

Donnelly Amico - Municipal Clerk

From: PSNJ, Ironbound Media <opra+request-2056-c58f8680@requests.opramachine.com>
Sent: Thursday, July 12, 2018 6:01 PM
To: OPRA requests at Lavallette Borough
Subject: Open Public Records Act request - Public Photography

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JUL 13 2018

Lavallette Borough,

MUNICIPAL CLERK'S

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

- Borough policy on photography/video recording within the publically accessible areas of all public borough buildings.
- Any and all borough policy regarding police officers identifying themselves to the public when asked.

Sincerely,

PSNJ, Ironbound Media

Please use this email address for all replies to this request:
opra+request-2056-c58f8680@requests.opramachine.com

Is damico@lavallette.org the wrong address for Open Public Records Act requests to Lavallette Borough? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=lavallette_borough

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<https://opramachine.com/help/officers>

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

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

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Lavallette Police Department STANDING OPERATING PROCEDURE		Number 4-13	Effective Date March 1, 2016
Reference	Subject		
	Stopping and Approaching Vehicles		
	O.P.I Number	Rescinds 2/29/16	

Issuing Authority: Chief Colin M. Grant

SUBJECT: Stopping and Approaching; Vehicles

I. Purpose

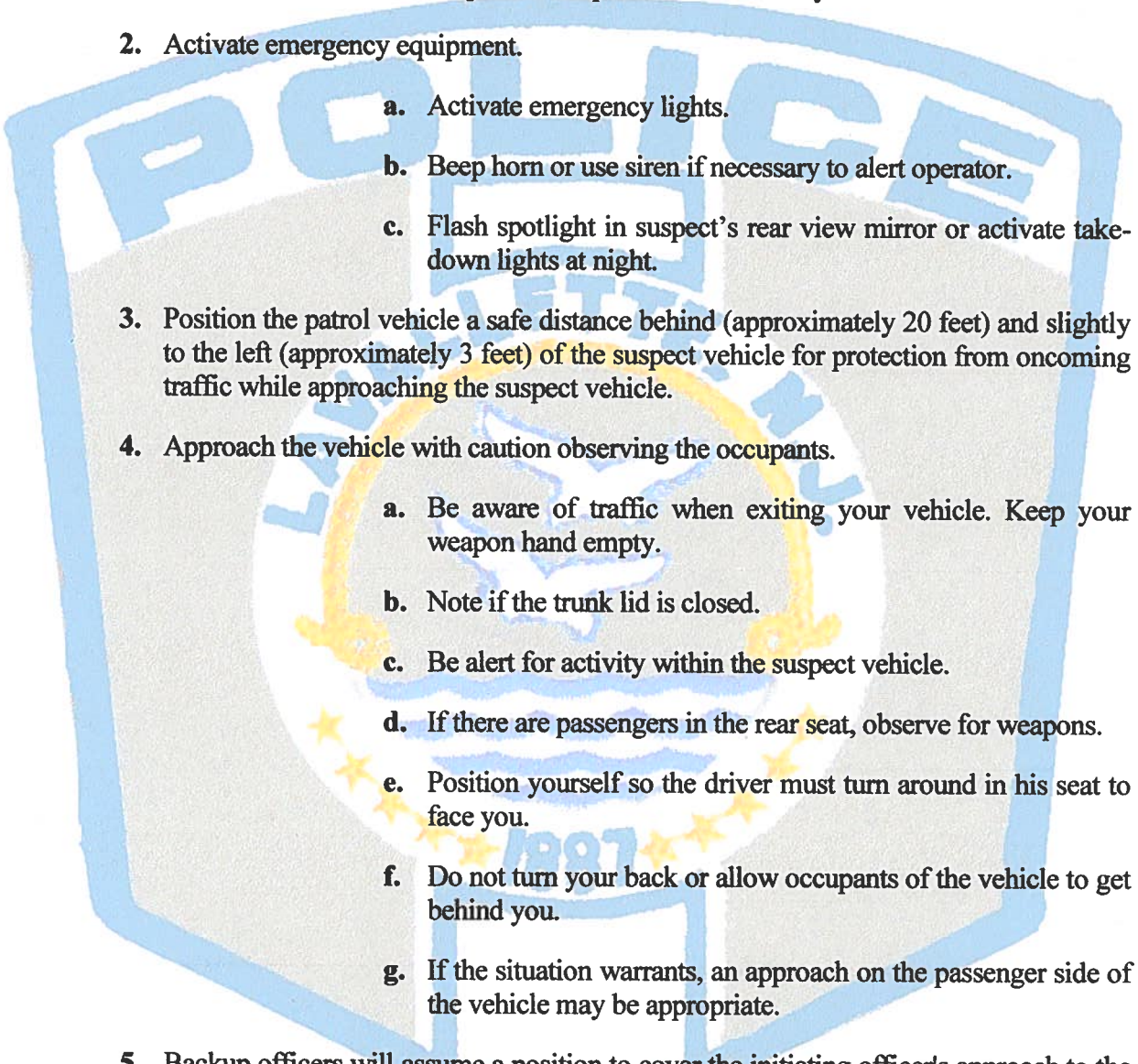
The purpose of this SOP is to establish guidelines for stopping and approaching motor vehicles.

II. Policy

It will be the policy of the department to stop and approach vehicles in all circumstances in such a manner as to provide for the safety of officers, vehicle occupants, motorists, and the general public.

III. Procedure

1. Motor vehicle stops.
 - a. Reasons for vehicle stops.
 1. Suspected violations of motor vehicle laws.
 2. Reasonable suspicion that the vehicle or occupants are or have been involved in criminal or suspected criminal activity.
 2. Procedures for motor vehicle stops.
 - a. Select a suitable location for the stop.
 1. Well lighted areas are preferred.
 - b. Notify dispatch of pertinent information.
 - a. Location of the stop.

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- b. Vehicle registration.
 - c. Vehicle description, make, model, and color.
 - d. Description and number of occupants.
 - e. Request backup officer if necessary.
 - 2. Activate emergency equipment.
 - a. Activate emergency lights.
 - b. Beep horn or use siren if necessary to alert operator.
 - c. Flash spotlight in suspect's rear view mirror or activate take-down lights at night.
 - 3. Position the patrol vehicle a safe distance behind (approximately 20 feet) and slightly to the left (approximately 3 feet) of the suspect vehicle for protection from oncoming traffic while approaching the suspect vehicle.
 - 4. Approach the vehicle with caution observing the occupants.
 - a. Be aware of traffic when exiting your vehicle. Keep your weapon hand empty.
 - b. Note if the trunk lid is closed.
 - c. Be alert for activity within the suspect vehicle.
 - d. If there are passengers in the rear seat, observe for weapons.
 - e. Position yourself so the driver must turn around in his seat to face you.
 - f. Do not turn your back or allow occupants of the vehicle to get behind you.
 - g. If the situation warrants, an approach on the passenger side of the vehicle may be appropriate.
 - 5. Backup officers will assume a position to cover the initiating officer's approach to the stopped vehicle (usually to the right rear of suspect's vehicle being able to observe any activity inside). Caution should be used when positioning the second patrol vehicle and approaching to assist.
 - 6. Vehicle stops by non-uniform personnel will not be made unless exigent circumstances exist, i.e., serious crime when no marked vehicles are available. Preferably, a non-uniform officer in an unmarked vehicle should follow and monitor subject's movements until a uniformed officer arrives.

7. Writing summonses.

- a. Check all license, registration, insurance and operator's information.
- b. Check wants and warrants for the vehicle and operator.
- c. Use interior illumination, enough to write the summons and observe the subject's vehicle.
- d. While writing the summons, look up occasionally at the subject and vehicle and also check the rear view mirror.
- e. At night, the spotlight may be aimed in the driver side rear view mirror to blind the subject and further illuminate the vehicle and occupant(s).
- f. You may also write the summons from the passenger's side of the police vehicle.
- f. Keep the operator in his/her vehicle at all times.

8. Issuing summons

- a. Approach vehicle using caution.
- b. Explain the summons to the operator.
- c. Return to your vehicle watching the suspect vehicle and be aware of oncoming traffic.
- d. Wait for the operator to merge into traffic prior to securing, and assist if necessary.

9. Precautions during night stops.

- a. Alertness should be increased due to decreased visibility.
- b. Added caution should be employed when selecting the location of the stop.
- c. Subject's vehicle may be illuminated with your spotlight and/or takedown lights.
- d. Exit with flashlight in weak hand.
- e. Keep in mind your vision when utilizing lights on police vehicle.
- f. It may be necessary to not use the spotlight or take down lights if their use will hamper your vision.
- g. If flashing headlights on the police vehicle are used to assist in stopping the violator, it may be to the officer's benefit to turn

them off when approaching the violator so as to not hamper the officer's vision.

10. Contact with operator/subject.

- a. Stand behind the door jamb, making the operator turn and talk to you. You should not be in a position to be hit by the door.
- b. Identify yourself by name and department.
- c. Obtain license, registration, and insurance information with your weak hand and never reach into the vehicle.
- d. Advise the operator of the reason for the stop.
- e. Do not argue with the operator.
- f. Always watch the hands of the operator and passengers.
- g. Do not be distracted.
- h. Never turn you back to the suspect vehicle unless it is tactically necessary for a safe return to the police vehicle.
- i. Watch the door jamb. If it begins to open, maintain a defensive position and order subject to remain in the vehicle. If the subject continues to exit the vehicle, disengage until the subject gets back in the vehicle.
- j. The officer must control the situation and exercise common sense.
- k. Request backup if needed.

11. Back-up officer's responsibility.

- a. Two-officer vehicle.
- b. The passenger officer is responsible for communications,
- c. During approach phase of the traffic stop, the passenger officer will leave the patrol vehicle and assume a position of cover for the approaching officer. He/she will be situated on the opposite side of the vehicle from the approaching officer.

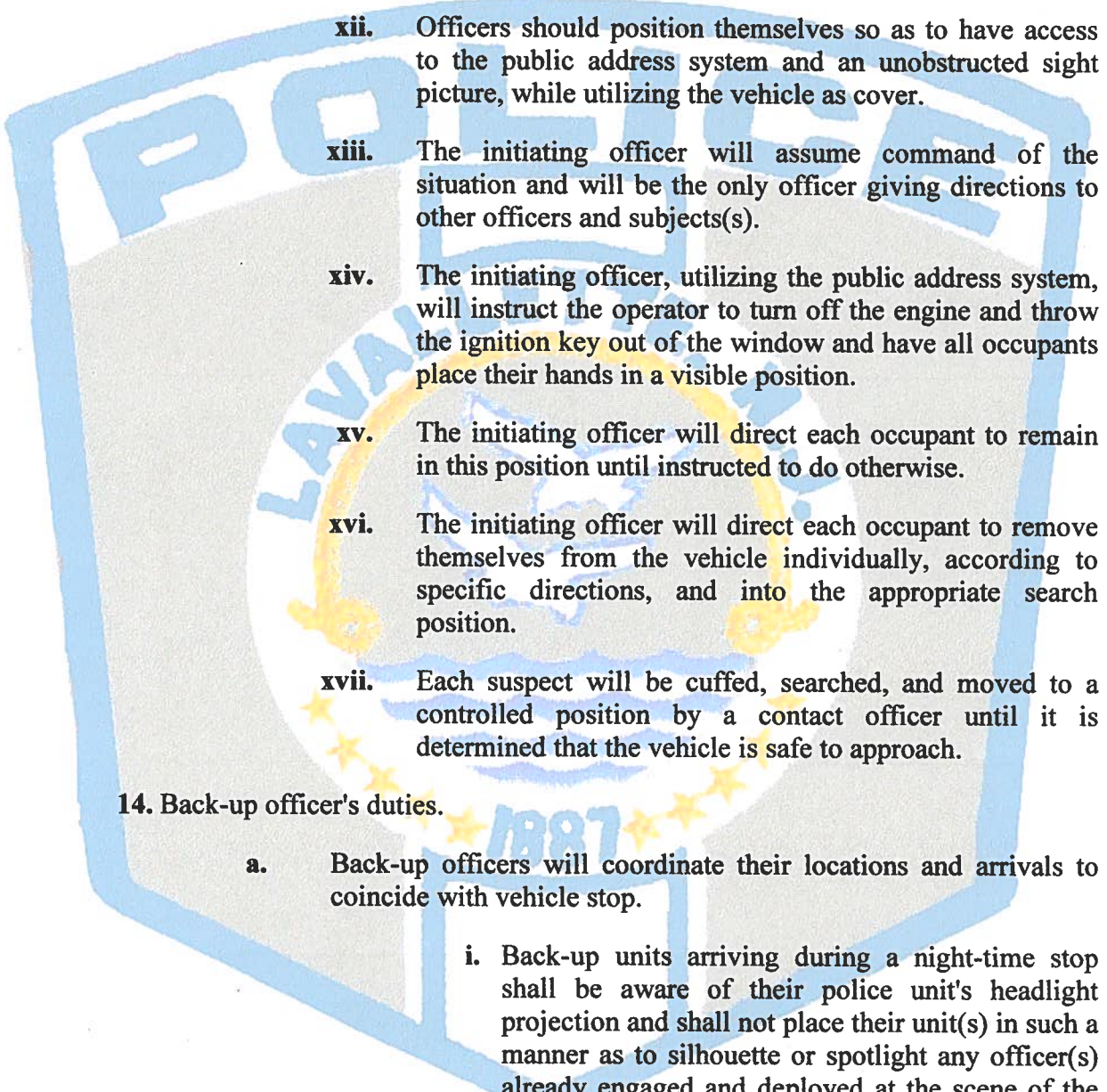
12. Back-up second vehicle.

- a. If a second police vehicle responds to assist in the traffic stop, extreme caution must be used when positioning the second vehicle.

- b. The second vehicle should be placed to provide additional warning to other motorists and protection for the stopping officer and stopped subject(s).
- c. A second officer should approach the subject's vehicle only to a position where cover can be provided for the stopping officer.

13. Felony vehicle stops.

- a. Basic rules can be followed for most felony car stops that can provide for *officer* safety. These procedures may be employed whenever circumstances dictate a high potential for a dangerous confrontation. The officer must use common sense and allow the situation to dictate how and when these procedures are implemented.
- b. Procedures.
 - i. Request that dispatch clear other radio traffic.
 - ii. Communications should be provided with location, direction of travel, description of vehicle to include: registration number, make, color, year, model, other identifying characteristics, and number of occupants.
 - iii. All movements of the vehicle and the occupant(s) must be closely watched.
 - iv. The initiating and backup officers should maintain a safe distance until just before the stop.
 - v. Varying conditions regarding particular traffic areas should be taken into consideration prior to the stop.
 - vi. The suspect vehicle will not be stopped until adequate support is available and in position, unless absolutely necessary.
 - vii. When location, conditions and support vehicles are available, the officer will signal the subject(s) to stop, utilizing all emergency warning devices.
 - viii. When the suspect vehicle begins to stop, the officer will turn off the siren and activate the public address system.
 - ix. The officer will position the police vehicle so it provides maximum protection and cover. The police vehicle should be positioned a safe distance to the rear of the suspect vehicle and to the extreme left of the suspect vehicle.

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- x. At night, all lights, including spotlights and take down lights, should be focused on mirrors and the interior of the suspect vehicle.
 - xi. Officers should have their weapons ready for immediate use.
 - xii. Officers should position themselves so as to have access to the public address system and an unobstructed sight picture, while utilizing the vehicle as cover.
 - xiii. The initiating officer will assume command of the situation and will be the only officer giving directions to other officers and subjects(s).
 - xiv. The initiating officer, utilizing the public address system, will instruct the operator to turn off the engine and throw the ignition key out of the window and have all occupants place their hands in a visible position.
 - xv. The initiating officer will direct each occupant to remain in this position until instructed to do otherwise.
 - xvi. The initiating officer will direct each occupant to remove themselves from the vehicle individually, according to specific directions, and into the appropriate search position.
 - xvii. Each suspect will be cuffed, searched, and moved to a controlled position by a contact officer until it is determined that the vehicle is safe to approach.

14. Back-up officer's duties.

- a. Back-up officers will coordinate their locations and arrivals to coincide with vehicle stop.
 - i. Back-up units arriving during a night-time stop shall be aware of their police unit's headlight projection and shall not place their unit(s) in such a manner as to silhouette or spotlight any officer(s) already engaged and deployed at the scene of the stop.
- b. Back-up officers will approach from a safe distance avoiding crossfire situations.

- c. The initiating officer will coordinate the handcuffing, searching and removal of the suspects by the back-up officers to a safe place.
- d. Back-up officers will be assigned responsibility for control of all suspects after they have been placed in search position.

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