

**COUNTY OF MORRIS
OFFICE OF THE SHERIFF**

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1:1 PURPOSE

The purpose of this policy is to set forth the organization and the general administrative practices of the Morris County Sheriff's Office Patrol Section.

***NOTE:** Numbers in brackets [] are CALEA Accreditation Standard references.

1:2 POLICY

It is the policy of the Morris County Sheriff's Office to establish and maintain a Patrol Section responsible to maintain constant vigilance to crime and the conditions that contribute to crime. As well as, respond to reports of crimes, offenses and general calls for service in an effective and efficient manner, keeping in mind the mission and core values of this agency in all citizen contacts.

1:3 Definitions

- 1) **TRAINEE:** A sworn law enforcement officer who has successfully completed the required training course and is certified by the New Jersey Police Training Commission.
- 2) **FIELD TRAINING OFFICER (FTO):** A member who serves as a trainer and evaluator of a trainee.
- 3) **EMERGENCY VEHICLE:** Includes any County of Morris vehicle equipped with emergency lights, siren, or other emergency warning devices required by law and used for emergency response situations. This term includes marked and unmarked vehicles regardless of type or design.
- 4) **EMERGENCY WARNING DEVICES:** Includes devices placed in/on each agency emergency vehicle that emit audible or visual signals to warn others that law enforcement services are in the process of being delivered.
- 5) **ARREST:** A substantial physical interference with the liberty of a person, resulting in apprehension and custodial detention. It is generally used for the purpose of preventing a person from committing a criminal offense or calling upon a person to answer or account for an alleged completed crime or offense.
 - A. An actual arrest occurs when a law enforcement officer intentionally employs physical touching of a person and delivers a formal communication of a present intention to arrest.
 - B. A constructive arrest occurs without an intentional use of physical contact and without a formal statement indicating an intention to take a person into custody. The courts generally consider whether there has been a submission to the assertion of authority.
- 6) **PURSUIT DRIVING:** Pursuit driving is an active attempt by a law enforcement officer operating a motor vehicle, utilizing emergency warning lights and an audible device to apprehend one or more occupants of a moving vehicle when the officer reasonably believes that the driver of the fleeing vehicle is resisting apprehension by increasing vehicle speed, committing traffic violations, or ignoring the officer or otherwise attempting to elude the officer.
- 7) **PRESENCE:** A concept that is easily understandable, and for the purpose of the New Jersey law of arrest, it includes situations where the law enforcement officer sees, hears or smells the offense being committed.
- 8) **PROBABLE CAUSE:** Describes the amount of evidence sufficient to lead an ordinary and prudent person to reasonably believe a crime is occurring or has occurred and that the person to be arrested committed or is committing said crime.
 - A. All circumstances may be considered.

- B. It does not matter whether the information that reached the Morris County Sheriff's Officer was true or false but only whether the officer was reasonable in accepting the information as true.
- C. Probable cause is not a complex legal formula understandable only by those trained in the law. Probable cause is arrived at by collecting facts of such quality that logic and common sense point with reasonable certainty in the direction of guilt.
1. Hunches or suspicions are not enough. The belief must be supported by the facts.
 2. Experience as a Morris County Sheriff's Officer is a fact that can be relied on to support probable cause, providing it can be documented.
 3. The facts upon which the belief of guilt is based must have been known at the time of arrest.
 4. Post-arrest actions by the accused are irrelevant to the lawfulness of the initial arrest.
 5. It is not necessary to believe beyond a reasonable doubt that a person committed an offense in order to arrest.
- D. A Morris County Sheriff's Officer should arrest only when they believe that at the moment of arrest, they could point to a sufficient number of articulable facts to convince a neutral and detached judge it was reasonable to believe a crime was committed by the person arrested.
- E. Various kinds of information can be used to support probable cause, providing the information is not vague and can be documented.
1. The Morris County Sheriff's Officer can rely upon observed facts surrounding the incident, such as:
 - a. Behavior;
 - b. Appearance;
 - c. Location of suspect; and/or
 - d. Suspect's height and weight.
 2. The Morris County Sheriff's Officer can rely upon familiarity with the suspect, including:
 - a. Suspect's prior record;
 - b. Prior observation of suspect; and/or

- c. Earlier contacts with suspect.
- 3. The Morris County Sheriff's Officer can rely upon reports from others, including:
 - a. Accounts given by victims or witnesses; and/or
 - b. Reliable informants.
- 4. The Morris County Sheriff's Officer can rely upon their own experience, such as:
 - a. Knowledge of criminal behavior; and/or
 - b. What is normal or abnormal for the area where the incident occurred.
- F. If the Morris County Sheriff's Officer has any doubt as to whether they have the needed probable cause to make an arrest and if the risk of a temporary delay is not great, the Morris County Sheriff's Officer should obtain a warrant. Repercussions of an illegal arrest may be:
 - 1. The case may have to be dismissed and any evidence seized incidental to the arrest, would be suppressed;
 - 2. Any confessions or admissions made after the unlawful arrest must be excluded; and/or
 - 3. The possibility of a civil suit for false arrest can result.

1:4 PROCEDURE

1:4.1 Training

- 1) All Morris County Sheriff's Office Protective Services and Patrol officers will complete field training by an FTO for a duration of forty-five (45) days.
- 2) During Phase Two trainees will be trained in patrol functions.
- 3) All trainees will be tasked with the following:
 - A. Driving patrol car;
 - B. Using the radio; and
 - C. Conducting car stops.

1:4.2 General

- 1) Morris County Sheriff's Officers are responsible for the accomplishment of the agency mission while on patrol and will be available to respond for police service and concurrent jurisdictional coverage, as needed. They shall be constantly alert for: **[41.1.1a]**
 - A. Violations of law and ordinances;
 - B. Breaches of the peace;
 - C. Offenses against persons and/or property;
 - D. Conditions that contribute to traffic crashes;
 - E. Conditions that adversely affect the safety of the public;
 - F. Inoperable street lights; and
 - G. Criminal intelligence.
- 2) Morris County Sheriff's Officers are accountable for crime, crashes, disorders, and other criminal and quasi-criminal conditions on their shift.
- 3) Morris County Sheriff's Officers shall listen attentively to orders and instructions of supervisory officers and read such pertinent materials as are made available for review. **[41.1.2]**
- 4) Sergeants shall conduct roll call/shift briefing at the beginning of each shift to:
 - A. Assign personnel to their patrol zone/assignment; **[41.1.1d]**
 - B. Issue necessary equipment including vehicle assignments;
 - C. Advise personnel of relevant information regarding daily patrol activity;
 - D. Give notice of unusual situations or hazardous conditions;
 - E. Advise personnel of any changes in status to previous crime alerts, investigations, or wanted persons/vehicles;
 - F. Advise personnel of any community-based initiatives, if any;
 - G. Notify Morris County Sheriff's Officers of any changes in assignments or schedules;
 - H. Notify personnel of any new directives or changes in directives;
 - I. Provide shift briefing training in new directives or orders; and
 - J. Evaluate Morris County Sheriff's Officer readiness to assume patrol through inspection.

- 5) Roll call training shall be documented on the supervisor's daily report. Supervisors shall include the topic and the names of any additional personnel attending the roll call.
- 6) Morris County Sheriff's Officers shall make written notes of pertinent information as necessary and shall proceed to their designated post or zone upon completion of roll call.
- 7) Morris County Sheriff's Officers shall thoroughly familiarize themselves with their post or zone. They shall be familiar with all public businesses, offices, and their entrances, exits, fire escapes, and other possible means of ingress and egress.
- 8) During their tour of duty, Morris County Sheriff's Officers shall patrol every part of their post/zone, giving special attention to and frequently rechecking locations where historical data suggests that crime is more likely. Morris County Sheriff's Officers shall not patrol their post/zone according to any fixed route or schedule. **[41.1.1d]**
- 9) Morris County Sheriff's Officers shall carefully and thoroughly investigate all complaints brought to their attention. They shall take the appropriate action in those cases that come under Morris County Sheriff's Office jurisdiction. If the legal remedy of the complaint lies outside of the jurisdiction of the Morris County Sheriff's Office, officers shall so advise the complainant accordingly and refer them to the proper authority.
- 10) In most cases, the preliminary investigation shall be documented, no matter how cursory the investigation whether by incident report or a more detailed CAD record. Criminal investigations require an investigation report.
- 11) Morris County Sheriff's Officers will conduct property checks on all houses of worship, critical infrastructures, Morris County Park Commission Properties and buildings, and properties owned or occupied by the County of Morris within their assigned post/zone. **[41.1.1d]**

1:4.3 Scheduling

- 1) Patrol consists of two (2) squads with two (2) shifts per day to provide continuous coverage. **[41.1.1a]**
- 2) Patrol scheduling is overseen by the Patrol Division Commander who will ensure adequate coverage twenty-four (24) hours per day, seven (7) days per week. **[41.1.1a]**
- 3) The Patrol Division Commander will assign all personnel to a squad prior to January 1st of each year. Each squad will be assigned a specific shift with specific dates and times that are to be worked and specific dates that each squad will be "off". Assignments may be changed throughout the year based on the needs of the Patrol Division. **[41.1.1b,f]**
- 4) The Patrol Division Lieutenant may adjust/modify shifts to meet daily requirements.
- 5) Patrol Division squads will rotate days and nights every two (2) sets. **[41.1.1b,c]**

1:4.4 Area of Responsibility

[41.1.1d,e]

- 1) The Morris County Sheriff's Office area of responsibility will be divided into four (4) zones based on geographic location.
- 2) Each zone will be assigned to a Morris County Sheriff's Officer(s) at the start of each shift.
- 3) Morris County Sheriff's Office Sergeants have the discretion to modify assignments based on the needs of each zone.

1:4.5 Response Procedures

- 1) Unless response procedures are otherwise provided for by individual directive, calls for service are grouped into three (3) general categories. This directive provides for the use of reasonable discretion by Morris County Sheriff's Officers and supervisors in the use of emergency warning equipment. Emergency calls shall take priority over non-emergency calls and will usually demand a quicker response. These general groups will be: **[41.2.1c]**
 - A. Emergency calls;
 - B. Non-emergency calls; or
 - C. General-service calls.
- 2) Emergency calls are those that require an urgent and immediate response to prevent death, serious bodily injury, to prevent or stop the commission of a serious crime, or to apprehend a suspect who may be a serious threat to the community. The types of calls that may require this type of response include, but are not limited to: **[41.2.1b]**
 - A. Officer in trouble needing assistance;
 - B. Crimes in progress including alarms;
 - C. Assaults/fights in progress;
 - D. Domestic disputes involving violence or the use of a weapon;
 - E. Motor vehicle crashes with injuries or unknown injury status;
 - F. Structure fires; and
 - G. Serious medical emergencies.
- 3) Non-emergency calls are those that require an immediate response to prevent incidents from escalating into a higher level of police response or presence. The types of calls which may require this type of response include, but are not limited to, the following: **[41.2.1a]**
 - A. Disorderly persons offenses not involving fights;

- B. Vehicle crashes without injuries;
 - C. Blocked roadways (debris, wires down, etc.);
 - D. Non-threatening fires such as field fires and dumpster fires;
 - E. Non-serious medical emergencies;
 - F. Domestic disputes not involving a crime/offense in progress; and
 - G. Back up support for officers engaged in routine or non-emergent activities.
- 4) General-service calls are those that require a police response to assist or aid the public, provide information, or investigate a cold crime or incident. The types of calls which may require this type of response include, but are not limited to, the following:
- A. Disabled motor vehicle;
 - B. Lock-out of a motor vehicle;
 - C. Past tense crime or offense;
 - D. Minor vehicle crash not obstructing traffic;
 - E. Noise complaints; and
 - F. Enforcement of local ordinances.
- 5) The primary responder will be responsible for determining the appropriate response level. Morris County Sheriff's Officers should also consider:
- A. Time of day;
 - B. Road conditions;
 - C. Weather conditions;
 - D. Their location relative to the assigned location; and
 - E. History at the assigned location.
- 6) The first unit on the scene of any incident should immediately assess the situation and upgrade or downgrade any assisting officers' response. Supervisors should monitor any response revision and take appropriate action, as required.
- 7) Upon arrival at the scene of any incident, officers should attempt to park their vehicles lawfully so as not to unduly hinder traffic. Using a patrol vehicle to shield themselves from oncoming traffic and/or to protect the scene of any incident are obvious deviations from this requirement.