your supervisor immediately.

Symptoms of the Coronavirus include fever, cough and difficulty breathing or shortness of breath. The illness causes lung lesions and pneumonia. Milder cases may resemble the flu or a bad cold, making detection difficult.

Patients may exhibit other symptoms, such as gastrointestinal problems or diarrhea. Current estimates suggest that symptoms may appear in as few as two days or as many as 14 days after exposure to the virus.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Beaver Dam Bridge	NUMBER: SM 2020-31	
EFFECTIVE DATE: March 10, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Be advised that we have been advised by the County that the Beaver Dam Bridge will have maintenance done on Wednesday, March 11, 2020, from 0900-1200 noon. The bridge will be closed for 10 minutes then opened for 10 minutes to let traffic pass.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Brick Municipal Court	NUMBER: SM 2020-32	
EFFECTIVE DATE: March 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Effective immediately the all Brick Township Municipal Court sessions have been cancelled. The Brick Township Municipal Court will begin having Court sessions on April 1, 2020. Do not make any Summonses returnable to Court prior to April 1, 2020.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Coronavirus Procedures	NUMBER: SM 2020-33	
EFFECTIVE DATE: March 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

In an effort to prevent the spread of the Coronavirus we are instituting the following procedures in the Operations Division:

- Walk-In reports are only to be taken in the front report taking room.
- The Watch Commander's Office is only to be used/occupied by Police Department Personnel.
- The only non-employees allowed to enter past the second Police entry door are prisoners or individuals who need to be processed by the Investigative Division.
- Access to the Front Desk area is limited to the Shift Supervisors, Communications Operators who need to enter the Communications Center and Officers who need to obtain their vehicle keys. The Front Desk area cannot be a social gathering point and the door is to remain closed.
- Access to the Communications Center is restricted to Police Supervisors, IT employees, Communications Operators and Communication Operator's Supervisors.
- Be sure to wipe down your work areas with disinfectant wipes often and to wipe down areas of the Booking Room that prisoners came in contact with.

The Township is currently working to obtain a cleaning company to conduct a "Deep Cleaning" of the entire Municipal Complex. We have obtained a limited supply of face masks that are located at the Front Desk and we have more on order. Officers should take a face mask with them for their tour of duty and wear appropriate PPE while encountering suspected infected subjects. Remember to practice good personal hygiene and to wash your hands often for at least 20 seconds with soap and warm water.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: PBA Gym	NUMBER: SM 2020-35	
EFFECTIVE DATE: March 16, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Effective immediately the police gym is reopened. In an effort to reduce the possibility of the spread of the Covid-19 virus use of the gym will be limited to active duty members of our department. Until further notice, family, friends and retired PBA 230 members are prohibited. On March 15th the municipal building including the gym was decontaminated by a private vendor. Disinfectant wipes will be made available and it is suggested that you wipe down any equipment after each use.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Roll Call and Body Worn Cameras	NUMBER: SM 2020-36	
EFFECTIVE DATE: March 17, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Effective immediately, Roll Calls as we know them are being suspended in an effort to reduce close contact and minimize the possibility of transmitting the coronavirus. Body Worn Cameras are still to be worn; however the practice of recording a BWC test video and reviewing the video is suspended until further notice. Supervisors from the shift working immediately prior to the oncoming Roll Call will prepare a bullet list of need to know items which can be copied and given to the oncoming officers. So, when you report for work, simply get your equipment, check in with the Shift Supervisor at the Front Desk hallway window. He will give you your vehicle keys and you can head out onto the road. As stated in previous messages, there is no reason to enter the Front Desk area or Dispatch.

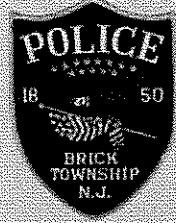
Officers should be reviewing Power DMS and their email on their work days to keep current on the coronavirus pandemic procedures. Again, we all realize that this is a great departure from the norm, but we are trying to create an environment that will limit the exposure to the coronavirus for everyone.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Township Parks Playgrounds	NUMBER: SM 2020-37	
EFFECTIVE DATE: March 17, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

The Township has ordered all Township Parks playgrounds (areas containing swings, riding apparatus, basketball courts and climbing areas) closed. SLEO 1 Officers will be monitoring the following parks:

- Bernie Cook
- Traders Cove
- Windward Beach

Township Parks Security will be patrolling the parks. Be sure to check them during your tour of duty. People are still free to walk through the open areas of the parks and utilize the skate parks.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: N95 Respirators	NUMBER: SM 2020-38	
EFFECTIVE DATE: March 18, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

We were able to obtain a very limited supply of N95 respirators. They are reusable unless grossly contaminated, see the below recommendations. One N95 respirator will be issued to every Police Officer after completing the BTPD Equipment Issued Receipt which can be located in the H Drive Forms Folder. It is extremely important that we maintain our supply of masks to keep everyone healthy, therefore it is very important for you to care for your equipment. In the event that your mask needs replacement, complete an Interoffice Memorandum to the Chief of Police indicating the Case number for the incident that your mask was grossly contaminated on and the circumstances that deemed your mask unusable. Again, we must make a concerted effort to conserve the limited supply of N95 respirators that we have, while also providing protection for everyone. Please see your immediate supervisor for issuance of your N95 respirator. A reminder that you are to notify your supervisor if you believe that you may be experiencing flu like symptoms or if you believe that you may have been exposed to someone who is experiencing flu like symptoms. We will continue to monitor the situation and make recommendations for personal protection as this event unfolds.

Respirator Reuse Recommendations:

There is no way of determining the maximum possible number of safe reuses for an N95 respirator as a generic number to be applied in all cases. Safe N95 reuse is affected by a number of variables that impact respirator function and contamination over time. However, manufacturers of N95 respirators may have specific guidance regarding reuse

of their product. The recommendations below are designed to provide practical advice so that N95 respirators are discarded before they become a significant risk for contact transmission or their functionality is reduced. Please refer to the following as guidance for N95 respirator reuse:

- Discard N95 respirators following use during aerosol generating procedures.
- Discard N95 respirators contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Discard N95 respirators following close contact with any patient co-infected with an infectious disease requiring contact precautions.
- Use a cleanable face shield (preferred) or a surgical mask over an N95 respirator and/or other steps (e.g., masking patients, use of engineering controls), when feasible to reduce surface contamination of the respirator.
- Hang used respirators in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store respirators so that they do not touch each other and the person using the respirator is clearly identified. Storage containers should be disposed of or cleaned regularly.
- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- Avoid touching the inside of the respirator. If inadvertent contact is made with the inside of the respirator, perform hand hygiene as described above.
- Use a pair of clean (non-sterile) gloves when donning a used N95 respirator and performing a user seal check. Discard gloves after the N95 respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: SERT Tryouts	NUMBER: SM 2020-40	
EFFECTIVE DATE: March 20, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Captain Steven Gerling
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

SERT Training & Try-outs scheduled for 3/30/2020 have been cancelled. Try-outs will be re-scheduled at a later date. Anyone who was removed from the schedule for this will now work your normal shift.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Municipal Building Entry	NUMBER: SM 2020-41	
EFFECTIVE DATE: March 20, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Effective 0515 hours on 03/21/2020 the only open entry point to the Municipal Complex is the rear Police ramp door. Every Township employee will be screened for the presence of a fever prior to entering the building. Once Township employees have been screened, they can re-enter the building for the remainder of the day without being screened again. Civilians who wish to enter the Municipal Complex will be screened every time that they wish to enter the building.

The key fob to the entry door near the Men's Locker Room has been disabled. Entry through that door is no longer permitted, effective immediately. This door can still be used to exit the building.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Urgent Care	NUMBER: SM 2020-43	
EFFECTIVE DATE: March 23, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Guidance for Police Personnel during the COVID-19 Crisis

Urgent Care Now recognizes the importance of Law Enforcement Personnel at all times but especially during this crisis.

In an effort to keep active duty law enforcement in their essential roles, Urgent Care Now is taking the following measures.

If any Law Enforcement Personnel present to any Urgent Care Now site for a medical visit (in person or by phone)

1. Registration staff will ask them if they are on-duty or about to be on-duty.
 - a. If the answer is YES, they will be prioritized before any current non-emergent visits
 - b. If the answer is NO, they will be prioritized by normal triage protocols

If there are special circumstances or issues during a law enforcement visit, please ask for the site supervisor to be contacted or in their absence, the administrator on call at [REDACTED] extension 127

Additionally, availability of supplies for COVID-19 testing is intermittent. Urgent Care Now is prioritizing any testing supplies as they become available specifically for essential personnel (defined below). All other testing guidelines will still apply to this group.

Essential Personnel

- Law Enforcement
- Fire
- EMS
- Healthcare Personnel

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Executive Order 107 and 108 - Summary	NUMBER: SM 2020-44	
EFFECTIVE DATE: March 23, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

Please see attached summary of Executive Order 107 and Executive Order 108.

MEMORANDUM

Executive Order No. 107

This order revokes all prior mitigation executive orders, and incorporates or modifies their provisions as described below.

“Stay at home” order: All residents are to stay at home or at their place of residence unless they are leaving for the following reasons:

- 1) Obtaining goods or services from essential retail businesses;
- 2) Obtaining takeout or food beverages from restaurants;
- 3) Seeking medical attention, essential social services, or assistance from law enforcement;
- 4) Visiting family or close friends, caretakers, or romantic partners;
- 5) Reporting to or performing their job;
- 6) Walking, running, or engaging in outdoor activities with immediate family, caretakers, household members, or romantic partners;
- 7) Leaving for an educational, religious, or political reason;
- 8) Leaving because of a reasonable fear for health or safety; or
- 9) Leaving at the direction of law enforcement or other government agency.

Individuals who have to travel must practice social distancing when possible and should use public transportation only if they have no other feasible choice.

Cancelling gatherings: Gatherings of individuals, such as parties, celebrations, or other social events, are cancelled, unless otherwise authorized by the Order (i.e. the activities mentioned above). Through a separate Administrative Order, the Colonel of NJSP will make clear that gatherings of fewer than 10 people are presumed to comply with the Order, unless clear evidence indicates otherwise. Colonel Callahan will have the ability to adjust that number and that rule according to circumstances and facts on the ground.

Closing non-essential retail businesses: All non-essential retail businesses, which were previously limited to between 5 am and 8 pm, must now close entirely (online delivery can continue). The list of essential retail businesses that can stay open is limited to the following (Colonel Callahan has authority to amend the list):

- 1) Grocery and food stores, including retailers like Walmart/Target that sell food;
- 2) Pharmacies and medical marijuana dispensaries;
- 3) Medical supply stores;
- 4) Gas stations;
- 5) Convenience stores;
- 6) Ancillary stores within healthcare facilities;
- 7) Hardware and home improvement stores;
- 8) Banks and other financial institutions;
- 9) Laundromats/dry-cleaning services;
- 10) Stores that principally sell supplies for children under five years old;
- 11) Pet stores;
- 12) Liquor stores;
- 13) Car dealerships, but only for auto maintenance and repair, and auto mechanics;
- 14) Printing and office supply shops;
- 15) Mail and delivery stores.

Mandatory telework/work-from-home: All businesses or non-profits in the State must accommodate their workforce, wherever practicable, for telework or work-from-home arrangements. If a business or non-profit has employees that must be on site, it shall reduce staff on site to the minimal number necessary to ensure critical operations can continue. Examples of employees who need to be present at their work site include: law enforcement officers, fire fighters, and other first responders, cashiers or store clerks, construction workers, utility workers, repair workers, warehouse workers, lab researchers, information technology maintenance workers, janitorial and custodial staff, and certain administrative staff.

Recreational and entertainment businesses: All are closed. This is unchanged from what is currently in place but the order reiterates these prohibitions.

Restaurants and other dining establishments: All can remain open, but must continue to be delivery and/or takeout only. This is also unchanged.

Pre-K, K-12, and higher education: All continue to be closed to students. This is unchanged as well.

Blanket exceptions: Nothing in the order shall be construed to affect the operations of (1) health care or medical service providers; (2) access to essential services for low-income residents, including but not limited to food banks; (3) the media; (4) law enforcement; and (5) the operations of the federal government or the movement of federal officials when operating in their official capacity.

Timing: The order will go into effect at 9PM tonight to accommodate the end of the sabbath. It will stay in effect until the Governor revokes or modifies it.

Executive Order No. 108

This Order clearly invalidates all county and municipal restrictions imposed in response to COVID-19 that conflict in any way with the provisions of Executive Order No. 107, which now encompasses all the emergency restrictions on individuals and businesses that have been put in place. It also says that no county or municipality may adopt or enforce any such restriction going forward. Examples of such restrictions, now impermissible, include the following:

- Any additions to or deletions from the list of retail businesses deemed essential;
- Any limit on any business's scope of service or hours of operation;
- Any density or social distancing requirements; or
- Any general restrictions on freedom of movement, including curfews.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: TRO's/Tennis and Pickleball Courts/Masks	NUMBER: SM 2020-46	
EFFECTIVE DATE: March 24, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective immediately and until further notice when a reporting party is declining a TRO, a signature is no longer required as long as the person declining is captured on your body worn camera. The video footage must then be downloaded as a part of the case and saved as evidence.

Tennis and Pickleball courts remain open, however a group of more than 10 people is prohibited.

We have begun issuing safety glasses to protect your eyes from being exposed to the coronavirus. Any time that you enter a building, other than Headquarters, you are required to wear both your N95 mask and protective glasses. This applies if you are on a call or simply stopping in at a store while on duty. Of course you should be wearing PPE anytime that you are dealing with a potentially infected individual.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Blue Hope	NUMBER: SM 2020-47	
EFFECTIVE DATE: March 25, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James J. Riccio
CANCELLATION DATE:		APPROVED BY: Chief James J. Riccio

The Blue Hope program will still be available to people who need it, however for the time being we are going to adhere to the following procedure:

Whether someone reports to HQ, or calls, or one of you comes across someone on the street, anyone who wants to take advantage of Blue Hope should be provided with the following two names and phone numbers:

Laura Messina: [REDACTED]
 Jean Hennon: [REDACTED]

The patient can call either one of these women from Preferred Behavioral Health and they will receive the same screening and placement service that they always would, except it will be over the phone. We will not be transporting Blue Hope applicants until further notice.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: N95 Masks and Eye Protection	NUMBER: SM 2020-48	
EFFECTIVE DATE: March 26, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

Effective immediately and until further notice, N95 masks and eye protection shall be worn on all calls for service. This directive is in addition to any previously issued.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Spring Less Lethal Training	NUMBER: SM 2020-49	
EFFECTIVE DATE: March 26, 2020	DISTRIBUTION TO: All Police Officers	ISSUED BY: Deputy Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

The Spring Less Lethal training scheduled for April 3, 9, 21 & 23 has been cancelled/postponed.

BRICK POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Vehicle Decontamination	NUMBER: SM 2020-50	
EFFECTIVE DATE: March 27, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Chief James Riccio
CANCELLATION DATE:		APPROVED BY: Chief James Riccio

We recently acquired two (2) decontamination units that will be used to periodically and when necessary decon our vehicles and/or equipment. Effective immediately whenever a member of the public is placed in a police vehicle and is suspected of being infected a supervisor shall be notified so that arraignments can be made to decontaminate the vehicle. The decontamination process takes just a few minutes and will not require a vehicle to be taken out of service.