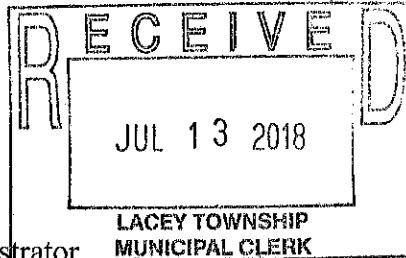


Log # 380
Date Due 7-20

Lisa Monbleau

From: Veronica Laureigh <lanceyclerk@laceytownship.org>
Sent: Thursday, July 12, 2018 6:44 PM
To: Lisa Monbleau
Subject: Fwd: Open Public Records Act request - Township Policies

Thank you



Veronica Laureigh
Municipal Clerk/Administrator
Township of Lacey
818 Lacey Road
Forked River, NJ 08731
609-693-1100, ext. 2200
Fax: 609-693-0526
lanceyclerk@laceytownship.org
www.laceytownship.org

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

From: PSNJ, Ironbound Media <opra+request-2057-f5c7cb6d@requests.opramachine.com>
Date: Thu, Jul 12, 2018 at 6:05 PM
Subject: Open Public Records Act request - Township Policies
To: OPRA requests at Lacey Township <lanceyclerk@laceytownship.org>

Lacey Township,

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:

- Township policy on photography/video recording within the publically accessible areas of all public township buildings. *No records*
- Township policy regarding police officers identifying themselves when asked. *police*

Sincerely,

PSNJ, Ironbound Media

*I emailed 10
pages. Am
7-16-18*

Please use this email address for all replies to this request:
opra+request-2057-f5c7cb6d@requests.opramachine.com

Is lanceyclerk@laceytownship.org the wrong address for Open Public Records Act requests to Lacey Township?
If so, please contact us using this form:
https://opramachine.com/change_request/new?body=lacey_township

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>

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.

 Lacey Township Police Department Rules & Regulations/Policies & Procedures		Issue Date: 7-17-2000	Effective Date: Immediately
		Issuing Authority:  CHIEF Michael C. DiBella	
Volume: IV	Volume Title: OPERATIONS	Chapter: 6	# Pages: 8
Subject: Patrol Services and Officer Conduct		Accreditation Standard(s):	
Reference(s): Vol. 1, Ch. 1 – Rules & Regulations		Last Revision Date: 6-14-2018	Evaluation Date: Annually

POLICY: It is the policy of the Lacey Township Police Department for members to adhere to acceptable standards of performance and conduct. Police officers often exercise discretion in the daily performance of their duties and exercise considerable authority which necessitates the consistent adherence to the most professional standards. To assist in the proper use of discretion and authority, the following procedures, in combination with other agency policies, procedures, and directives, have been established to set an acceptable level of performance and conduct. The standards in this policy are part of the overall Lacey Township Police Department written directives system along with the Rules and Regulations promulgated by the designated Appropriate Authority for the Township of Lacey pursuant to *N.J.S.A 40A:14-118*.

PROCEDURE:

The personnel of the Lacey Township Police Department will adhere to the following areas of performance and conduct in their daily response to all police services.

I. BEGINNING AND ENDING OF SHIFTS:

- A. Every officer shall arrive prior than the scheduled start time prepared and fit for duty. The officer shall have all of their required equipment ready for deployment if necessary at the official start time of the shift. Every officer shall assume patrol duties in the officer's assigned sector no later than fifteen (15) minutes after the officer's official starting time of the shift.
 1. Only a Sergeant or Officer-In-Charge (OIC), with good cause, can authorize a deviation to this rule.

B. No officer shall leave the officer's assigned sector prior to fifteen (15) minutes before the end of the officer's shift or as otherwise relieved by a supervisor.

1. Any and all reports shall be completed during the officer's shift.

a. Any additional time required for reports must be approved by the sergeant or OIC.

b. The sergeant or OIC, with good cause, can authorize a deviation to this rule.

C. General Practices during Tour

1. Each officer will patrol all areas of the officer's sector during the officer's shift.

2. Each officer will plan the patrol of the assigned sector so as to give proper and equal coverage of the area considering the public safety needs of the area.

3. Each officer must utilize the officer's assigned vehicle unless otherwise directed by the Shift Sergeant or OIC. The officer shall conduct a full inspection of the exterior and interior of the vehicle both prior to and upon concluding each shift. Any observed damage, deficiencies, or special concerns shall be immediately reported to the Shift Sergeant or OIC and properly documented.

4. Each officer will schedule a break and half hour meal time so as not to cause an absence of patrol units available at any given time.

a. The Sergeant or OIC may authorize two officers to be on break at the same time. However, the officers must notify dispatch for their status to be properly updated in the CAD system.

5. All breaks and meals must be within Lacey Township.

6. Each officer will ensure the recording in the CAD system of the officer's start time, location, and time complete for the following activities:

a. Radar Speed Enforcement

b. Directed Patrol Activities

c. Traffic Details

d. Surveillance Operations

- e. Special Details (The officer will record the reason or purpose of the detail.)
7. Business Property Checks
- a. Each officer assigned to an overnight shift is required to make business property checks in the officer's assigned area.
 - b. The checks should include both visual and physical inspections. Dispatch shall be notified of physical checks for proper entry in the CAD system.
 - c. Any irregularities should be noted and documented in the CAD system.
8. House Checks:
- a. Supervisor's will ensure that officers on the shift are aware and check the vacant houses documented in the "Request for Security Check" log in their assigned areas.
9. Radio and Phone Contact:
- a. Each officer while on assigned duty will at all times be in radio or phone contact with the department communications system.
 - b. At **ALL TIMES** each officer when leaving the officer's assigned vehicle and going to a fixed location, will sign off through the department communications giving location and reason. The dispatcher shall ensure the officer's status is updated in the department CAD system.
 - c. Each dispatcher/officer when answering the phone, or having direct contact with anyone, will do so in a courteous and pleasant manner.
 - (1) Clearly identify himself or herself.
 - (2) Make every effort to assist the person.
 - (3) Direct to proper person if required.
 - d. Each officer when utilizing a department radio, will do so following proper radio procedure and in a professional manner.
 - e. Whenever a person calls or directly requests to speak with the Chief of

Police, the person will be referred to the Chief's secretary. When the Chief's secretary is not available, the call may be forwarded to the Chief's Office. During the hours the Chief is not in the office or off-duty, the officer/dispatcher receiving a request to speak to the Chief will forward the call to the Chief's voicemail.

10. Street Lights:

- a. Any officer observing a street light out in their sectors shall advise communications personnel of same. The dispatcher will record the information in the department CAD system and contact the Township Clerk who will forward the information to the power company for repair.

11. Gasoline from the Township Pumps:

- a. All patrol vehicles will be filled at the conclusion of each shift. Officers shall comply with all rules posted at the gas pumps.
- b. There will be no smoking while pumping gas. Officers in uniform are not permitted to smoke cigarettes in public view.
- c. Gas from any Lacey Township pump is to be used for official purposes only.

12. Smoking at Headquarters:

- a. Smoking is prohibited in any area of or on the grounds of the properties owned, leased or rented by the Township of Lacey (See chapter 288 of Lacey Township municipal code).
 - 1. This shall apply to all police personnel and private citizens, including prisoners.
- b. Officers in uniform are not permitted to smoke cigarettes in public view.

13. Security Checks: Municipal Building / Community Hall / Township Parks

- a. During Shift 4, it shall be the responsibility of the shift supervisor to ensure the security check of the Municipal Building, Community Hall, and each of the Township Parks. A CAD entry shall be made to document same.

II. PATROL SECTORS

- A. Lacey Township will be divided into twelve (12) patrol zones which shall be utilized in combination to assign officers to a specific patrol sector.

Zone 1: North of Liberty Way, East of Rt. 9, South of Cedar Creek and West of the Barnegat Bay.

Zone 2: Murray Grove North to and including Liberty Way, East of Rt. 9 and West of the Barnegat Bay.

Zone 3: Game farm North to Murray Grove, East of Rt. 9 and West of the Barnegat Bay.

Zone 4: South of the Game Farm to the North Branch of the Forked River, East of Rt. 9 and West of the Barnegat Bay.

Zone 5: East of Rt. 9, West of the Forked River, South of the North Branch to the South Branch of the Forked River.

Zone 6: East of the Forked River, North of the Oyster Creek and West of the Barnegat Bay.

Zone 7: West of Rt. 9, East of the Garden State Parkway, North of the Oyster Creek and South of the Lakes. (Deerhead Lake, Lake Barnegat and Millpond)

Zone 8: West of Rt. 9, South of Lacey Rd., East of the Garden State Parkway North of the Lakes.

Zone 9: West of Rt. 9, North of Lacey Rd., East of Manchester Ave. and South of Haines Street.

Zone 10: West of Rt. 9, North of Haines St., East of Western Blvd., and South of Cedar Creek.

Zone 11: West of Manchester Ave., North of Lacey Rd., East of the Garden State Parkway and South of Western Boulevard.

Zone 12: West of the Garden State Parkway, South of the Berkeley Township Line, North of the Waretown and Barnegat Lines, East of Manchester Township Line and North of Woodland Township, Burlington County Line.

- B. The Shift Sergeants or the Officer-In-Charge (OIC) will assign each patrol officer to a specific sector during the shift. Patrol officers shall not leave their assigned zones unless a situation warrants it and notification to the sergeant or OIC is made that they must leave the sector.
- C. The Shift Sergeant or the OIC shall assign each patrol officer to a specific combination of the above listed zones which will be the officer's "assigned sector" pursuant to this policy. Special details (e.g., directed enforcement) which are not specific to a sector, must be clearly assigned and announced to the remaining patrol officers on the shift.
- D. Each officer assigned to a sector will patrol and handle all calls for service in that sector for the entire shift of each day. If an officer in one sector is tied up on a call and a separate call for emergency service is received for that sector, an available officer from an adjacent sector will be assigned. Likewise, back up units are to be assigned from available adjacent sectors or special assignments as deemed appropriate by the Shift Sergeant or OIC.
- E. An officer assigned a call-for-service shall handle the call (including reports, notification requirements, etc.), unless otherwise directed by the Shift Sergeant or OIC.
- F. When an officer escorts or transports any person for good cause, the officer will first advise the supervisor and receive approval. Escort means leading or following another vehicle. Transport means taking a person in the patrol vehicle to a location. The officer shall advise the communications personnel of the following:
 - 1. Time start and beginning mileage.
 - 2. Destination.
 - 3. Male/Female.
 - 4. Number of persons.
 - 5. Time complete and ending mileage.
 - 6. Time back in area.
 - 7. In all escorts or transports, the officer will go directly to the destination and return to the officer's area immediately thereafter.
 - 8. Any escort or transport over two (2) miles from the Lacey Township border must be coordinated with the other jurisdictions to complete the assist. Officers are not to go beyond the two (2) mile distance from Lacey Township to escort or transport. The sergeant or supervisory officer can give special authorization but only for an exceptional reason and he must ensure the entry of that reason into the department's CAD system. This condition does not apply to prisoner transportation.

III. HEADQUARTERS PROCEDURES:

A. Security and Parking

1. All personnel (not assigned a side parking stall) are to use the rear entrance to enter and leave headquarters.
2. The front interior door, the side exterior door, and the rear exterior door of headquarters are to be locked at all times. The doors may never be left open while unattended.
3. All personal vehicles are to be properly parked in the rear parking lot within a marked parking stall not otherwise designated for patrol vehicles. Visitors are to park in the front of the building.
4. All police vehicles are to be parked in their designated areas and locked.
5. No unauthorized persons or citizens are to be in the main headquarters area; this is, the area that is secured at all times unless escorted by a member of the department.
6. Unless they are on official business or have received special approval by an officer-in-charge, all unauthorized persons and citizens are to stay in the public area that has been provided.
7. When someone is allowed into the secured area, the person that they are seeing must escort them to and from their office.

B. Cleaning of Areas after Breaks:

1. The area where you take your break/breaks is to be cleaned before returning to your tour of duty or going off duty.
2. Coffee containers, soda cans, and other items should be put in proper trash containers. Large containers or trash containing food items shall be put in the outside garbage area.
3. Any person utilizing the kitchen area must properly clean any mess created. No items shall be left in the sink and no dirty dishes shall be left in the kitchen.
4. All personal items must be stored in lockers, desks, assigned slots, or vehicle.

IV. Professional Demeanor and Actions

A. Contact with Subject(s):

1. Be courteous, respectful, polite and professional.
2. Introduce or identify themselves to the citizen and explain the reason for the contact as soon as practical, unless providing this information will compromise the safety of officers or other persons.
 - a. Sworn employees shall give their name and badge number to any person upon request.
 - b. Civilian employees shall give their name and employee number (if one exists) to any person upon request.
3. Ensure that the length of any detention is no longer than necessary to take appropriate action for the known or suspected offense.
4. Attempt to answer any relevant questions that the citizen may have regarding the citizen/officer contact, including relevant referrals to other city or county agencies when appropriate.
5. If asked, provide the procedures for filing a complaint about police services or conduct.

C. Inappropriate Profanity or Gestures:

1. Officers and dispatchers shall maintain a professional demeanor and not utilize inappropriate profanity or gestures. While officers and dispatchers may face members of the public who engage in disrespectful behavior toward department members, all police department personnel must consistently represent this agency in a professional manner and must not inappropriately respond in kind.

B. Cell Phone Usage:

1. Officers shall not unnecessarily utilize handheld cellular telephones while driving a marked patrol vehicle in public view. The current exemption under the law allows for duty related communications only. All efforts should be made to pull over to a safe location when communication on a handheld cell phone is necessary. Hands free communications should be utilized consistent with the intent of the law and the interest of traffic safety.