

**COUNTY OF MORRIS
OFFICE OF THE SHERIFF**

BUREAU OF LAW ENFORCEMENT		REVISIONS				VOLUME #
ISSUE DATE: 10/2000	# OF PAGES: 15	DATE	PAGE #	SECTION	APPROVAL	VIII
VOLUME TITLE: <u>Court Services</u>		02/2012	Various	Various		CHAPTER # 9
		01/2014	N/A	N/A		
SUBJECT: Warrants Section Organization and Administration		01/2016	11	1:4.6 #7		DISTRIBUTION: All Personnel
		02/2021	Various	Various		
SHERIFF JAMES M. GANNON		06/2021	6	1:4.4 D		
ISSUING AUTHORITY’S SIGNATURE		C.A.L.E.A. ACCREDITATION STANDARDS: 74.1.3a-g, 82.1.2a-e, 82.3.1, 82.3.6, <u>43.1.5 a-d</u>				EVALUATION DATE: 06/2023 (KS)
MCPO/AG REFERENCE: N/A						

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 Warrant Section.

***NOTE:** Numbers in brackets [] are C.A.L.E.A. Accreditation Standard references.

1:2 POLICY

It is the policy of the Morris County Sheriff's Office to establish and maintain a Warrant Section responsible for the execution of warrants issued by the Superior Court of New Jersey (Morris County Vicinage) and warrants received by other bona fide law enforcement or judicial agencies.

1:3 ORGANIZATION AND STRUCTURE

- 1) The Protective Services and Patrol Lieutenant will be the Morris County Sheriff's Officer in charge of all Warrant Section operations.
- 2) The Warrants Section Sergeant will supervise all law enforcement operations conducted by the Morris County Sheriff's Officers.
- 3) Clerical personnel will be under the supervision of the Warrants Section Sergeant as support staff to the Morris County Sheriff's Officers.

1:4 PROCEDURE

1:4.1 Warrants Section File Information

- 1) The Warrants Section active files will contain, at a minimum, the original(s) warrant, photograph (if available), NCIC Wanted Person Entry Form, and blank STAT sheet. **[82.3.6]**
- 2) Warrant files will have color coded identifiers to distinguish warrant types. **[82.1.2a]**
- 3) All active warrant files will be maintained in locked filing cabinets within the Warrants Section. **[82.1.2c]**
- 4) Only authorized Warrants Section personnel will be permitted access to juvenile warrant files, information and any other identification relating to the juvenile. **[82.1.2b]**
- 5) The Warrants Section will gather, retain and/or report the following:
 - A. Active warrant and wanted persons information in accordance with the following guidelines:
 1. The Warrants Section Sergeant or designee will evaluate and determine which information is to be entered into the National Crime Information Center (NCIC) regarding outstanding warrants and wanted persons. **[74.1.3a]**
 2. All incoming active warrant information, so long as it is received from a criminal justice system agency, will be utilized and acted upon as determined by the Warrants Section Sergeant or designee. **[74.1.3b]**
 3. All information received and utilized by the Warrants Section will be documented in the appropriate files. **[74.1.3c]**
 4. The Warrants Section Sergeant or designee will verify, through the issuing agency, Promis Gavel or other official computer system or other authorized source, any questionable information received by the Warrants Section. **[74.1.3d][82.3.8d]**

5. All information regarding outstanding warrants or wanted persons will be updated and purged as follows: **[74.13f]**
 - a. When an active warrant is vacated, recalled or executed; and/or
 - b. Once a month, the NCIC Wanted Persons validations will be retrieved from NCIC CJIS 2000. Once the warrants are validated, the Terminal Agency Coordinator (TAC) or designee will be responsible for entering the validations into NCIC. Any warrant that cannot be validated will be removed from NCIC immediately.
6. All information pertaining to active warrants and wanted persons will be accessible to Warrants Section Officers at any time. **[74.1.3g]**
- B. Data to be submitted to the New Jersey State Police Uniform Crime Reporting Unit in accordance with the following: **[82.3.1]**
 1. Only arrests made from executed Superior Court warrants will be reported and this arrest data will be categorized as indicated:
 - a. Persons under eighteen (18) years of age (juveniles);
 - b. Domestic violence and non-support; and
 - c. Persons eighteen (18) years of age or older.
 2. The above information will be further sub-categorized as follows:
 - a. Sex;
 - b. Age;
 - c. Race; and
 - d. Hispanic or non-Hispanic.
 3. Additional data which will be submitted when applicable:
 - a. Line of duty deaths and assaults; and
 - b. Arrests/incidents involving the use of assault weapons.
 4. The above information will be further sub-categorized as indicated on the applicable submission document.
 5. The Warrants Section Clerical Supervisor will submit all reportable information no later than the fifth day of each month.

1:4.2 Receiving and Processing New Warrants

- 1) The clerical personnel and Morris County Sheriff's Officers of the Warrants Section will receive notice of issued warrants from Criminal Intake, Family Intake, Probation, S.L.A.P., other law enforcement agencies and attorneys or plaintiffs (third party Civil Warrants).

- A. Warrants may be received by electronic submission (via email) to the general email address shwarrants@co.morris.nj.us.
 - B. The electronic submission of warrants will only be accepted and considered valid if received from an individual responsible for and authorized by their agency to disseminate warrants.
- 2) Upon receiving the warrant the clerical personnel will: **[74.1.3c][74.1.3e]**
- A. Time stamp the warrant;
 - B. Assign a database generated agency case number to the warrant;
 - C. Enter the warrant information into the database;
 - D. Create a hard file for the warrant;
 - E. Log-in and prepare for deposit all monies received for service of third party Civil Warrants; and
 - F. Generate a working file known as the “field packet” for the assigned officer which will include a NCIC Wanted Person Entry Form (when applicable).
- 3) Warrants Section Officers will, after reviewing and verifying all subject information is accurate, deliver the NCIC Wanted Person Entry Form to the Morris County Communications Center, so the wanted person information is entered into the national computer system. In most cases, the NCIC Wanted Person Form a will not be entered for third party Civil Warrants. However, the Warrants Section Sergeant may, based on the details of a particular warrant, have a NCIC Wanted Person Form entered into the NCIC Wanted Persons System with a NJ only Extradition.
- 4) Periodically the clerical personnel will update the warrant files and field packets with pertinent information as it is received.

1:4.3 Warrant Types

- 1) Criminal Warrants - All warrants of a criminal nature generally accepted by this office are “post-sentencing” warrants. These are warrants which have been issued for persons who have already been convicted of a crime and who have subsequently not complied with requirements imposed on them by a court. These types of warrants include:
- A. Drug Court (Adult);
 - B. Violations of Probation (VOP’s);
 - 1. Adult; or
 - 2. Juvenile.

- C. Contempt of Court (COC's); and
 - 1. Adult; or
 - 2. Juvenile.
 - D. Sheriff's Labor Assistance Program (SLAP).
- 2) Civil Warrants - There are generally two (2) types of civil warrants received by this office:
- A. Non-Support; and
 - B. Third Party.
- 3) Other Warrants - This generally includes, but is not limited to:
- A. Domestic Violence;
 - B. Municipal;
 - C. Out of County (Criminal and Non Support);
 - D. Out of State (Criminal); and
 - E. Parole.
- 4) Morris County Sheriff's Officers assigned to the Warrants Section will investigate those warrants assigned to them in a timely, thorough and responsible manner.

1:4.4 Warrant Investigations

- 1. All warrant investigations:
 - A. Will be conducted in accordance with accepted methods and techniques and in compliance with other applicable department policies, procedures, rules and regulations.
 - B. Each Warrants Section Detective will be trained in compliance with the Warrants Section Training Manual.
 - C. Officers attempting to execute a warrant will do so with utmost caution and in the safest manner possible.
 - 1. When Warrants Section Detectives exit their vehicle, they must have their issued portable radio in their possession, which will be turned on. This is for the officer's safety; it is the quickest way to notify the Morris County Communications Center if they need assistance. Utilizing radio communication, they are to notify the Morris County Communications Center that they are

attempting to serve a warrant. Then the Morris County Public Safety Telecommunicator will make an entry into the CAD. The CAD entry will not generate an Incident Report, or be sent to RMS. After five (5) minutes, the Morris County Public Safety Telecommunicator will attempt to contact the detectives. If they answer, there will be another check after several minutes. If no response by the detectives during either of the checks, the Morris County Public Safety Telecommunicator will notify the municipal police agency to make a welfare check on the detectives at their last known location.

- D. When necessary, Warrants Section Detectives have the authority to conduct surveillance on persons with a warrant for their arrest. The Warrants Section Detective assigned the specific warrant and the Warrants Section Sergeant shall determine the appropriate investigative and surveillance methods to be employed during the surveillance operation. Warrants Section Sworn Personnel may use outside law enforcement resources to assist the Morris County Sheriff's Office in conducting surveillance operations. Physical Surveillance can be generally defined as the covert observation of places, persons, and vehicles for the purpose of obtaining information concerning the identities of activities of subjects. [43.1.5 a-d]

1. The Morris County Communications Center will be notified of the surveillance operation.
2. The Warrants Section Detectives will give status updates to the Morris County Communication Center while conducting surveillance.
3. The Warrants Section Sergeant will maintain close supervision over the surveillance operation.
4. The Warrants Section Detectives will maintain a reasonable distance with the ability to observe, but stay undetected.
5. A report detailing the activities at the location under surveillance must be completed by a designated detective involved in the surveillance operation. The completed report will be reviewed by the Warrants Section Sergeant and retained in the applicable case file.
6. The objectives of surveillance involving a person or place/location include, but are not limited to the following:
 - a. Deter criminal activity.
 - b. Discover the identity of persons who frequent a location or establishment; and
 - c. Discern the habits of a person who lives in or frequents a particular location.

- E. At a minimum, the investigative field packet will include a picture (if available) of the subject through any of the following:
1. Picture Link;
 2. Driver's License;
 3. Department of Corrections - County or State;
 4. Records Management System (RMS); and
 5. Social Media.
- F. If necessary, additional searches will be conducted through:
1. NCIC, (Officer Safety)/ CCH;
 2. ATS/ACS;
 3. CLEAR;
 4. Social Media;
 5. Loops and Wages; and
 6. RMS.
- G. The detective will utilize the Warrant Information Source Checklist and specify the date the information source search was conducted.
- H. A high intensity drug trafficking area (HIDTA) New Jersey Task Force Deconfliction Data Entry Form will be completed for each criminal VOP.
- I. The civil rights of all persons contacted during an investigation will not be violated and the confidentiality of any information obtained during an investigation will be maintained.
- J. Officers may only enter a dwelling to affect an arrest with probable cause or a written consent to search
1. Location (residence) considered the warrant subject's primary residence - Officer(s) must have probable cause to believe subject is present. (Probable cause **must** be documented on final Arrest Report.)
 2. Third party location (residence) - Officer(s) must obtain a completed Morris County Sheriff's Office Consent to Search form signed by a competent individual authorized to do so.

- K. Upon the execution of any warrant, the defendant will be searched/patted down for weapons immediately by the executing officer. This includes arrests, turn-ins, and pickups at other agencies. This search will be noted on the final Arrest Report.
 - L. All actions taken will be documented on an Arrest Report as the investigation progresses. The applicable officer's name will be noted after each entry on the report.
2. Juvenile Warrant Investigations:
- A. Juvenile warrants must be acted upon as soon as reasonably possible.
 - B. The assigned officer should confer with the appropriate Morris County Probation Officer to obtain pertinent/additional information regarding the juvenile.
 - C. Juveniles who are arrested will be transported without delay to the appropriate detention facility or court.
 - D. The civil and privacy rights of all juveniles will be maintained.
 - E. Upon the execution of the warrant, the defendant/subject will be searched/patted down for weapons immediately by the executing officer. This includes arrests, turn-ins, and pick-ups at other agencies. This search will be noted on the final Arrest Report.
3. Non-Support Warrant Investigations:
- A. All non-support warrants received by the Morris County Sheriff's Office will be processed and managed in accordance with the provisions of any active Cooperative Agreement (Title IV-D) between the New Jersey Department of Human Services, Division of Family Development and the Morris County Sheriff's Office.
 - B. The Warrants Section Sergeant will train/familiarize all Morris County Sheriff's Officers assigned to the Warrants Section on those requirements annually upon receipt of a new cooperative agreement.
 - C. The following are the Title IV-D Performance Standards:
 - 1. The receipt of warrant printed and receipt dated within seven (7) business days of NJKids issuance.
 - 2. The entry of the warrant into the National Crime Information Center (NCIC) within three (3) business days of the receipt of the warrant.
 - 3. File creation within three (3) business days of entering warrant information into the National Crime Information Center (NCIC).
 - 4. The warrant must be assigned to a Morris County Sheriff's Officer within three (3) business days of the entry of the warrant into NCIC.

5. Initiate action to execute the warrant within fifteen (15) business days of the case assignment. This is considered the first attempt.
6. Attempt execution of the warrant one or more days each month for three (3) consecutive months would be the second, third and fourth attempts to execute.
7. Follow-up action based on new information would be to attempt execution of the warrant at least once within a twelve (12) month period.
8. Follow-up on the execution of the warrant by attempting service within five (5) business days of receiving new information.
9. Inform the Probation Division of incorrect or new information within three (3) business days of attempted service.

D. Upon receipt of a non-support warrant through the NJ Kids database, the assigned officer will, as soon as possible but within fifteen (15) business days, attempt to contact the subject named in the warrant via telephone in an effort to arrange a mutual date and time for the subject to surrender himself to the Morris County Sheriff's Office. The Morris County Sheriff's Officer will use their discretion regarding the number of phone attempts and nature of contact (direct conversation; leaving message, etc.) The following exceptions may apply to this requirement:

1. There is reason to believe the subject may present a risk to the Morris County Sheriff's Officer's safety;
2. The subject of the warrant is considered a flight risk; or
3. Prior contact with the subject was adversarial in nature.
4. If no response is received from the defendant or if phone contact was not attempted, the assigned Morris County Sheriff's Officer will, within the initial fifteen (15) business days, attempt to execute the warrant at the location(s) provided by Probation.
5. Further actions taken will, at a minimum, comply with those follow-up requirements specified in the Title IV-D Agreement.
6. Upon the execution of any civil warrant, the defendant/subject will be searched/patted down for weapons immediately by the executing Morris County Sheriff's Officer. This includes arrests, turn-ins, and pick-ups at other agencies. This search will be noted on the final Arrest Report.

4. Civil Warrant Investigations:

- A. Warrants of this type, will be addressed, as soon as reasonably possible, and processed and acted upon with due diligence.

- B. Only original warrants stamped and accompanied by an Order for Arrest containing the clerk's signature and the proper fees may be accepted by this office.
- C. There are generally two (2) types of civil warrants received by this office:
 - 1. Special Civil Part (SCP) Warrants - Normally issued due to the defendant's failure to respond to an Information Subpoena, (An Information Subpoena is a means for the plaintiff to obtain information regarding a defendant's assets. The standard form of this subpoena is contained in the New Jersey Rules of Court appendices.) or discovery request; and
 - 2. Law Division Warrants - Normally issued to force compliance with a court order (usually an order to pay monies owed), but may also be for an Information Subpoena or discovery request.
- D. The sheriff of residence (arrest) of the defendant receives the fees for SCP Warrants and is responsible for executing the warrant. The defendant is to be produced in the SCP court in that county. Defendants are not to be transported back to the county of venue [see Court Rule 6:7-2(g)]. Any SCP warrant received by this office for a defendant residing in another county must be returned to the submitting party along with any fees received.
- E. The sheriff of venue receives the fees for Law Division Warrants and is responsible for its execution. If the defendant resides in another county, the warrant (not the fee) is to be forwarded to the sheriff of the county of residence for execution. Once the defendant is arrested, the sheriff of venue is responsible for transporting the defendant back to his county for action. An exception to this applies, if the warrant is for an Information Subpoena or discovery request, in which case the provisions of #4 (above) will apply [see Court Rule 4:59-1(e)].
- F. Generally, defendants named in these types of civil warrants should only be arrested when absolutely necessary. Defendants should, whenever possible, be notified of the warrant and given a reasonable amount of time to resolve the matter with the plaintiff. This is especially applicable with warrants for an Information Subpoena or discovery request for which the Morris County Sheriff's Officer should make every attempt to contact the defendant and obtain the requested information.
 - 1. The Morris County Sheriff's Officer may fax a copy of the Information Subpoena to defendant and request it be completed and returned within ten (10) business days.
 - 2. Once it is completed, the defendant may fax, hand deliver or mail the document to the Morris County Sheriff's Officer, at which time the plaintiff's attorney must be contacted and faxed a copy for review.
 - a. If the attorney needs additional action, a new warrant is to be issued specifying this.
 - b. If the defendant fails to comply with any of the requested information, the defendant should be arrested and brought before the court.

G. Civil Warrant Constraints - There are several constraining factors which apply to the execution of Civil Warrants. They include, but may not be limited to:

1. Location of Arrest - The defendant may only be arrested at the specific location indicated on the warrant unless the warrant indicates the defendant may be arrested at “any location”.
2. The address indicated must be the same location at which the plaintiff served the defendant a copy of the “Notice of Motion” and “Order to Enforce Litigant's Rights” pertaining to the matter. Proof of this service may be requested from the plaintiff’s attorney, if necessary.
3. Time of Arrest - The defendant may only be arrested during the times specified on the warrant. The warrant will either specify “during court hours only” (which is generally considered 0730-1500 on days the court is in session) or “anytime”. An “anytime” warrant should contain language regarding detention in a facility/jail until such time as the defendant can brought before the court.
4. Warrant Expiration - A warrant described in this section expires twenty-four (24) months after the date of the entry of the order authorizing it.
 - a. Upon the execution of the warrant, the defendant/subject will be searched/patted down for weapons immediately by the executing Morris County Sheriff’s Officer. This includes arrests, turn-ins, and pick-ups at other agencies. This search will be noted on the final Arrest Report.

5. Domestic Violence Warrants

- A. Domestic Violence Warrants must be given priority and acted upon as soon as reasonably possible.
- B. The assigned Morris County Sheriff’s Officer should confer with the Morris County Probation Officer to obtain pertinent/additional information regarding the defendant.

6. Out of County Warrants / Parole Warrants

- A. The assigned Morris County Sheriff’s Officer will confirm the warrant is active with the issuing agency prior to attempting service.
- B. When the subject is taken into custody, the arresting officer will notify the communications center to send an NCIC hit confirmation request to the issuing agency.
- C. The arresting Morris County Sheriff’s Officer will also notify the issuing agency telephonically of the arrest and obtain an approximate pick up time of the arrested wanted individual (this information can also be included in the NCIC teletype).

7. Out of State Warrants

- A. The assigned Morris County Sheriff's Officer will confirm the warrant is active with the issuing agency prior to attempting service.
- B. The assigned Morris County Sheriff's Officer will confirm with the issuing agency they will extradite the individual from New Jersey prior to attempting service.
- C. When the subject is taken into custody, the arresting officer will notify the Morris County Communications Center to send an NCIC hit confirmation request to the issuing agency.
- D. The issuing agency must confirm the hit and confirm extradition. (This information can be included in the NCIC teletype).

8. Deconfliction

- A. The Warrants Section will adhere to the Attorney General's Law Enforcement Directive No. 2016-1 regarding the mandates for Automated Deconfliction of Planned Law Enforcement Operations and Investigations issued on February 17, 2016.
- B. The Morris County Sheriff's Office must hold an outstanding warrant on the individual or believe the subject of an active warrant is in a location before submitting a NJ HIDTA Deconfliction Data Entry Form.
- C. A NJ HIDTA Deconfliction Data Entry Form will be completed and submitted electronically or via fax by the assigned officer prior to attempting to execute an arrest warrant at the suspect's home, place of business, or other specific premises or location where the suspect is believed to be.
- D. A NJ HIDTA Deconfliction Data Entry Form must be completed every thirty (30) days if the warrant is not executed.
- E. The submitting Morris County Sheriff's Officer must retain the returned NJ HIDTA Deconfliction Data Entry Form in the warrant file and make note on the field packet that the NJ HIDTA Deconfliction Data Entry Form was completed and submitted.
- F. If a conflict is noted in the return correspondence from HIDTA, the investigating Morris County Sheriff's Officer will not attempt the warrant. The positive response will be noted in the subject's long file and in the field packet. The investigating officer will also reach out to the conflicting agency/agencies and advise them of the active warrant.

1:4.5 Executed Warrants

- 1) Morris County Sheriff's Officers assigned to the Warrants Section are responsible for completing steps A through G (below) after executing a warrant. If the Morris County Sheriff's Officer is out of the office and it is during normal business hours, they will notify clerical personnel of the execution, as soon as possible (but prior to end of shift). In such cases, the clerical personnel will complete steps A through C (below) and then place the file in

the Officer's mailbox/desk. Steps D, E and F will be completed by the Officers when they return to the office.

- A. Rubber-stamp the file folder and note the required information to document the file cancellation.
 - B. Contact the Morris County Communications Center via telephone and request to have the subject's wanted information removed from NCIC. The Morris County Communications Telecommunicator's identification number must be obtained by the person making the notification.
 - C. Complete and fax or email a copy of the Warrant Cancellation Follow-Up Form to the Morris County Communications Center. Assure a warrant cancellation notice is received back from the Morris County Communications Center within a reasonable time period verifying removal of the warrant. It is the cancelling Morris County Sheriff's Officer's ultimate responsibility to assure executed warrants are cancelled through the Morris County Communications Center. If a Morris County Sheriff's Officer cancels out a warrant, the officer will notify the clerical personnel to update the warrant status in the database(s). [74.1.3e]
 - D. Make a notification to any agency that is holding a copy of the warrant that the warrant has been executed.
 - E. Complete all reports associated with the warrant execution.
 - 1. Arrest Report - This report will be completed whenever a warrant is executed. The execution of a warrant involves the actual involvement of an officer (i.e.- physical arrest, turn-ins, etc.). If the warrant is executed in a another manner without the involvement of a Warrants Section Officer, then no Arrest Report is necessary (i.e.- executed at jail, turn-ins to court or probation without officer present, executed by another agency, etc).
 - 2. Statistics Report - To be completed accordingly for all Morris County Sheriff's Office warrant executions.
 - F. Deposit the completed file, in the designated file box for review by the Warrants Section Sergeant.
- 2) The Warrants Section Sergeant will review all executed Warrant Arrest Reports.
- 3) The clerical personnel will collect the executed warrants files and will:
- A. Update the database;
 - B. Update the monthly statistics report; and
 - C. Break down the file.

1:4.6 Vacated and Recalled Warrants

- 1) Requests to vacate, recall, or return a warrant must be made in writing and received by warrants section staff before a warrant can be vacated, returned, or recalled and removed from NCIC.
- 2) Morris County Sheriff's Officers assigned to the Warrants Section are responsible for completing steps A through F (below) regarding a vacated/recalled/returned warrant. If the Morris County Sheriff's Officer is out of the office when they receive the vacate/recall notice and it is during normal business hours, they will notify clerical personnel as soon as possible (but prior to end of shift). In such cases or when notified directly by an authorized third party (see #1 above), the clerical personnel will complete steps A through D (below) and then place the file in the officer's mailbox/desk. Steps E and F will be completed by the officers when they return to the office.
 - A. Rubber-stamp the file folder and note the required information to document the file cancellation.
 - B. Contact the Morris County Communications Center via telephone and request to have the subject's wanted information removed from NCIC. The Morris County Communications Telecommunicator's identification number must be obtained by the person making the notification.
 - C. Complete and fax or email a copy of the Warrant Cancellation Follow-Up Form to the Morris County Communications Center. Assure an NCIC warrant cancellation notice is received back from the Morris County Communications Center within a reasonable time period verifying removal of the warrant. It is the assigned Morris County Sheriff's Officer's ultimate responsibility to assure vacated/returned/recalled warrants are cancelled through the Morris County Communications Center. If an officer cancels out a warrant, the officer will notify the clerical personnel to update the warrant status in the database(s).
 - D. Notify the assigned Morris County Sheriff's Officer (if not already done) and any agency holding a copy of the warrant, of the vacate/recall/return.
 - E. Complete all applicable reports.
 - F. Deposit the completed file, in the designated file box for review by the Warrants Section Sergeant.
- 3) The Warrants Section Sergeant will review all executed case files.
- 4) The clerical personnel will follow-up the above initial steps by:
 - A. Updating the database and complete an unexecuted letter, to be signed by the sergeant, in lieu of an arrest report;

- B. Updating the monthly statistics report; and
- C. Breaking down the file.

1:4.7 Shifts and Duty Squad

- 1) The Morris County Sheriff's Officers assigned to the Warrants Section will be put on a duty squad rotation for one week starting 0600 hours Monday and continuing until the following Monday. During this time, the applicable officer will be scheduled to work from 1500 hours to 2300 hours.
- 2) Each Morris County Sheriff's Officer will be required to be on call from 2300 hours to 0600 hours Monday through Friday and all day Saturday and Sunday. The Morris County Sheriff's Office will supply a cell phone to the Morris County Sheriff's Officer who does not have one or does not wish to use their personal cell phone for receiving the call out notification.
- 3) If a holiday occurs on Monday, then the duty squad coverage will continue until 0600 hours Tuesday.
- 4) If the Morris County Sheriff's Officer wishes to change his duty squad responsibility, the Warrants Section Sergeant must approve it. It is the Morris County Sheriff's Officer's responsibility to find coverage for their assigned duty squad time.
- 5) The Warrants Section Sergeant will update the on call calendar via Keystone On-line Public Safety (KOPS) database.
- 6) The Warrants Section Sergeant must be notified of all unusual circumstances, occurrences, and changes that ensue during the duty squad coverage.
- 7) Call-out pay will begin for the Morris County Sheriff's Officer who is assigned the Morris County Sheriff's vehicle when they are in the vehicle and notify the Morris County Communications Center that they are in preparation of going in service. A Morris County Sheriff's Officer is not in service until they are **responding** to the call. Time spent in preparation of going in service will not be included as "time worked" for purposes of call-out pay.