

URGENT !!!

#500

OPEN PUBLIC RECORDS REQUEST FORM

Attached you find a request for an Open Public Record. Please look over this carefully and gather all information that pertains to this OPRA request. This is very important that all information be gathered as quickly as possible.

After you have gathered all information please return to the Borough Clerk's Office no later than 12-11-25.

If you are the only department that is gathering this information, and would like to call the person requesting the material, you may do so however, please notify the Clerk's Office. ****PLEASE TAKE NOTE TO THE MEDIUM OF WHICH THE REQUESTOR IS REQUESTING.**

Thank you,
Borough Clerk's Office

CC:

DEPARTMENT	DATE ISSUED:	DATE RECEIVED BACK:
Mayor & Council		
Administration		
Assessor / Tax		
Clerk		
Code Enforcement		
Community Services		
Court		
Finance		
Fire Dept.		
Fire Marshal		
Health Dept.		
Police	12-2-25	
Public Works		
Water / Sewer		
Borough Attorney		
Borough Engineer		
Borough Planner		

PLEASE KEEP IN MIND DANIELS LAW



Assistant Clerk <asstclerk@hpboro.com>

Fwd: OPRA request - Police Officer Morris

1 message

Jennifer Santiago <jsantiago@hpboro.com>
To: Assistant Clerk <asstclerk@hpboro.com>

Tue, Dec 2, 2025 at 3:22 PM

EMAILED 12-09-25

Jennifer A Santiago
Borough Clerk/Registrar of Vital Statistics
Planning/Zoning/Redevelopment Clerk
The Borough of Highland Park
County of Middlesex, [State of New Jersey](#)
[221 South 5th Avenue](#)
[Highland Park, New Jersey 08904](#)
TEL. (732) 819-3782
FAX (732) 777-6006

----- Forwarded message -----

From: Tom <opra+request-83918-037b0ecf@requests.opramachine.com>
Date: Tue, Dec 2, 2025 at 3:04 PM
Subject: OPRA request - Police Officer Morris
To: OPRA requests at Highland Park Borough <jsantiago@hpboro.com>

Dear Highland Park Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Highland Park police Officer Morris was denied an application to purchase a firearm from his local agency where he resides for psychological issues. please produce all policies from the Highland Park police department outlining policies on firearms

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Tom

DEC 02 2025
BOROUGH OF HIGHLAND PARK
CLERK'S OFFICE

#500

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-83918-037b0ecf@requests.opramachine.com

Is jsantiago@hpboro.com the wrong address for OPRA requests to Highland Park Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=highland_park_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/police_officer_morris

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.
For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

Email received by or sent to Borough officials and employees is subject to the Open Public Records Act (OPRA). This means that absent some specific privilege, all such communications are considered a public record and are subject to publication and/or dissemination to the public upon request.

RECEIVED

DEC 02 2025

BOROUGH OF HIGHLAND PARK
CLERK'S OFFICE

#500

Police Officer Morris

[Tom](#) made this OPRA request to [Highland Park Borough](#)

Follow

1 follower

Currently **waiting for a response** from [Highland Park Borough](#), they should respond promptly and normally no later than **December 11, 2025** ([details](#)).

Tom December 02, 2025

Unknown

Dear Highland Park Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Highland Park police Officer Morris was denied an application to purchase a firearm from his local agency were he resides for psychological issues .please produce all policies from the highland Park police department outlining policies on firearms

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Tom

Follow

1 follower

RECEIVED

DEC 02 2025

BOROUGH OF HIGHLAND PARK
CLERK'S OFFICE

500

HIGHLAND PARK POLICE DEPARTMENT

DIRECTIVE # 22		FIREARMS AND QUALIFICATIONS	
DATE (s)			AUTHORITY
Effective: 01/01/2009			Chief Stephen J. Rizco
Revised: 06/01/2012			Chief Stephen J. Rizco
Revised: 5/1/2019			Chief Rick Abrams
Revised: 7/8/2020			Chief Rick Abrams
Revised: 4/30/2021			Chief Rick Abrams
Revised: 11/23/2021			Chief Rick Abrams
Revised: 4/21/2022			Chief Rick Abrams

I. POLICY

It is the policy of the Highland Park Police Department to issue designated firearms to sworn department members, and to safely train and qualify those officers to meet standards established by the New Jersey Attorney General's Office.

II. PURPOSE

Police officers are granted the authority to use necessary and reasonable force, including deadly force, in the performance of their duties. All officers are issued departmental weapons and are trained in the safe use, handling, and storage of the weapons. Additionally, all officers must meet standards established by the New Jersey Attorney General's Office twice each year. The policy also addresses officers who fail to qualify, or are identified as having deficiencies in their shooting skills.

III. PROCEDURE

A. Department Issued Handguns

1. The duty weapon(s) carried shall be issued by the department, unless otherwise authorized by the Chief of Police.
2. While on duty, all sworn uniformed offices are to carry the following:
 - a. Glock Gen 5 Model 17 9mm semiautomatic safe action pistol.

3. Officers assigned to plainclothes details and Administration duties shall additionally be issued, and have the option to carry the following:

- a. Glock Model 48 9mm semiautomatic safe action pistol.

B. The Carry of Off-Duty and Secondary or “Backup” Firearms for Police Officers

1. The following firearms and ammunition are authorized for personally owned off duty and secondary/ “backup” carry:

- a. Firearm must be a revolver or semi-automatic handgun

- b. Firearm must be a caliber of:

- i. .380 ACP
 - ii. .38 SPL
 - iii. .357Mag
 - iv. .9mm
 - v. .40 S&W
 - vi. .45 ACP.

2. Firearm must be of a brand approved for duty use by a Highland Park Police Range Officer and the weapon must be inspected annually.

3. Officers shall not carry any secondary or “back-up” firearm without the written permission of the Chief of Police. The Chief of Police will consider an individual officer’s request to carry a secondary firearm on a yearly basis. Officers are instructed to submit a written letter to the Chief of Police requesting this permission and outlining in detail the underlying reason for the request. Officers who receive written permission from the Chief of Police to carry a secondary firearm may do so, provided they comply with all the provisions of this directive concerning training, qualifications, ammunition, and holsters. This permission may be revoked by the Chief of Police at any time.

C. Qualification to Carry Issued Firearms

1. Officers must qualify with all department issued and personally owned handguns to be carried both on and off-duty as follows:

- a. Two (2) HQC Courses achieving a minimum score of 80%, between January 1st and December 31st.

- b. Two (2) HNQC (Handgun Night Qualification Courses) achieving a minimum score of 80%, between January 1st and December 31st.

2. Officers qualifying with personally owned or departmentally issued firearms, as a primary carry off duty weapon, will fire the qualification course from an approved holster, and are required to meet all of the New Jersey Attorney General's Office guidelines, including the time requirements.
3. Officers qualifying with personally owned or departmentally issued firearms that are designated to be carried as a secondary or "backup" firearm, will be carried in an approved ankle, pocket, waist, or vest holster while on or off duty, and will qualify in a manner directed by the Firearms Instructor conducting the qualification.

D. Holsters

1. The issued duty holster for the Glock Gen 5 Model 17 9mm shall be either the Safariland Model 6360-832 in black basket weave for leather duty belt, or the Safariland 6365-832 for nylon duty belt.
2. The approved holster for plainclothes officers carrying the Glock Model 48 9mm shall be the Safariland 7378-896, or another holster approved by a Department Range Officer.
3. All other holsters designed to securely carry a firearm on the ankle, the waist/belt, or in the pockets must be authorized by a Department Range Officer for primary carry while on or off duty.
4. All other holsters designed to securely carry a firearm on the waist, on the ankle, in the pockets, or on the bullet resistant vest must be authorized by a Department Range Officer for secondary or "backup" carry while on or off duty.
5. Carrying a firearm in an approved holster designed to secure the weapon to the ankle, in the pocket, or on the bullet resistant vest, is only permitted for a weapon designated as a secondary or "backup" weapon, while on duty.
6. All uniformed and plainclothes personnel will carry the weapon in a conventional manner; cross draw or under the shoulder is not acceptable for any personnel.
7. Special investigations may warrant the carrying of a weapon other than the department issued weapon. In situations of this nature, authorization to carry any weapon other than the issued Glock 17 or Glock 48 must be approved by the Chief of Police.
8. When carrying a firearm off duty, all personnel shall carry firearms in a concealed manner.
9. ALL holsters that the weapon will be carried in must be brought to the range and used

during qualifications in the presence of the Range Officer, and recorded.

E. Prohibitions

1. No member of the department shall carry any firearm into an Atlantic City Casino. State law prohibits anyone to carry firearms into a casino.
2. No member of the department is authorized to carry a department issued firearm while working for a private security business of any kind.
3. No member of the department shall carry any department issued firearm outside of the State of New Jersey, unless engaged in official departmental duties, or has the written permission of the Chief of Police.
4. Officers shall not, at any time on or off duty, carry on their person any firearm when they are consuming or are under the influence of alcohol, cannabis, or any prescription drugs that have the capacity to disturb their mental or physical capability. The Chief must pre-authorize any exceptions to this requirement for any covert operations.

F. Department Issued Shotguns

1. The Department issued shotguns shall be Remington, Model 870 12 gauge or similar. The shotguns shall be carried in the driver's compartment of department vehicles, secured in the shotgun racks in the following manner, commonly known as Cruiser ready:
 - a. Safety in the ON/Engaged position
 - b. Full magazine tube
 - c. Empty chamber
 - d. Sidesaddle ammunition carrier shall have 6 rounds
 - e. Extra ammunition may be carried in an external ammunition carrier
2. The shotguns shall not be left in unsecured vehicles, or at any time when unauthorized persons may have access to them.
 - a. Under these circumstances, the shotguns shall be brought into headquarters and stored in an approved location until they can be placed back into the vehicle the shotgun was removed from.
 - b. When removing the shotguns from the vehicle for storage inside Highland Park Police Headquarters, the shells may remain in the magazine tube and in any external ammunition carrier.

- c. Verifying that the safety is engaged and that there is not a shell in the chamber is sufficient to ensure the weapon is safe to bring into Headquarters and temporarily stored in the designated weapon storage area.
- 3. Sworn officers shall additionally train and qualify in the use of department shotguns.
- 4. Qualifications will be conducted as follows:
 - a. Two (2) SQC (Shotgun Qualification Course) with 80% minimum, between January 1st and December 31st.
 - b. Two (2) SNQC (Shotgun Night Qualification Course) with 80% minimum between January 1st and December 31st.

G. Department Issued Patrol Rifle

- 1. See HPPD Patrol Rifle Policy, Directive #: 31

H. Approved Ammunition

- 1. The following listed ammunition shall be the only authorized ammunition to be carried in any on-duty weapon and in any personally owned weapon when carried off-duty, or as a secondary/backup weapon by any member of the Highland Park Police Department.
 - a. .38 SPL –
 - b. .380 ACP – 95gr TMJ
 - c. 9mm – Federal 147gr HST
 - d. .40 S&W – Federal 180gr HST
 - e. .45 ACP – Federal 230gr HST
 - f. 12g – Federal Flight Control or Hornady Critical Defence Low Recoil 00B
 - g. .223 Rem – Federal TRU 64gr Hi-Shok SP
 - h. Other brands of factory manufactured ammo may be used if issued by an HPPD Firearms Instructor
- 2. The Highland Park Police Department will supply all ammunition for Duty Use and Qualification purposes, unless otherwise noted.
- 3. Only ammunition issued to the Officer by a Department Range Officer shall be used in any weapon that is carried on or off duty, except for training.

I. Range Protocols

1. Firearms training and qualifications shall be conducted by certified firearms instructors only
2. Firearms training and qualifications shall be conducted at a facility, and in conditions, selected by the instructors and approved by the Chief of Police.
3. Firearms and Range Safety Rules shall be the initial course of instruction.
 - a. All officers attending must complete a Range Safety Rules form (Attachment A).
4. Range training shall additionally consist of instruction and demonstration of:
 - a. weapons familiarization
 - b. shooting principles
 - c. stance
 - d. sight alignment
 - e. sight picture
 - f. trigger control
 - g. malfunction reduction
 - h. and any other course of instruction deemed necessary by range instructors
5. Qualifications and training may include physical activity, and may be conducted in realistic or adverse conditions, including, but not limited to:
 - a. exposure to direct sunlight
 - b. high heat/ humidity
 - c. rain
 - d. extreme cold
 - e. wind
 - f. snow
6. Officers who have any physical limitations, disabilities, or condition that may affect their ability to participate safely in training must report the fact to range instructors via the Range Safety Rules form immediately upon their arrival at the range facility.
7. Officers who exhibit unsafe practices, show a disregard of range safety rules, are disruptive, indicate that they are physically unable to participate on the Range Safety Rules form, or fail to follow instructor's directions may be subject to removal from the range.

8. Officers removed from the range shall be subject to the weapons surrender provision detailed under Failure to Qualify and Remedial Instruction.

J. J. Firearms training classes

1. Officers may be sent to external vendor firearms training classes with the approval of the Firearms Unit Supervising Officer. Anytime an officer is sent to a firearms training class, that officer shall utilize the ammunition that is provided to him/her by the Firearms Unit for that class. Additionally, if an officer experiences any issues beyond common malfunctions with any departmental firearm, that officer shall make notification to the Firearms Unit so that the weapon in question can be checked by an armorer.

K. Failure to Qualify and Remedial Instruction

1. Officers shall have three (3) initial opportunities to qualify with duty and off-duty weapons. If an officer fails to qualify in the three (3) initial attempts they will proceed to remedial instruction.
2. The officer shall receive remedial instruction for any problems that they may be experiencing, including, but not limited to:
 - a. Stance
 - b. Grip
 - c. trigger control
 - d. breathing
 - e. sight alignment
 - f. sight picture
3. The sight alignment of the officer's weapon will be verified by a range instructor
4. The officer shall be given three (3) additional attempts to qualify. Range instructors will evaluate the shooter's technique during these courses of fire, and provide corrective feedback for any problems identified.
5. Should the officer fail to qualify, they shall be relieved of their weapon and scheduled to attend the next immediately available range date.
 - a. During this time the officer will be reassigned to perform administrative duties within the police department.

- b. Any additional remedial training or range time shall be considered as on-duty.
- 6. The firearms instructor failing the shooter shall forward a report to the Chief of Police documenting the shooters scores, proposed remedial action, and progress of the officer following the remedial training.
- 7. The instructor failing the shooter shall secure all targets, which shall be signed by the shooter and the Range Officer in charge. The targets shall be secured in the Armory at Headquarters.
- 8. Additional remedial training shall be designed by range instructors and tailored to address specific problems that the shooter may be experiencing.
- 9. Training will commence on the next immediately available range date.
- 10. Remedial training shall consist, but is not limited to, instruction and demonstration of:
 - a. weapons familiarization
 - b. shooting principles
 - c. stance
 - d. sight alignment/sight picture
 - e. trigger control
 - f. And any other course of instruction deemed necessary by range instructors.
- 11. A failed shooter shall be considered qualified once they have completed two (2) consecutive courses attaining passing scores

L. OPTIONAL OFF-DUTY HANDGUNS WITH MINIATURE RED DOT SIGHTS (MRDS)

- 1. Department personnel must pass the required proficiency qualification test with their current duty handgun without a MRDS mounted (iron sights only).
- 2. Department personnel must provide their own firearm (capable of accommodating a MRDS), approved MRDS, and the required accompanying equipment which will not be supplied or funded by the department.
 - a. Only handguns with factory milled slides capable of mounting a MRDS (i.e. Glock MOS), or handguns with slides milled by a reputable company to accept an MRDS will be allowed.

- b. Only approved models of MRDS's will be allowed (Variants from Holosun, Aimpoint, Leupold and Trijicon)
- c. Backup iron sights must be usable through the window of the optic. However, the iron sights do not have to be co-witnessed with the dot of the MRDS.
 - 1. Department personnel will have their handgun, MRDS and all equipment inspected by the one of the department Range Instructor's prior to approval.
 - 2. After equipment is approved by one of the department Range Instructor's, personnel must pass the required HQC2 and HQNC qualifications as per the Division of Criminal Justice requirements for off-duty use.

ATTACHMENT "A" FOLLOWS



HIGHLAND PARK POLICE DEPARTMENT RANGE SAFETY RULES

International Firearms Safety Rules

1. Treat every firearm as if it were loaded until positively ascertained otherwise by you.
2. Never point a firearm at anything or anyone that you do not intend to shoot.
3. Never place your finger inside the trigger guard until you are ready and justified to fire.
4. Be sure of your foreground, threat, backdrop and beyond.

Specific Range Rules

1. Do you have any physical disability, limitation, illness or other condition that would affect your ability to participate safely in any aspect of this program? ____ Yes ____ No.
2. Are you under the influence of any prescription or non-prescription drug that would affect your ability to safely participate in any aspect of this program? ____ Yes ____ No.
3. Eye and ear protection is mandatory while firing is being conducted for **all** persons present at the range.
4. Never present a firearm to anyone, or receive a firearm from anyone, unless the action is open and the weapon is positively ascertained by you to be safe.
5. Your weapon is to remain holstered unless instructed otherwise by a firearms instructor.
6. Keep your finger out of the trigger guard and alongside the frame until you are ready to fire.
7. Keep your weapon pointed in a safe direction. **MUZZLE DISCIPLINE**
8. Never re-holster a cocked weapon.
9. Never move forward of the firing line.
10. Do not pick up magazines or other dropped items unless instructed to do so by a firearms instructor.
11. Do not anticipate commands.
12. Do not dry fire, practice sighting, reload (except during qualifications) or fire unless instructed to do so by a firearms instructor.
13. Upon hearing the call **CEASE FIRE**, I will immediately repeat the command and cease fire, awaiting further instruction.
14. If I observe **any** potentially unsafe condition it is **my responsibility to immediately call CEASE FIRE**.
15. **Remember: Every participant has the responsibility for range safety.**

Print Name _____ Signature and Date _____

Instructor's Initials _____